[DATE]

[NAME]

[MAILING ADDRESS]

[CITY] [STATE] [ZIP]

# RE: [PROJECT NAME]

CIP: [CIP NO.]

**Courtesy Notice – Survey Team On Property for Public Project**

Dear Property Owner:

We are writing to let you know that a survey team will be coming through your area as early as 30 days from the date of this letter. They will be conducting topographic and boundary surveys on City owned right-of-way. In order to take accurate measurements, they may need to enter your yard at [PROPERTY ADDRESS] (permitted under Iowa State Code Section 314.9). They will take care not to disturb your yard.

This survey information will help inform design work and aesthetics on a future public improvement project to [DESCRIPTION]. Construction on these improvements are anticipated within the next [TIME FRAME].

If you have any questions or comments, please contact [PROJECT ENGINEER] at 286-[XXXX], or [EMAIL]. Thank you for your cooperation.

We will be scheduling neighborhood information meetings later this year to discuss the project with you and provide greater detail.

Sincerely,

THE CITY OF CEDAR RAPIDS PUBLIC WORKS DEPARTMENT

[PROJECT ENGINEER]

cc: [PROJECT MANAGER]