

# Survey Notification Letter - Procedure & Quality Checklist

Project: \_\_\_\_\_

## Background

The Survey Notification Letter (previously known as the "landowner letter") was developed with the US Army Corps of Engineers to ensure compliance with Corps land access procedures as well as to obtain any previously issued Jurisdictional Determinations to landowners within the project area. In addition, the letter serves as a courtesy notification of the upcoming presence of NCDOT staff or consultants and their markings for survey activities. It also provides a contact for questions or concerns. The letter does NOT satisfy any Public Involvement requirements. Public Involvement is a separate process.

Element	Description	QC Review	
Survey Notification Letter Template	Use Template from ECAP Website.	<input type="checkbox"/>	
	Verify the Project Description	<input type="checkbox"/>	
	Verify the Project Manager Name & Contact Information	<input type="checkbox"/>	
Email	Draft and Send the following email message: To: <a href="#">NCDOT Project Manager</a> cc: <a href="#">Your Environmental Contact (e.g. ECAP)</a> Subject: <a href="#">Mailing of the Survey Notification Letter</a> This is a courtesy email that the attached survey notification letter will be mailed to project landowners in the next 48 hours. Please let us know if you have any concerns. Thank you,	<input type="checkbox"/>	
Mailing List	Use the study area file boundary and the County GIS layer to create the survey notification letter mailing list.	<input type="checkbox"/>	
Bcc List	Position	Source:	<input type="checkbox"/>
	Project Manager	From Scope	
	Division Engineer	<a href="#">Divisions 1-6 &amp; 8</a> <a href="#">Divisions 7 &amp; 9-14</a>	
	Division ROW Agent	<a href="#">Divisions 1-6 &amp; 8</a> <a href="#">Divisions 7 &amp; 9-14</a>	
	Locations & Surveys Area Locating Engr	<a href="https://apps.ncdot.gov/dot/directory/authenticated/UnitPage.aspx?id=5131">https://apps.ncdot.gov/dot/directory/authenticated/UnitPage.aspx?id=5131</a>	
	Public Involvement Group Leader	<a href="mailto:jarobbins@ncdot.gov">jarobbins@ncdot.gov</a>	
	USACE Representative	<a href="https://connect.ncdot.gov/resources/Environmental/EPU/Documents/Agency_Contact_Information_Map.pdf">https://connect.ncdot.gov/resources/Environmental/EPU/Documents/Agency_Contact_Information_Map.pdf</a>	
ECAP Environmental Coordinator	From Scope		
Letter Distribution	When the Project Manager confirms the letter, mail the letter via US Postal Service First Class Mail.	<input type="checkbox"/>	
	Envelope return address: If ECAP, use: NC Department of Transportation, Attn ECAP, 1598 Mail Service Center, Raleigh NC 27699. If Division Managed, use address in letter footer and project manager name.	<input type="checkbox"/>	
	email the BCC list.	<input type="checkbox"/>	
Document to SharePoint	For Project Documentation Purposes, create a single PDF inclusive of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter</li> <li><input type="checkbox"/> Backside multi-language letter</li> <li><input type="checkbox"/> BCC Page</li> <li><input type="checkbox"/> mailing list (or label sheet).</li> <li><input type="checkbox"/> This QA Checklist</li> <li><input type="checkbox"/> Title: TIP YYYY-MM Survey Notification Letter Package.pdf</li> </ul> Post on SharePoint at the following location: Natural Environmental Library   Mark Topic as Correspondence.	<input type="checkbox"/>	

## Certification

I have reviewed this document for consistency with this checklist and confirmed all of the items have been completed.

**Name**

**Signature**

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