Landowner Letter Protocol / Procedure

Last Updated/ Reviewed: 6/26/2019

When does this process/ procedure begin?

As soon as a request for a Cost Estimate is received, or there is high confidence a NRTR is about to be requested.

What elements do I need to begin this process/ procedure?

- ☐ A design file (.dgn) or Shape File of the project study area boundary.
- ☐ NCDOT Landowner Letter Template

Instructions:

1. **ECAP:** Begin completing the landowner letter and BCC list from the Template located at:

Internally: S: ProjMgmt\NEPMU Shared Information\NRTR Resources\LandOwnerLetters

Externally:
https://inside.ncdot.gov/stage/connect/resources/Environmental/PDEA%20Procedures%20Manual%20Docum ents/Landowner%20Contact%20Letter%20Template.dotx

2. **FIRM:** Once the firm has received the study area file boundary, they should use the county GIS layer to create the landowner mailing list in preparation for the distribution of the landowner letter.

   - ☐ Add a label to include the ECAP Environmental Coordinator.
   - ☐ Email a PDF version of the landowner list to the ECAP Environmental Coordinator.

3. **ECAP:** Signature should be obtained on the landowner letter as close as possible to the mailing dates. Then create the "Landowner Letter Package," a single PDF inclusive of:

   - ☐ signed landowner letter
   - ☐ backside multi-language letter,
   - ☐ BCC page, and
   - ☐ landowner list.
   - ☐ Post in the Natural Environment library on SharePoint. Mark the topic as "Correspondence"
   - ☐ Notify the consultant the Package is posted and ready for distribution (see example language below).

Distribution Email to Consultant and CC: NCDOT Project Manager:
Consultant: The landowner letter package for the above referenced project has been placed on SharePoint. Please print the letter and multi-language on one sheet, front and back. Do not send the bcc list out with the letters to the landowners. The landowner letter will need to be distributed via email separately to bcc recipients. Thank you.

4. **FIRM:**   Mail Landowner Letter vis USPS First Class mail, and email BCC list.