



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

March 18, 2008

To: L&S Group Leaders
Area Engineers

From: Charles W. Brown, PE, PLS
State Location & Surveys Engineer

Subject: Proc 2008-1 Division Engineer Contact Letters

Following conversations with several Division Engineers, I am at this time requiring a formal contact with the appropriate Division Engineer at the time of starting surveys on any project. To accomplish this, please take the following actions:

- Immediately prior to commencing field activities on requested surveys, including paneling projects, you are required to send a letter to the Division Engineer of the appropriate Division (cc the Division Construction Engineer and the appropriate District Engineer). This letter should contain in the Subject the standard data as supplied by Roadway Design in our request (TIP number, WBS, Element, Project Description).
- This text of the letter should notify the Division Engineer of your anticipated duration of work (start and end dates are sufficient), and a general description of work to be performed (, i.e. field surveys, right of way staking, paneling for aerial photography). A detailed description of activities is not necessary.
- The text of the letter should also indicate that the property owner contact report can be made available upon request.
- Include a simplified map (no greater than 8" x 11 1/2") showing the area of coverage. This can be a copy of the county map with the area to be surveyed highlighted.
- Provide contact information for your office.
- Other information as you deem necessary.
- Additional surveys will not warrant an additional letter unless you are requested to go substantially outside of the initial coverage area.

A sample letter is attached for your use. You may alter this or develop your own as desired.

This procedure applies to all projects in which Location & Surveys will be involved, including those with partial or total PEF involvement, if Location & Surveys is the administering Unit.

Thank you for your cooperation. Please do not hesitate to contact me with any questions or comments.

CWB

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
LOCATION & SURVEYS UNIT
1588 MAIL SERVICE CENTER
RALEIGH NC 27699-1588

TELEPHONE: 919-250-4109
FAX: 919-250-4223

WEBSITE: WWW.DOH.DOT.STATE.NC.US

LOCATION:
CENTURY CENTER COMPLEX
BUILDING B - ENTRANCE B4
1020 BIRCH RIDGE DRIVE
RALEIGH NC 27610
Proc 2008-1.doc



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DATE

To: XXXX
Division Engineer
Division XX

From: XXX
Locating Engineer
Location & Surveys Field Office
Your Town

Subject: Upcoming Survey Activities
WBS: XXX
TIP No: XXX
County: XXX
Description: XXX

We are beginning surveys on the above-referenced project. Our anticipated schedule of survey activities will be from BEGIN DATE to END DATE. During this phase of surveys we will be SETTING PANELS, PERFORMING FULL SURVEYS, STAKING RIGHT OF WAY, OTHER AS YOU NEED. Additional survey requests may result later in additional time on this project. Attached is a map showing the approximate limits of our survey activities. Property Owner contacts or other information can be made available at your request.

Thank you for your time and attention in this matter. If you have questions or comments, please contact me at XXX-XXX-XXXX.

XXX;cwb

Attachment: Map of Survey Limits

Cc: XXX, Division Construction Engineer
XXX, District Engineer
XXX, L&S Area Engineer