



**City Utilities
Design Standards
Manual**

Exhibit GR6-1
Surveying and Inspection Notice

Created: October 20, 2011

Revised: August 19, 2015

Approved: _____

(Copy & Paste text below into Consultant's Letter Head and modify with project information)

Property Owner's Name
Property Owner's Street Address
Property Owner's City, State, Zip

Re: Project Name

Dear Property Owner:

The City of Fort Wayne has retained (Firm Name) to prepare a topographic survey for a (sewer/water/storm) project on (Location). The purpose of this project is to (Reason for Project (i.e. increase capacity, improve drainage, increase pressure, etc...)).

Our information indicated that you either own or occupy property near this proposed (Location) project. Our employees will be conducting a survey of the project area in the near future. The majority of the work will be within existing City street right-of-ways or utility easements, but it may be necessary for them to come onto your property to complete this work. Entry onto your property will be kept to a minimum. They will show you their identification, at your request. If the property is occupied by someone else, please let them know that a survey crew could be on the property. If you have sold the property, please let me know so I can properly notify them.

The survey work will include gathering detailed mapping information for the project area including the location of features such as roads, existing utilities, buildings, trees, fences, and drives, and obtaining ground elevations. The survey is needed for the proper planning and design of this project.

Please be assured it is our sincerest desire to cause you as little inconvenience as possible during this survey. If any problems do occur, please contact our field crew or myself.

Very truly yours,

Survey Department Manager Name

(Consultant/Designer Firm Name, Address and contact information)