

[Date]

[Name of Utility]

Attn: [Utility Authorized Representative]

[Street Address]

[City, State, Zip]

Subject: Initial Notice of Proposed Improvement Project Des. No. [1234567]

Dear [Utility Authorized Representative]:

[Our firm has been assigned the task of utility coordination on the project referenced below by the Indiana Department of Transportation.]

In accordance with 105 IAC 13-3-1(c), this letter serves as your initial notice of the proposed improvement project Des. No. [1234567 on SR 00 in County Name] County, Indiana.

In accordance with 105 IAC 13-3-1(c), the following project information is also provided:

- | | |
|---|--|
| (1) Name or Route number: | [from SPMS schedule use "Route Number"] |
| (2) Geographical limits: | [from SPMS schedule use "Location", "From RP", "To RP" and include drawing if available.] |
| (3) General description of work: | [from SPMS schedule use "Work Type"] |
| (4) Date approved work plan will be needed: | [from SPMS use "Utility Coordination" "Est/Act Finish" date] |
| (5) Ready for contracts date: | [from SPMS schedule use "Ready for Contracts" "Est/Act Finish" date] |
| (6) Name of designer and contact information: | [from SPMS schedule use "Start Plan Development" "Person Responsible" and "Phone" information] |
| (7) Major or Minor project: | [Contact project manager for designation] |

The dates listed in items (4) and (5) above are the latest anticipated dates by INDOT.

In accordance with 105 IAC 13-3-1(d), within 30 days after receiving the initial notice, the utility shall respond in writing with a:

- (1) description of the type and location of its facilities within the geographical limits of the proposed improvement project; or
- (2) statement that the utility has no facilities within the geographical limits of the improvement project.

Additionally, we request that you provide us the name, telephone number, address and e-mail of the individual selected as your contact person for this particular project so as to expedite future communications. We will contact Indiana 811 prior to our survey to request locates for this project. If you would prefer to supply us location information by some other means, please contact this office to discuss.

Please send your response to: [Utility Coordinator Name, Utility Coordinator Agency, Street Address, City, State, Zip Code, Telephone: 123-456-7890, Fax: 123-456-7890, insert.email@address.here.com]. Thank you for your attention to these matters.

Sincerely;

[Utility Coordinator Name]

[Utility Coordinator Title]

Cc: File