***\*****REMOVE these instructions and all red text before sending out this letter. Modify text for areas highlighted in yellow below. Choose either paragraph A or B and delete the other****.*** *Choose either paragraph C or D and delete the other. See the attached map and contacts for the appropriate Wetland Management District or Wildlife Refuge in which to send the letter. If your project covers more than one district please send a letter to each district the project will occur in. You do* ***not*** *need to mail the Wetland Management District contacts or map with the letter.*

Month dd, yyyy

«CTitle» «First» «Last»

«Title»

«Department»

«Agency»

«Address»

«City», «State» «Zip»

PROJECT NO. (Project Number), PCN (Number)

(DESCRIPTION) *-all caps*

(COUNTY) -*all caps*

*Paragraph A (to be used for Interstate, US, or State highway projects) –* The North Dakota Department of Transportation, in cooperation with the Federal Highway Administration, is proposing a roadway improvement on (Highway Name, Vicinity, Description).

*Paragraph B (to be used for Urban and County Federal Aid Route highway projects) –* (Local Government Agency replace with the appropriate City or County), in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on (Highway Name, Vicinity, Description).

The project consists of (Scope of Work).

This project is expected to be constructed during the yyyy construction season.

*Paragraph C (if right-of-way will be required) –* The project will require permanent and/or temporary right-of-way. The right-of-way required will be (explain where it is in relation to the project, i.e. in linear strips parallel to the project area).

*Paragraph D (if right-of-way will not be required) –* The project will not require the acquisition of permanent or temporary right-of-way.

To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969, as amended. We are particularly interested in any Service Interest property within a ½ mile of either side of the proposed roadway improvement. Any information that might help us in our studies would be appreciated.

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Month dd, yyyy

It is requested that any comments or information be forwarded to our office on or before (mm/dd/yyyy). If no reply is received by this date, it will be assumed that you have no comment on this project.

If further information is desired regarding the proposed roadway improvement, please contact (Designer) at (Phone) in (City), (State).

(NAME) *-all caps (Refer to Section II – 04.01.03 for signatory agent)*

#/si/wi *-for NDDOT internal projects: (div.#/signatory initials/writers initials)* or si/wi *-for consultant projects: (signatory initials/writers initials)*

Enclosure

