

FROM :

PHONE NO. : 301 349 2668

Jun. 14 2011



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

Beverley K. Swain-Staley, Secretary
Neil J. Pedersen, Administrator

April 29, 2011

Maryland Department of Transportation

«FIRST_NAME» «LAST_NAME»
«OWN_2_FIRST_NAME» «OWN_2_LAST_NAME»
«ADDRESS_1»
«ADDRESS_2»
«OWN_CITY» «OWNER_STATE» «ZIP»-«ZIP_2»

Tax Account ID No.: «ACCTID»

Dear Property Owner:

The State Highway Administration (SHA) is currently conducting environmental analysis, engineering studies, and related activities including field research and survey activities, for purpose of meeting SHA's obligations towards Maryland's Bay Restoration Goals through wetland, stream and forest restoration opportunities. Specifically, we will be evaluating your property's floodplains, streams and wetlands, for their potential to help reduce nitrogen, phosphorus and sediments from direct or indirect roadway runoff. This project is in the Pre Planning Phase and representatives including SHA personnel or consultant personnel (under SHA direction) may be required to enter temporarily onto your property. The purpose of this letter is to inform you of the need to access your property and request your consent. If we hear from you within 30 days of the date of this letter, we will assume we have your cooperation and consent. If your property is a rental property, please notify the tenant(s) of SHA's need to access the property.

Access to the property is required to perform environmental analysis, gather field data used to study alternatives and perform engineering activities. In general, these activities involve multiple SHA offices that perform activities related to specific areas of expertise that occur at different times in the evolution of a project. As a result, access to your property may be required several times and may span a period of two years or more depending upon the project needs. SHA is committed to reduce the inconvenience that may occur as a result of these activities.

The following information should address many of the questions that you may have concerning this project and the need for access. A separate list of "frequently asked questions" is also provided for your information.

- Since the purpose of the studies or activities is to gather data, our field personnel gathering information are not usually aware of all the project details. Consequently, they may not be able to answer some of your questions concerning the proposed improvements. They are not being evasive, but they may not be able to answer your questions because



FROM :

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Jun. 14 2011 03:41PM P2

(Attachment F.)



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- the final design often cannot be determined until after all the data has been collected and analyzed. The Project Representative listed below is the best person to contact for answers to questions and status information.
- All SHA employees carry identification cards and are required to display them upon request. Consultant employees are also required to display identification upon request.
- All personnel have been instructed to take every possible precaution to assure that your property is not permanently damaged in any way while conducting these studies. If damage does occur, SHA will make proper restitution.
- To assist us further, it would be helpful if you would point out to our field personnel any conditions on your property such as underground utilities, freshly planted crops or other features that might not be readily apparent to them.

Several offices within SHA will receive a copy of this letter. Representatives of those offices may access your property to perform specific activities including, but not limited to, field surveys, wetland delineation, archeological studies, soil testing, and subsurface investigations which include soil and groundwater evaluations. In an effort to better inform property owners, it is SHA's policy to notify property owners for the purpose of re-entry when more than one year has elapsed since the previous contact.

A written response to this letter is not necessary. However, if you have any questions concerning this project, please contact:

Project Representative: Charles T. Nichols, Chief, Environmental Programs Division
Address: 707 N. Calvert Street, C-303, Baltimore MD 21202
Email: tnichols@sha.state.md.us
Phone: 410-545-8628 or toll free 1-800-446-5962

Thank you for your cooperation concerning these project activities.

Sincerely,

Sandra E. Hertz, Deputy Director
Office of Environmental Design

cc: Mr. Kirk McClelland, Director, Office of Highway Development
Ms. Sonal Sanghavi, Director, Office of Environmental Design
Mr. Greg Slater, Director, Office of Planning and Preliminary Engineering

My telephone number/toll-free number is _____

Maryland Relay Service for Impaired Hearing or Speech: 1.800.735.2258 Statewide Toll Free

Street Address: 707 North Calvert Street • Baltimore, Maryland 21202 • Phone: 410-545-0300 • www.marylandroads.com

