

TO: _____

SUBJECT: PROJECT _____
UPC _____

UTILITY OWNER: _____

Dear <name>:

In reply to your letter of <date of UFI Confirmation>, confirming the utility inspection held on the above-noted project, which is scheduled to be advertised on <advertise date>, we wish to inform you that the conditions checked in the blocks below apply:

- 1. It is necessary to adjust our existing facilities at project cost. A plan and Estimate will be prepared and will be ready for submittal on or before _____.
- 2. It is necessary to adjust our existing facilities at no cost to the project.
- 3. It is necessary to install new facilities on this project.
- 4. It is expected to have all adjustment work and new work completed prior to project advertisement of highway contract.
- 5. It is not expected to have all adjustment work and/or new work completed prior to project advertisement of highway contract. (When adjustment work or new work is to be performed in conjunction with the highway construction at no cost to the project, three sets of general sketches of the proposed work and an explanation are to be submitted as soon as possible and not later than two months prior to project advertisement.) Detailed information for work to be covered by a special provision will be submitted no later than: _____.
- 6. Attachments to highway bridge structure _____ requested. Details of the attachment will be submitted by: _____.
- 7. The State _____ requested to acquire replacement easements. Details of the proposed easement will be submitted by: _____.
- 8. It is desirable to have certain utility work included in the highway contract to be performed by the highway contractor. (See utilities Relocations Procedures Manual, chapter, VIII, Sections E and F.) Preliminary plans and specifications of this work will be submitted on or before: _____.
Final drawings will be submitted on or before: _____.
- 9. The relocation or adjustment of our facilities will not affect the navigable waters or wetlands areas.
- 10. We are forwarding required navigable water and wetland permit information to be included with the Virginia Department of Transportation permit application.
- 11. We will make application for the necessary navigable water and wetland permit.

Very truly yours,

Name: _____

Title: _____

Date: _____