

(Date) (Property Owners being affected by Project) (Property Description)

Dear (Property Owner):

The **Kentucky Transportation Cabinet** intends to improve portions of (Project Name), to better serve the needs of the traveling public. Accordingly, we wish to advise you that it will be necessary for our survey personnel to enter upon your property in the next several days to obtain certain field data needed in connection with this highway project. The survey personnel may be using common survey equipment or other methods (such as Unmanned Aerial Systems (Drones) or Laser Scanners) to collect their field data. KRS 416.560 of the Kentucky Revised Code authorize such entries but also require that reimbursement be made for any actual damage resulting from such work. Our survey personnel are aware of the desire to preserve private property and public lands. If any valuable vegetation must be cleared to accomplish our work, you will be notified and informed as to the procedure to follow in preparing a claim for reimbursement. In all cases, however, removal of vegetation as well as other damage will be held to a minimum. If at any time you feel that our representatives have not given proper attention to private property, please notify this office at the following address:

Kentucky Transportation Cabinet (**District Office or Consultant Name**) (**Surveyor Name and Title**) (**Address**) (**Phone**) Please note that our survey personnel will not be able to give any information or answers to your questions. The survey staff will simply be collecting data to complete the surveying or specific mapping work. Should the ultimate design of the project affect your property or lands, a representative of the Kentucky Transportation Cabinet (KYTC) will contact you regarding the details.

We sincerely appreciate your cooperation and assistance so that this worthwhile project can be

completed as soon as possible.

Sincerely, (Surveyor Name and Title)