|  |  |
| --- | --- |
|  | (Date) |
|  |  |
|  | Dist.‑Co.‑Rte. |  |
|  | EA |  |
|  | AR No. |  |
|  | Parcel No. |  |
|  |  |
|  | Property Owner |
|  |  |
|  | Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: |
|  |  |
|  | The California Department of Transportation (Department) is proposing to (describe the construction project). |
|  |  |
|  | Your property, located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is within the project area and (indicate whether all or a portion may be acquired) for the project. |
|  |  |
|  | The Department plans to start inspecting the required properties on (date) . As part of the appraisal process, it will be necessary to perform an inspection of your property to aid in the determination of just compensation. You or your representative may accompany the appraiser on this inspection if you wish to do so. Please call me at (phone number) to discuss the State’s project and to schedule an appointment for the inspection of your property. |
|  |  |
|  | We have enclosed an informative booklet titled “Your Property/Your Transportation Project,” which will provide you with answers to questions owners frequently ask concerning land acquisition procedures. |
|  |  |
|  | All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.) and Section 162(a) of the Federal Highway Act of 1973 (23 U.S.C. 324). Enclosed for your information are a copy of Title VI Statutes and Regulations, a copy of the Title VI Complaint Process, and a booklet entitled “Caltrans and You,” which discusses this requirement. |
|  |  |
| Use as appropriate | If the acquisition of a portion of your property will leave you with a remnant of land having little market value, the Department will offer to purchase it from you. |
|  |  |
|  | This notice does not constitute an offer to purchase your property, nor does it establish eligibility of the owner and/or any other occupant for relocation assistance or relocation payments. Only those in occupancy at the time of the first written offer to purchase the property may be eligible for relocation payments. |
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|  | Upon completion of the inspection, a Department representative will discuss the acquisition in detail. |
|  |  |
|  | Very truly yours, |
|  |  |
|  |  |
|  |  |
|  | (AGENT’S NAME) |  |
|  | Right of Way Agent |  |
|  |  |  |
|  | (Agent’s Phone Number) |  |
|  |  |
|  | Enclosures |
|  |  |