SAMPLE COVER MEMO
SOURCE INSPECTION REQUEST
FROM LOCAL AGENCY TO
CALTRANS’ DISTRICT LOCAL ASSISTANCE ENGINEER
(Prepared By Applicant On Applicant Letterhead)

To: (name)  Date: ______________________
    Caltrans’ District Local Assistance Engineer
    Caltrans’ Local Assistance Office
    (district office address)

Federal-aid Project Number: (if one has been assigned)
Project Description: _____________________________________________
Project Location: _______________________________________________

Subject: (Source Inspection for Project Name, County)

We are requesting that Caltrans provide Source Inspection (reimbursed) services for the above mentioned project. We understand we are responsible for paying for this service provided for by the State. Listed below are the materials for which we are requesting Caltrans’ Source Inspection (reimbursed) services.

Materials that will require source inspection:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Justification for request: (Based on the requirements in Section 16.14 under “Source Inspection”) __________
_________________________________________________________________
_________________________________________________________________

Any question you might have about the above materials should be directed to:_________________________, at (phone #) ________________.

Approved:

(Applicant Representative Name)  District Local Assistance Engineer

(Title)  (Date)

(Local agency, name & address)