(*Print on Region/District Letterhead*)

*(Date)*

Dist. ‑ Co. ‑ Rte. *(XX‑XXX‑XXX)*

*(Conservation Easement Holder Name)* EA *(XXXXX)*

*(Organization)* Project ID No. *(XXXXXXXXXX)*

*(Address)* Parcel No. *(XXXXX‑X)*

*(City, ST ZIP Code)* AR No. *(XX)*

Dear      *(Easement Holder)*     :

The California Department of Transportation (Caltrans) is proposing to      *(generally describe the construction project)*     . According to information obtained from the county recorder’s office, you hold a conservation easement on property that is proposed for acquisition by Caltrans in conjunction with this project.

The conservation easement you hold title to, located at      *(subject property address/location)*     , is within the project area and      *(indicate whether all or a portion is required)*      is required for the project.      *(Describe the public use that Caltrans is considering for the subject property – what purpose the acquisition will serve and how the property subject to the conservation easement will be used.)*      A copy of the right of way appraisal map depicting the acquisition parcel containing your conservation easement is attached to this letter.

Caltrans would like to discuss the proposed acquisition with you and any public agencies that funded, or required for permitting, this conservation easement. In addition, you may submit written comments on the acquisition, including identifying any potential conflict between the public use proposed for the property and the purposes and terms of the conservation easement, to Caltrans at the address noted above, no later than 45 days from the date this notice was mailed.

As the easement holder, the California Code of Civil Procedure Section 1240.055 requires, under certain circumstances (see Code of Civil Procedure Section 1240.055(c)(2)[(A) and (B)], that you do the following within 15 days of receipt of this notice:

(1)  Forward a copy of this notice by first‑class mail to each public entity that provided funds for the purchase of the easement or that imposed conditions on approval or permitting of a project that were satisfied, in whole or in part, by the creation of the conservation easement;

*(Name)*

*(Date)*

Page 2

(2)  Inform each public entity that it may also submit written comments, including identifying any potential conflict between the public use proposed for the property and the purposes and terms of the conservation easement, no later than 45 days from the date Caltrans mailed this notice to you, and that any comments should be submitted to Caltrans at the address provided on the previous page;

(3)  If forwarding this notice to another public entity (as stated above), notify Caltrans of the entity name and contact information.

If you would like to reply with any written comments regarding the proposed acquisition or project, or if providing public entity contact information, please send them to my attention at the address provided on the previous page.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(AGENT’S NAME)*

*Right of Way Agent*

*(Agent’s Phone Number)*

Attachment