Date:

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| County: | Record ID/Permit No.: |
| ROW CSJ: | Hwy. No.: |
| Parcel ID: | Plate No.: |
| Project Limits: From       To       Location: | |
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Dear      :

An offer was made by the Texas Department of Transportation on       to purchase the above-designated property, on which your business is conducted, for highway right of way. This Department assists persons displaced by the purchase of land for transportation purposes through our Relocation Assistance Program. The payments and services to which you may be entitled are outlined in the enclosed brochure which is entitled *“Relocation Assistance.”* We believe that you will find that this brochure is very helpful.

Please take careful note of each and all of the following statements:

1. This letter serves as your notification of relocation eligibility as well as your notice that the sign structure on which your business is conducted will not be required to be removed from the subject property sooner than 90 days from the date of this letter. At some later date, you will receive an additional notice which will include a specific date by which you must vacate the property.

2. You may be entitled to a relocation assistance payment for costs and related expenses as explained in our brochure. This payment will not include any costs for moving real property.

1. To be eligible for any payment, you must provide the Department a copy of all necessary forms and any related receipts pertaining to the claim. You must also maintain compliance with any rules and regulations of the Highway Beautification Act or the Rural Road Act (Title 43, Texas Administrative Code, Chapter 21, Subchapter I and K).
2. Application for any and all payments shall be made in writing on standard forms provided by this Department and the application must be filed with this Department no later than eighteen (18) months after the 60th day of the sign structure’s notice to vacate
3. Any person or entity who is not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child.

1. Finally, if you are dissatisfied with a determination as to your eligibility for a payment or the amount of any relocation payment, you may request a review of your case by the Texas Department of Transportation’s Relocation Assistance Review Committee as explained in our brochure.

We request that you thoroughly read and examine our brochure for additional information and the requirements for payment eligibility. Assistance in preparing the necessary forms and with the filing of your claims for any benefits to which you may be entitled, as well as any additional information desired concerning our relocation assistance program, will be made available to you from this office. Please contact TxDOT Commercial Signs Program Staff which can be reached at (512) 416-3030 or ROW\_OutdoorAdvertising@txdot.gov. You may also visit the Texas Department of Transportation office located at       for assistance.

Sincerely,

Authorized Signatory

Enclosure