|  |  |
| --- | --- |
| U Number:       |       District |

Utility ID:

ROW CSJ No.:

County:

Highway:

Limits:

Utility Name

Utility Address

Utility Phone Number

Attention:

Dear      :

Attached for your files is an executed copy of the utility agreement assembly. The adjustment is       percent reimbursable for all eligible cost. As noted in previous correspondence you are authorized to proceed with the adjustment of your facilities on the above captioned project. This project is scheduled to be released for construction on       and it is requested that your facilities be completely relocated within 30 days of the project release date.

If the adjustment of the facilities is within TxDOT’s ROW, then a Utility Permit is required prior to starting construction. If a Traffic Control Plan is necessary, please be sure to submit the plan within a reasonable time frame to the Area Engineer for review and approval.      , the Area Engineer, may be contacted at (     )      . Please notify the Area Engineer's office 48 hours prior to beginning your adjustment to provide for the inspection of this work.

With this notification of an approved agreement, billing statements for cost incurred may be forwarded for processing. They will be reviewed in intervals of not less than 30 days. Your final billing will need to compare the estimated quantities and cost to the actual quantities and cost. Then, an explanation of any overruns or underruns in the quantities or cost will need to be provided. Also, submit with your final billing the date construction began and ended, and the address and telephone number of the location where the records may be audited.

It is requested that your office complete this work by      . If you require the status of any right-of-way acquisition, or if there is a change in the scope of work or if you are unable to meet the proposed schedule of relocation, please contact       of this office, at (     )      .

 Sincerely,

 Title,       District

     :

Attachment

cc: