Department of Public Works

**Engineering Division**

James M. Wolfe, P.E., City Engineer

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| --- |
| **Assistant City Engineer**Bryan Cooper, AIAGregory T. Fries, P.E.Chris Petykowski, P.E.**Deputy Division Manager**Kathleen M. Cryan**Principal Engineer 2**Janet Schmidt, P.E.**Principal Engineer 1**Mark D. Moder, P.E.Fadi El Musa Gonzalez, P.EAndrew J. Zwieg, P.E.**Financial Manager**Steven B. Danner-Rivers |

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Parcel Number: «Parcel\_No»

Situs Address: «Situs\_Address»

«OwnerLine1»

«OwnerLine2»

«OwnerLine3»

«OwnerLine4»

February 3, 2025

**To: Property Owners along \_\_\_\_\_\_\_\_\_\_\_\_**

**Re:** **Proposed Street Reconstruction Project &** **Public Hearing**

... Enclosed with this letter is a fact sheet with some details on the proposed project. Also enclosed is a notification for the Public Hearing before the Board of Public Works. The date, time and location of the public hearing is on the notification.

This project will involve special assessments to the owners of property adjacent to the project. The property owners will be assessed for various items included with this proposed project, and the costs of some of those items are assessed entirely to the owner. Tables detailing the City’s standard assessment policy for the items of work is included on the fact sheet.

Below is a preliminary Schedule of Assessments, which shows the estimated costs for your property adjacent to the project. The Schedule of Assessments for all properties adjacent to the project is available on the project webpage at: [PROJECT WEBSITE], a hard copy can be mailed to you upon request. The frontages and lot areas of each property to be assessed are listed on the full schedule. After work is complete, a final assessment cost will be calculated based on bid prices and work actually performed. The final assessment cost, which will be billed after the completion of the project, is payable in one lump sum or over a period of 8 years, with the \_% interest charged on the unpaid balance.

To request accommodations for special needs or disabilities or if you have any other questions regarding this project, please contact \_\_\_\_\_\_\_\_, Project Manager, (608) \_\_\_-\_\_\_\_, \_\_\_\_\_\_@cityofmadison.com. This includes requests relating to the Public Hearing and operations of construction.

Sincerely,

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

James M. Wolfe, P.E.

City Engineer

*SEE BACK*

**Language Translation Services:**

A City of Madison Engineering project is planned in your area. It may have an impact on you or your property. For language translation services, call 608-266-4751 in any language.

您所在的地區計劃開展一項麥迪遜市工程部項目。這可能會對您或您的物業産生影響。如需語言翻譯服務，請用任何語言致電608-266-4751

“El departamento de ingeniería de la ciudad de Madison tiene planeado un proyecto en su área. Este proyecto puede impactarlo a usted o a su propiedad. Para cualquier servicio de traducción en cualquier idioma, llame al 608-266-4751.

“Muaj kev tawm phiaj xwm rau Madison lub khoos kas Kev Tawm Qauv rau hauv koj cheeb tsam. Nws yuav muaj kev cuam tshuam rau koj los sis koj cov khoom cuab yeej cuam tam. Rau cov kev pab txhais lus, ces hu rau 608-266-4751 muaj txhais ua txhua hom lus.