Department of Public Works

**Engineering Division**

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

|  |
| --- |
| **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 |

City-County Building, Room 115

210 Martin Luther King, Jr. Boulevard

Madison, Wisconsin 53703

Phone: (608) 266-4751

Fax: (608) 264-9275

engineering@cityofmadison.com

[www.cityofmadison.com/engineering](http://www.cityofmadison.com/engineering)

Parcel Number: «Parcel\_No»

Situs Address: «Situs\_Address»

«OwnerLine1»

«OwnerLine2»

«OwnerLine3»

«OwnerLine4»

February 24, 2025

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

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

The City of Madison is planning a 20[xx] construction project for [street name(s)] from [street name] to [street name]. 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.

insert project location map

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.

RFP: [add initials]

cc by email: alder name, District [xx] Alder project manager, City Engineering streets principal engineer, City Engineering sanitary principal engineer, City Engineering storm principal engineer, City Engineering sewer designer, City Engineering

director of TE, Traffic Engineering assistant director of TE, City Traffic Engineering traffic control & marking TE lead, City Traffic Engineering TE designer, City Traffic Engineering water designer, Water Utility Adam Wiederhoeft, Water Utility

Taletha Skar, IT Department Tim Sobota, Madison Metro Transit Lorissa Banuelos, Common Council Hannah Mohelnitzky, City Engineering Charles Romines, Streets Division forestry representative, City Forestry Aaron Leair, City Forestry Bill Sullivan, Fire Department Jennifer Hannah, Police Department Michael Ott, Police Department Dane County 911

Amanda J Nagel ajnagel@madison.k12.wi.us Cara Hanson cmhanson@madison.k12.wi.us

Laura Hauptli lchauptli@madison.k12.wi.us Jason Northouse janorthouse@madison.k12.wi.us

Heidi Koch heidi.koch@firstgroup.com  Mike MacDonald mmacdonald@madison.k12.wi.us     Scott Chehak Sachehak@madison.k12.wi.us Vanessa Cruz vacruz@madison.k12.wi.us MMSD Transportation transportation@madison.k12.wi.us