

*Date*

Route: 7  
State Project: 0007-029-225, RW-201, C-501  
Federal Project No.: STP-5A01 (790)  
County: Fairfax  
UPC: 106917

RIGHT OF WAY – *Parcel Owner's Name*  
Parcel XX (the “Property”) *Street Address*

*Parcel Owner's Name*  
*Mailing Address*

Dear Landowner:

The Commonwealth Transportation Board has approved a transportation improvement project for Route 7. Plans indicate that your property will be affected. *ROW Company Name* will be overseeing the proposed right of way acquisition for your property.

Section 33.2-1011 of the Code of Virginia requires that the Virginia Department of Transportation (VDOT) request your permission prior to VDOT entering your property. This request includes the specific date of my intended entry; the name of the entity entering the property; the number of persons intending to enter the property; the purpose for which entry is made; and the testing, appraisals, or examinations to be performed and other actions to be taken. Please sign the form titled Permission to Enter Property indicating your concurrence, and mail it back in the enclosed self-addressed stamped envelope within 15 days.

If VDOT does not receive your permission, a Notice of Intent to Enter letter will be sent to you in order to comply with Section 33.2-1011. This letter will be sent via certified mail and one of the following means: 1) posted at the property 2) delivered by guaranteed overnight courier or 3) hand delivered to you.

*ROW Company Name* has been contracted by Shirley Contracting and VDOT to conduct an appraisal of the land and/or easements needed from your property for construction of this project. In order to evaluate the property, I need to make a property inspection. I intend to inspect the property on *Date* with one other person from my office for a total of two people. Though it is not necessary for you to be present during the inspection, I would like to offer either you or your designated representative the opportunity to accompany me when I inspect the property. In addition, it would be helpful to obtain any information that you may have regarding the property that will assist me in making the appraisal. My office hours are 8 a.m. to 5 p.m. Monday through Friday. Please contact me at *Phone Number* if you wish to accompany me during my inspection. If I am unavailable, please leave me a message.

After I inspect your property, an appointment will be made with you to explain the effects of the acquisition, including the land and any easements needed for this project. You will receive a written offer to purchase

the land or easements that are needed. This offer will be based on the approved appraisal. A copy of the appraisal will be given to you along with a copy of the plans showing the construction that is to take place on your property. If relocation is necessary, a relocation specialist will explain your benefits and assist with relocation.

Thank you for your cooperation.

Sincerely,

ROW Representative's Name

Enclosures

## Permission to Enter Property

I, *Parcel Owner's Name*, hereby give permission for up to two people, working on behalf of the Virginia Department of Transportation, to enter onto my property for the purpose of Appraisal Inspection on *Date*.

I do not wish to be present and the appraiser is given permission to inspect the property unaccompanied on *Date*.

I would like to meet with the appraiser and accompany him/her on *Date*. Please call me at \_\_\_\_\_ in order to schedule the time.

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Signature

Please sign above and indicate your preference and using the self-addressed stamped envelope please send back to *ROW Company Mailing Address*.