

DEVELOPER/CONTRACTOR LETTERHEAD

Date

Dear Homeowners of _____ Subdivision,

We are pleased to report that we will be commencing with the final coat of asphalt on the roads of _____ Subdivision. This includes _____ Street, _____ Court, _____ Street and _____ Road. Weather permitting, this is scheduled for _____, _____, 201x.

Comment [CS1]: All street and road names to be included

Comment [CS2]: Day and Date to be provided

Please remove all vehicles, trailers, or other items from the roads by 7 a.m. on _____, 201x. Any vehicles parked on the street area will be towed at the vehicle owner's expense.

The above streets will be open throughout the construction period, however single lane closures will happen intermittently throughout the project.

Driveway Access:

Access to driveways will typically be maintained, however access may be restricted when operations are directly in front of your property. We will notify residents as work approaches to ensure vehicles are removed prior to the driveway being blocked.

Sprinkler Systems/ Invisible Dog Fencing:

This project will require access to your front yard within the City's road allowance. Should you have a sprinkler system or invisible dog fence located within this road allowance, please contact us to arrange removal from municipal property.

Garbage and Recycling Pick-Up:

Your garbage and recycling schedule will remain the same. Please ensure it is placed at your roadside as expected. If the immediate area is affected by construction, _____ will ensure it is collected. In the event that it should get missed, please contact us.

Comment [RP3]: Contractor name

Safety Concerns:

Please be aware that the nature of the work involves excavations, operation of heavy equipment etc. Although the areas will be delineated and safety measures implemented, please ensure that you/children/pets keep a safe distance from all work areas.

If you have any special needs, accessibility issues or general inquiries about the project, please contact the following:

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Comment [CS4]: Contractor Site Foreman name & phone

Comment [CS5]: Consulting Engineer Site Inspector name & phone

Comment [CS6]: Project Manager name & phone

We thank you for your co-operation in this matter. Should you have any questions, please do not hesitate to contact us.

Best Regards,

Comment [CS7]: Developer/Owner

Comment [CS8]: Engineer

Comment [CS9]: Contractor

c.c. Supervisor, CKL Development Engineering

TEMPLATE