Month dd, yyyy

Department of Water Resources

C/O Project Review

North Dakota Department of Water Resources

900 E. Boulevard Avenue

Bismarck, ND 58505-0850

PROJECT NO. (Project Number), PCN (Number)

 (DESCRIPTION) *-all caps*

 (COUNTY) -*all caps*

*Paragraph A (to be used for Interstate, US, or State highway projects) –* The North Dakota Department of Transportation, in cooperation with the Federal Highway Administration, is proposing a roadway improvement on (Highway Name, Vicinity, Description).

*Paragraph B (to be used for Urban and County Federal Aid Route highway projects) –* (Local Government Agency replace with the appropriate City or County), in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on (Highway Name, Vicinity, Description).

The project consists of (Scope of Work).

This project is expected to be constructed during the yyyy construction season.

*Paragraph C (if right-of-way will be required) –* The project will require permanent and/or temporary right-of-way. The right-of-way required will be (explain where it is in relation to the project, i.e. in linear strips parallel to the project area).

*Paragraph D (if right-of-way will not be required) –* The project will not require the acquisition of permanent or temporary right-of-way.

To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969, as amended. We are particularly interested in any property which your department may own or have an interest in and which would be adjacent to the proposed roadway improvement. We would also appreciate being made aware of any proposed developments your department may be contemplating in the areas under consideration for the proposed roadway facility. Any information that might help us in our studies would be appreciated. Information or comments relating to environmental or other matters that you might furnish will be used in determining if this project is a "categorical exclusion" or whether an "Environmental Assessment" or a "Draft Environmental Impact Statement" will be prepared.

Please provide information on necessary permits required such as whether the project lies within a floodway or floodplain, lies within “Sovereign Lands”, or could affect a dam, dike, or other device. It is requested that any comments or information be forwarded to our office on or before (mm/dd/yyyy).

If further information is desired regarding the proposed roadway improvement, please contact (Designer) at (Phone) in (City), (State).

(NAME) *-all caps (Refer to Section II – 03.01.03 for signatory agent)*

#/si/wi *-for NDDOT internal projects: (div.#/signatory initials/writers initials)* or

si/wi *-for consultant projects: (signatory initials/writers initials)*

Enclosure