Sub Survey Company (Letterhead)

Prime Engineer

Prime Engineers office

Prime Engineers address

Date: January 1, 2016

RE: State Project No. :H.XXXXXX

F.A.P. No.: XXXXXX

Project Name

Parish or Parishes project is located in.

Dear Prime Engineer,

Transmitted herewith is the completed topographic survey for the captioned project. This field survey is certified to have been performed within acceptable standards of practice for engineering surveys, has been reviewed, checked, and is considered to be correct within those standards. This transmittal is in accordance with LADOTD software and Deliverable Standards for Electronic Plans (if the transmittal is not, it needs to include a reason) and includes the following:

1. GPS CONTROL SKETCH

2. UTILITY REPORT FORM

a) Power Pole List

b) Water

c) Gas

d) Sewer

e) Telephone

f) Electrical

g) Letter of Transmittal to District Utility Specialist and Headquarter Utility Relocation Administrator.

3. LEVELS

a) Levels Field Book (digital levels in excel format)

b) Levels Field Book (optical levels recorded in book)

c) BM tabulation form

d) TBM tabulation form

4. SURVEY DATA COLLECTOR FILE TYPES

a) Sokkia SDR (.sdr)

b) Raw (.raw)

5. FINAL EDITED AND CORRECTED SURVEY DATA FILE (SURVEY.FWD)

6. FINAL 3D CADD FILE (H.XXXXXX.DGN)

7. FINAL 3D CADD FILE (2D.DGN)

8. FINAL DIGITAL TERRAIN MODEL FILE (H.XXXXXX.DTM)

9. FINAL GEOMETRY FILE (H.XXXXXX.ALG)

10. FINAL GEOMETRY ASCII FILE (H.XXXXXX.TXT)

11. LOCATION REPORT

12. CONTROL REPORT

13. DRAINAGE MAP

14. SURVEY ACTIVITY AND PROGRESS REPORT

Our records indicate that on January 1, 2015 the Notice to Proceed was issued for the referenced project. On January 1, 2016 we are submitting the topographic survey. (Also indicate location of Field books, are they being delivered to the designers as part of this deliverable)

Should you have any questions or require any further assistance, please do not hesitate to contact me.

Sincerely,

Responsible Charge or Chief Surveyor of Sub Survey Firm

(Seal Required)