**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REFERRED FOR ACTION

 ANSWER FOR MY SIGNATURE

 FOR FILE

 FOR YOUR INFORMATION

 FOR SIGNATURE

 RETURN TO ME

 PLEASE SEE ME

 PLEASE TELEPHONE ME

 FOR APPROVAL

 PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



 (225) 242-\* FAX NO. (225) 242-4692

MEMORANDUM

\*(Project Caption)

TO: \*

 DISTRICT ENGINEER ADMINISTRATOR

FROM: \*

 PROPERTY MANAGEMENT AGENT

DATE: September 4, 2015

SUBJECT: (Transfer/Exchange/Abandonment)

 \*

 The Department is planning to (transfer/exchange/abandon) the referenced section of state highway according to LRS 48:224, please furnish this office with the names, physical addresses, e-mail addresses, and contact persons for the following:

1. The local governing authority(s)
2. All public utilities with recorded right of way agreements or permits
3. All recorded holders of right of way permits affected by this action (NOTE: I do not need driveway permits)
4. Members of Legislature in affected Districts

 Thank you for your cooperation in this matter.

 If further information is required, please contact me at (225) 242-\*.

\*/\*/\*

Attachment

cc: Property Management Officer

NOTE: MODIFY FORM IF YOU ALSO NEED RECOMMENDATION FOR DISPOSAL

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

APPROVED DATE