

# Cedar Rapids Public Works Department Standard Operating Procedure



<b>Procedure Name:</b> Notice of Intent to Enter Property for Survey		<b>Approved By:</b> Doug Wilson	
<b>Original Author(s):</b> Jennifer Selby/Nick Kariya		<b>Original Date Issued:</b> 06/24/2020	
<b>Date Revised or Reviewed:</b> 6/19/2023	<b>Revised or Reviewed by:</b> Jennifer Selby	<b>Approved By:</b> Doug Wilson	
<b>Published Locations (manuals/websites/etc.):</b> Project Development and Management Manual – <b>After any revisions to this document, replace the obsolete version stored on <a href="#">this webpage</a></b>			

**Purpose:**

To summarize and document the process for notifying property owners along a corridor of the intent to enter private property to perform topographic survey associated with a public project.

**Policies:**

Per [Iowa Code 2020, Section 3.14.9 Entering private property](#)

*The agency in control of a highway may after thirty days' written notice by restricted certified mail addressed to the owner and also to the occupant, enter upon private property for the purpose of making surveys, soundings, drillings, appraisals, and examinations as the agency deems appropriate or necessary to determine the advisability or practicability of locating and constructing a highway on the property or for the purpose of determining whether gravel or other material exists on the property of suitable quality and in sufficient quantity to warrant the purchase or condemnation of the property. The entry shall not be deemed a trespass, and the agency may be aided by injunction to insure peaceful entry. The agency shall pay actual damages caused by the entry, surveys, soundings, drillings, appraisals, or examinations.*

**Procedures:**

1. At least thirty (30) days prior to a surveyor beginning survey for a public project, a Notice of Intent letter shall be sent to each property along the project corridor.

Refer to template: [Notice of Intent – Survey Team Entering Property for Public Project](#)

Fill in the following:

- a. Date
  - b. Project Name
  - c. CIP No.
  - d. Project description
  - e. Time frame
  - f. Improvement type (i.e. street, sewer, trail, etc.)
  - g. City Project Manager
  - h. City Project Manager's phone number and email address
  - i. Project Engineer (City or Consultant)
2. The City Project Manager, or their designee, shall prepare the mailing list. In the case where the mailing address for the property is different than the physical address, a copy of the letter shall be sent to both the property owner and occupant.

Refer to template: [Mailing List – Survey Team Entering Property for Public Project](#)

3. The letters shall be prepared using Mail Merge.
- a. Open the Notice of Intent template
  - b. From the toolbar at the top of the document, click the *Mailings* tab → *Start Mail Merge* → *Step-by-Step Mail Merge Wizard*
    - i. Step 1: *Letters* → *Next: Starting document*
    - ii. Step 2: *Use the current document* → *Next: Select recipients*
    - iii. Step 3: *Use an existing list* → *Browse*
      1. Find the *Mailing List – Survey Team Entering Property for Public Project* in the dialog box, then click *Open*
      2. Select the *tab* that contains the information then click *OK*
      3. In the *Mail Merge Recipients* dialog box, check all of the recipients and click *OK*
      4. *Next: Write your letter*
    - iv. Step 4:
      1. Place the cursor before *[NAME]* in the Notice of Intent Word template
      2. Click *More Items*. From the dialog box, select *NAME* → *Insert* → *Close*
      3. Repeat for *MAILING ADDRESS*, *CITY*, *STATE*, *ZIP*, and *PROPERTY ADDRESS*
      4. *Next: Preview your letters*
    - v. Step 5:
      1. Letter will automatically populate
      2. Preview the letter to make sure information from the recipient list appears correctly in the letter
      3. *Next: Complete the merge*
    - vi. Step 6:
      1. Edit individual letters
      2. In the *Merge records* dialog box, select *All*

- c. Save the letter as LTR NOI SURVEY\_MERGED in both Word and pdf format
4. The letter shall be mailed via certified mail.
- a. If the project is internally designed, the letter shall be printed on City letterhead and signed by the City Project Manager (PM).
  - b. If the project is designed by a Consultant, the letter shall be printed on the Consultant's letterhead and signed by the Consultant PM. The City PM shall be copied on the letter.