Instructions

* Copy the text below onto the letterhead of the contracting entity.
* Provide the project information in the highlighted text below and other text revisions as required.
* Remove the highlighted color on the text when editing is complete.
* Develop the project following the municipal review indicated in the response to this letter.

 ***Via Registered Mail***

insert date

insert addressee name

insert addressee title

insert street address

insert city, state, zip code

Re: *insert title of project*

Dear insert addressee name,

Pursuant to *Maine Revised Statutes, Title 5, section 1742-B Municipal building ordinances*, this letter is to inform you of plans by the insert name of Department and agency to insert renovation or new construction and the project name on insert street name or location in insert name of municipality. The project consists of insert a brief description of the project. The project has received approval of funding and we have engaged insert name of Architect/Engineer firm to produce the construction documents. The estimated construction cost is insert projected cost and the insert duration construction phase is tentatively scheduled to commence insert month and year.

We ask that you select one of the following options and inform us, with return correspondence, within 45 days of receipt of this letter. We encourage you to respond as soon as possible. In your response, you will indicate that the municipality:

* requires that the project comply with your Building Inspections process (please advise us on what steps we need to take to initiate that process); or
* wishes to conduct a limited or informal review of the project (please advise us what the scope of your review will be); or
* wishes to waive all review of plans, inspections and fees for this project; or
* requests that the deadline for your response to this letter be extended to a given date.

We hope to collaborate with you in the creation of a project that will bring lasting benefit to your municipality. Thank you for your reply and your assistance on this important project. Please contact me with any questions or concerns you may have.

Yours truly,

insert name of agency head

insert title of agency head,

name of agency

cc: insert name of project manager, Bureau of Real Estate Management

 insert name of Architect or Engineer