



Maine Department of Transportation  
Small Harbor Improvement Program

Date Letter of Intent Received
(For MaineDOT Use Only)

Letter of Intent to Apply Form

Name(s):		
Title:		
Mailing Address:		
Municipality:	State:	Zip:
Daytime Phone No.:	Email:	

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Please complete the following form due and email to [matthew.burns@maine.gov](mailto:matthew.burns@maine.gov)  
Communities should submit separate letters of intent form(s) for each proposed project

1. Specific location and project scope/description (40 words or less (use bullets if appropriate), please attach map and/or drawing if available):
2. Estimated total project budget (please attach line item budget if available): \$
3. Estimated funding request: \$
4. Estimated local funding (minimum 50% of Total Project Cost): \$
5. Please list name, email address, and phone number of local contact for site visit:

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By signing this Letter of Intent, the municipality is agreeing to explore the development of a project application for the Small Harbor Improvement Program. MaineDOT will schedule a site review for your Municipality upon receipt of a signed Letter of Intent Form.

Authorized Signature:

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Title)

\_\_\_\_\_

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Date:

\_\_\_\_\_

Please return this form to Matthew Burns, Small Harbor Improvement Program Manager, (tel: 207.624.3409, [matthew.burns@maine.gov](mailto:matthew.burns@maine.gov)) MaineDOT, 16 SHS, Augusta, ME 04330-0016