

SAMPLE

CERTIFIED MAIL

{Date}

{Name}
{Address}
{City}

Dear _____,

This letter serves as an initial NOTICE to you that in order for us to make a service connection for (LOCATION OF PROJECT), we will need to disturb the public right-of-way and/or easement (list only one) at your address. As the project schedule develops, we will provide you with a reminder notice (a minimum of five (5) calendar days) prior to the commencement of the service connection work. Upon the completion of the service connection, the trench shall be immediately backfilled. The final restoration of this disturbed area shall be completed within five (5) calendar days, weather permitting.

Should you have any questions or concerns, we have provide below a list of contacts for your use.

Owner of project location: {Name}
{Address}
{Phone Number}

General Contractor for Project: {Name}
{Address}
{Phone Number}

Thank you for your understanding and cooperation.

Sincerely,

cc: Engineering Division – Village of Northbrook

SAMPLE OF PRIVATE UTILITY SERVICE NOTIFICATION



DATE	REVISIONS
1-9-19	Added sheet
5-1-23	Revised notes

STANDARD DETAIL
W-12 (02)

(Sheet 1 of 1)