X XX, XXXX

Mr. Victor Akpu

Director

New Jersey Department of Transportation

Division of Right of Way & Access Management

Re: Request for ROW Waiver

Route XXX/XXX

City/Borough of XXX, County of XXX

Contract No. XXXX, UPC XXXX

Federal Project No. XXX-XXXXXXX

Dear Mr. Akpu:

This letter requests a Right of Way Waiver for the referenced project. The Department has finalized contract documents. Plan, specifications, and estimates are complete. Permits have been secured and utility agreements are ready to be processed pending right of way clearance.

The Route XXX project will include [Detail task list]

The size and complexity of the improvements association with this Project will require work to be completed per the following contract schedule. [Discuss advertisement and award dates] The proposed improvements will [Discuss safety and operation benefits] The project specifications require the availability of X parcels by X, XX, XXXX.

This project is funded under… [Discuss funding]

The staging of the Project is as follows and describes when the contractor needs to be on the property yet to be acquired. [Discuss]

Due to the complexity of the ongoing project and the effort required for the Contractor to coordinate the activities of the contract, the earlier the advertisement and award occurs the less impact it will have on the overall schedule and completion of the project.

To avoid potential lapse in construction funding and maintain an aggressive overall project schedule, I request a Right of Way exception to authorize advertisement of bids, in accordance with 23 CFR 635.309.

Sincerely yours,

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Project Manager, Division of Capital Project Management, New Jersey Department of Transportation