

(Date)

Mr. or Ms. _____, District Executive
PA Department of Transportation
Engineering District _____
_____, PA

_____ County
RE: S.R. _____
Section _____
Cost Sharing Request

ATTN: Utility Relocation

Dear Sir or Madam:

This correspondence is submitted in accordance with Chapter 8.1C of Design Manual Part 5, Utility Relocation, for referral to the Secretary of Transportation.

The proposed Highway Improvement Project of State Route _____, Section _____, between Station _____ and Station _____, located in _____ in _____ County
(name of city, borough, etc.) (name)
requires the relocation and/or adjustment of certain _____ facilities owned by _____.
(type) (Utility owner)

It is understood that the cost of relocating and/or adjusting our facilities are normally at our cost and expense, but that under the provisions of Section 412.1 of the Act of June 1, 1945, P.L. 1242, as amended (36 P.S. §670-412.1), the Secretary of Transportation may determine that the Department will share in such cost.

Accordingly, it is hereby requested that the Department of Transportation share in the costs of the relocation and/or adjustment of our _____ facilities, the total cost of which is estimated to be
(type)
\$_____.

The _____ hereby offers to pay \$_____ (____%) per centum of the actual cost to relocate
(Utility owner)

and/or adjust our _____ facilities, which is estimated to be \$_____, provided the
(type)
Department of Transportation will share in the balance of the actual cost thereof, less any betterments.

If the Secretary of Transportation accepts our offer and determines that the Department will share in the said costs as above stated, the _____ hereby agrees to enter into and execute an
(Utility owner)

Agreement prepared by the Department of Transportation with such terms and conditions as the Secretary may deem necessary and advisable.

Attached hereto and made a part hereof is an executed resolution authorizing _____ to
(official title)
make the within offer.

(SEAL)

ATTEST:

(Title)

Sincerely

The

BY: _____
(Title)

SUGGESTED WORDING FOR RESOLUTION

In accordance with the requirements of the Pennsylvania Department of Transportation Design Manual - Part 5, Chapter 3.2, the _____ does hereby
(Name of Municipality, Borough, Township, Authority)
authorize the submission of the attached request for the Pennsylvania Department of Transportation to provide a fixed _____ per centum reimbursement to _____
(Name of Municipality, Borough, Twp, or Auth)
for all costs incurred in relocating our _____ facility and affected
(Type of Facility)
by _____ necessitated by the Pennsylvania Department of Transportation
(Project Identification)
Highway Improvement in _____ County.
(Name of County)

Also the _____ of said Municipality be authorized and directed
(Designate Official Title)
to sign a Utility Reimbursement Agreement on its behalf and that the _____
(Designate Official Title)
be authorized and directed to attest the _____ signature on the Utility
(Title)
Reimbursement Agreement for this highway project.

Adopted as a Resolution this _____ day of _____ , _____
(Day) (Month) (Year)

Attest: _____ By _____
(Signature and Designation of Official Title) (Signature and Designation of Official Title)

(Seal)

Certification

I, _____ of the _____
(Signature and Designation of Official Title) (Name or Municipality, Borough, Township, Authority)
attest that this Resolution, was officially adopted by the _____
(Name of Council or Board)
at a duly-called meeting of the Authority.

(Seal)

(Signature and Designation of Official Title)