

East Ascension Consolidated Gravity Drainage District 1

William "Bill" Roux
General Manager

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East Ascension Drainage Works

Policy and Procedure Memo # 7

Project Notification to Property Owners

Reason for Policy / Procedure

It is very important for property owners adjacent to drainage projects to be properly notified of scheduled work prior to the start of such work. It is obvious that the property upon which the servitude is located must be notified to obtain a right of entry, adjacent landowners without direct involvement may not have been properly informed and may have been left out of the process in the past.

Project Notification to Property Owners

The EADW Right of Way Agents shall, upon notification of scheduled work by EADW supervision, personally attempt to contact each property owner adjacent to the scheduled work. This includes those of direct involvement and others that, due to the proximity of the project, notifications are appropriate. A simple form letter indicating the basic scope of the scheduled project along with the business card of the agent shall be hand delivered to each landowner. If the landowner is not present, the letter and business card shall be left at the residence or location. A detailed log shall be maintained by the right of way agent. This process shall be prior to the final scheduling of work.

EADW Right of Way Agents shall notify the proper representative of homeowner associations when projects are within subdivisions with such an association.

Bill Roux
EACGDD General Manager

Vote of commissioners _____ Yeas _____ Nays

Date of Approval _____