



Menasha

May 12, 2016

«Owner»
«Owner_address»
«Owner_city», «Owner_state» «Owner_zip»

RE: Unit 2016-02 – Manitowoc Road/Plank Road Asphalt Trail

Dear Sir/Madam:

The City of Menasha has opened the bids for the above referenced Project and the recommendation to award was forwarded to the Board of Public Works. The Board of Public Works made their recommendation to award to the Common Council on May 2, 2016. It is anticipated that the Common Council will award the Project on May 16, 2016. After the Project has been awarded and contracts are signed, the City will have a Pre-Construction meeting with the Contractor. At this meeting the Contractor will supply the City with a tentative schedule for the Project.

Please find enclosed a Construction Permit that you need to sign and return to the City of Menasha. The Construction Permit allows the Project Contractor onto your property to ensure a proper grade transition occurs from your property to the limits of the street right of way. This work will include grading, lawn restoration and driveway paving. Also enclosed, for your use and/or reference, is that portion of the construction plans showing the proposed asphalt trail construction in the vicinity of your property.

It is extremely important that you sign and return this permit in order to provide a good transition from the back of the new asphalt trail to match point on your property. **The deadline for returning the signed Construction Permit is May 23, 2016.**

When you return the signed Construction Permit, please include an email contact, if you have one available. That will be the City's way to contact you regarding Project scheduling and how the Project is progressing.

If you have any questions regarding the Construction Permit or the Asphalt Trail Project in general, please call me at (920) 967-3612 or tmontour@ci.menasha.wi.us.

Sincerely,

Tim J. Montour
Engineering Supervisor

Enclosures

C: Mayor Merkes

Common Council ✓

S:\PUBLICWORKS\PUBLICWORKS\Contracts\Contracts 2016\2016-02 Street Reconstruction\Manitowoc_Plank Road Construction Permit(5_6_2016).docx

Construction Permit – Manitowoc Road/Plank Road

City of Menasha

Owner Name «Owner»
Settlement Amount None – Mutual Benefit
Purpose Grading/sloping to match into adjacent property to include driveway and/or existing lawn area

For the above stated amount, the undersigned owner(s) grant to the City of Menasha, a temporary right to occupy and use the owner’s land for the above stated purpose, as long as required for such purpose, and to operate necessary equipment thereon.

This permit shall terminate upon completion of the construction project for which this instrument is given.

(Owner Signature) (Date)

(Owner Signature) (Date)

Project ID: Unit 2016-02

Parcel Number: «parcel_number»

Parcel Address: «complete_parcel_address»

parcel number	complete parcel address	Owner	Owner address	Owner city	Owner state	Owner zip
770000119	Province Terrace	City of Menasha	140 Main St	Menasha	WI	54952
770000400	2092 Manitowoc Rd	James Paalman	2092 Manitowoc Rd	Menasha	WI	54952
770001102	1109 Oneida St	Weinandt Properties LLC	PO Box 322	Menasha	WI	54952
770002700	2146 Plank Rd	Todd Smith	2152 Plank Rd	Menasha	WI	54952
770002900	2152 Plank Rd	Todd Smith	2152 Plank Rd	Menasha	WI	54952
770020300	1165 Southfield Dr	Victoria Van Dinter	1165 Southfield Dr	Menasha	WI	54952
770020400	1156 Southfield Dr	Kalifa Bah	1156 Southfield Dr	Menasha	WI	54952
770020800	1153 Northfield Ct	Price Clough	1153 Northfield Ct	Menasha	WI	54952
770020900	1146 Northfield Ct	Paul Everson	1146 Northfield Ct	Menasha	WI	54952
770021000	1133 Northfield Ct	James Alferi	1133 Northfield Ct	Menasha	WI	54952
770022300	1121 Fieldview Dr	Nathan Lewis	1121 Fieldview Dr	Menasha	WI	54952
770024100	1118 Fieldview Dr	Amy Geiger	1118 Fieldview Dr	Menasha	WI	54952
770039700	1201 Chelsea Ct	Mario Fernandez Ballesteros	1201 Chelsea Ct	Menasha	WI	54952
770040600	2173 Deer Haven Dr	Craig Quick	2173 Deer Haven Dr	Menasha	WI	54952
770020200	1175 Southfield Dr	Kelly McCarthy	1175 Southfield Dr	Menasha	WI	54952