**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REFERRED FOR ACTION

 ANSWER FOR MY SIGNATURE

 FOR FILE

 FOR YOUR INFORMATION

 FOR SIGNATURE

 RETURN TO ME

 PLEASE SEE ME

 PLEASE TELEPHONE ME

 FOR APPROVAL

 PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



**State Project:** [Enter Text]

**Fed #:** [Enter Text]

[Project Name]

**Route:** [Enter Text]

[Enter Text] **Parish**

**MEMORANDUM**

**TO: Heather Corsentino**

 **Right of Way Assistant Administrator, Production**

**TO:** Select Manager

 **Right of Way Region Manager**

**FROM:** [Enter Text]

Choose an item.

**DATE: Select date.**

**SUBJECT: Expropriation Request**

**PARCEL(S):** [Parcel Number(s)]

**OWNER(S):** [Owner(s)]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

APPROVED DATE

The reason for this expropriation is: [Enter Text]

|  |  |
| --- | --- |
| Parcel Number | Initial Court Deposit |
| [Parcel Number] |  |
| [Parcel Number] |  |
| [Parcel Number] |  |
| **Total Initial Court Deposit Check:** |  |
| **Expropriation Filing Fee** | **$ 50.00** |

|  |  |
| --- | --- |
| Paid To:  | [Enter Text] **Parish Clerk of Court** |