**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

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 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 ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

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RECOMMENDED FOR APPROVAL DATE

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APPROVED DATE

**MEMORANDUM**

\*(Project Caption)

**MEMORANDUM TO**:

CHRISTOPHER P. KNOTTS, P.E.

DOTD CHIEF ENGINEER

**MEMORANDUM FROM**:

\*

PROPERTY MANAGEMENT AGENT

**DATE:** July 9, 2018

**SUBJECT:** Transfer and Acceptance, File No. \*

Please sign the attached documents concerning the transfer of roadway to the stated public entity and return to me for further processing.

If you have any questions, please call me at 3-45\*.

Thank you.

\*/\*

Attachments

cc: Property Management Officer