**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