PRELIMINARY ACQUISITION NOTICE – EASEMENT/DONATION

**Date**

**Owner(s)**

**Owner(s) Address**

RE: **City/County of Anytown (CDBG Project Number)**

Dear **Owner(s)**,

This is to inform you that the **City/County of Anytown** has determined to acquire a **permanent/temporary** easement from you to be used to **<Insert Project Description>** as part of our CDBG project.

A HUD brochure describing your rights and the **City/County’s** procedures for acquiring property under the Uniform Act process is enclosed:

1. You have a right to “just compensation” based on an appraisal if your property is estimated at more than $15,000.
2. The procedures require that the **city/county** hire an independent appraiser to appraise the value of the easement.
3. You have the right to accompany the appraiser during the inspection of the property. A letter inviting you to accompany the appraiser will be sent by that appraiser at least seven days prior to the inspection.
4. Where the value of the easement is estimated to be $15,000 or less, the determination of value may be based on a review of available data rather than by an appraisal. Here, the **city/county** uses a written opinion of an appraiser or realtor to make the **city/county’s** determination of value.
5. Please note that in the last paragraph of the HUD brochure, a property owner may donate their property. In order to make this project more cost effective, we are asking you to donate the easement for the project. We have enclosed a waiver of just compensation and donation form for you to review and sign. If you decide to donate, please contact the **City/County’s** grant administrator, **Grant Administrator Name** to make an appointment for your donation. Because the form does require a notarized signature, our grant administrator will provide a notary public to notarize your signature.

If you have any questions regarding this acquisition, please contact the **City/County’s** grant administrator, **Grant Administrator Name**, via email at **Email Address** or via phone at **Phone Number.**

Sincerely,

**Name, Mayor/Presiding Commissioner**

Enclosures: “When a Public Agency Acquires Your Property” and “Donation of Easement/Waiver Form”