STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION

DATE: X

FROM: Appropriate Name
Title

AT (OFFICE): Bureau of Highway Design

SUBJECT: Project Name
Federal Number
State Number

TO: Appropriate Name
Administrator
Bureau of Right-of-Way

MEMORANDUM

Enclosed are * (Revision No. x) Right-of-Way Plans on the above noted project for the following agencies:

a) Six (6) sets of plans and three (3) sets of cross-sections for Bureau of Right-of-Way.

b) One (1) set of plans for Federal Highway Administration.

In accordance with established policy, the Right-of-Way Plans for reviewing State/Federal Agencies are being channeled through your office for coordination and control purposes.

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Enclosure
cc: Project Manager

FILENAME

* Note: For distribution of Right-of-Way Plan revisions, refer to Right-of-Way Engineer to determine the number of sets required.