

CONTRACTOR'S LETTERHEAD



NOTICE OF CONSTRUCTION ACTIVITY

Dear Resident and Property/Business Owner:

The City of Glendale's Public Works Department has retained our company to make certain street improvements in your neighborhood as part of the Fiscal Year 2013-2014 ADA Curb Ramp Installation and Sidewalk/Pavement Repair Program. The duration of the entire project is approximately 100 working days, and is scheduled to begin November 2013 and is expected to be completed by April 2014, barring any unforeseen circumstances and adverse weather conditions. Depending on the location the following work may occur:

- Removal of damaged curbs, gutters, driveways, and sidewalks;
- Construction of new concrete curbs, gutters, cross-gutters, driveways, sidewalks, curb ramps, and bus pads where necessary, and
- Removal of existing dead or dying trees and planting of new trees

Our company is committed to working with you to help alleviate the impact of the construction on your daily activities. Every effort will be made to minimize any inconveniences to you. If you need to drive through the construction zone, please allow additional commuting time.

We are responsible for sequencing and scheduling the work. We will post a door hanger that targets the day we expect to be in your neighborhood barring unforeseen circumstances or adverse weather conditions. We will also post "NO PARKING" signs in the work zone 24-hours in advance of working on your street.

Unfortunately, the project is sometimes delayed in which case, the previous days work may not be finished and construction activities will resume the next working day. Thank you for your patience while we work to improve the City of Glendale.

For questions or concerns, please contact:

CONTRACTOR'S COMPANY:

OFFICE-(XXX) XXX-XXXX

CONTRACTOR'S PROJECT FOREMAN:

NAME-CELL PHONE (XXX) XXX-XXXX

CONTRACTOR'S PROJECT MANAGER:

NAME-CELL PHONE (XXX) XXX-XXXX

City of Glendale Public Works Department

For Information please call:

(818) 548-3945

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(818) 548-3945

Si tiene alguna pregunta por favor llame:

(818) 548-3945