

SAMPLE LETTER ONLY
CONTRACTOR'S COMPANY LETTERHEAD

DATE

(To immediately adjacent houses)

Address

City, State, Zip

Dear Resident:

Soon (construction of a new residence), (major remodeling of residence), will begin at the above address. We realize that the construction may cause temporary inconveniences to those living nearby; however we intend to minimize this disruption by taking necessary precautions to protect your property as well as property in the surrounding neighborhood. The purpose of this letter is to inform you of certain ordinances that deal directly with situations that commonly occur in construction:

1. **LOUD AND EXCESSIVE CONSTRUCTION NOISE:** Occurring before 7am and after 8pm Monday - Friday, before 8am and after 8pm on Saturday, and before 12:00 noon and after 8pm on Sunday, **New Year's Day, Thanksgiving Day, Christmas Day, and whenever New Year's Day or Christmas Day falls on a Saturday or Sunday the corresponding Friday or Monday on which the City observes that holiday is prohibited.**
2. **PORTABLE SANITARY FACILITIES:** Should not be placed on the easement or sidewalk, but positioned within boundaries of the property line.
3. **LOCATION OF CONSTRUCTION MATERIAL (lumber, bricks, etc.):** Stacked and stored on the sidewalk or in the street is prohibited.
4. **LITTER TRASH CONTAINERS FOR LOOSE TRASH:** Required; making it unlawful to deposit trash and debris within the city in such a manner that it may be carried or deposited by the elements upon the street, easement, street of right-of-way, vacant lot, or any occupied/unoccupied premises.

5. **TRESPASSING:** Any person found on a homeowner's property are in violation of Criminal Trespass Statute, and may anticipate arrest.
6. **FENCE DAMAGE:** Civil matter between the contractor and homeowner's.
7. **CURB, GUTTER, & SIDEWALK:** Unlawful to injure, deface, or destroy any real or personal property belonging to the city. The contractor is responsible for repairing any damages.
8. **WATER:** No person shall take water from public or private hydrant unless permission has been granted.
9. **PARKING:** No person shall stop or park any vehicle upon a street clearly marked prohibiting parking, nor leave available less than ten feet of the width of either lane or roadway.
10. **SERVICE TRUCKS:** All service oriented trucks and vehicles shall display the name, address, and phone number of their business on the side of the vehicle.
11. **TREES:** All "Protected Trees", as defined in Chapter 22, must be fenced or otherwise protected prior to demolition of the existing residence to prevent damage to tree roots. Storage of materials, trash containers, or portable sanitary facilities within protective fencing is prohibited. Existing sidewalks and driveways shall remain in place as long as possible to minimize damage to tree roots from vehicles.

The city requires us to notify you of existing city ordinances and state laws, which will be enforced. Should you however experience any type of inconvenience, annoyance, or problems please contact (the name of person with the company & telephone), and he/she will certainly do everything within his/her power to correct the matter.

(Signature of contractor or builder)

Type name and title:

Type name of company:

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