

# SAMPLE EXCAVATION LETTER

[Neighbors Name],

[Neighbors Name],  
[Neighbors Address]  
Chicago, IL [Neighbors Zip Code]

Dear Neighbor [Neighbors Name],

In accordance with the Municipal Code of Chicago (Chapter 13-124 of the sections 13-124-380 through 13-124-450), notice sent to your attention of the imminent excavation on the adjacent parcel; [Project Address]., is required.

The project includes construction of a new three (3) story w/ basement; single family residence w/ detached garage includes excavation; 2'-6" from your adjacent property line, 7'-0" deep, 55'-0" long, 20'-0" wide.

The anticipated start date is October 1, 2006 or soon thereafter. Prior to starting any work a building permit will be obtained and shall be posted at all times on site. Additionally, a copy of this letter accompanied by proof of delivery by [certified mail, return receipt requested, or by personal delivery with an affidavit of delivery] shall be available for inspection at the site, 30 days prior to starting any excavation work.

Sincerely,

[Owner of Record or Project Representative]  
[Property Address of Project Site]

CC: [Alderman's Name, Ward]