

STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION

DATE: June 1, 2022
AT (OFFICE): Bureau of Highway Design

FROM: Your Name
Your Title

SUBJECT: PROEJCT NAME
Project Number
Project Location

Landscaping Design Request

TO: XX
Landscape Specialist, Supervisor
Specialty Section, Bureau of Highway Design

MEMORANDUM

The above-referenced projects is a (add project type and how the project was developed, i.e. safety improvement projects, which originated from a 2002 NH Route 16 Corridor Safety Study). The basic intent of the project is to (include project intent and description).

Please provide a landscaping design based on the following assumptions and constraints: (add assumptions and any constraints some samples are listed below)

1. All landscaping work must remain within the ROW.
2. Any cost restrictions/limitations
3. Known locations of desired plantings, see examples below:
 - a. Center islands of roundabout;
 - b. Medians wider than 6'.
4. Known restrictions on locations see examples below:
 - a. Avoid plantings in front of Parcel XX;
 - b. Include plantings from Station X to Y LT/RT
 - c. Include plantings near the bus stop at Station X
5. The design and installation are contingent upon a signed Memorandum of Agreement with the municipality for the municipality to maintain the landscaping.

Enclosed for your use in developing the landscaping design please find: (for example)

1. Location map
2. Color concept plan (Scale: 1" = XX')
3. General plans (scale: 1: = XX') depicting drainage, utilities, etc.

This project is currently scheduled to advertise on (Month Day, Year); therefore your response is requested by (Month Day, Year). Please charge PE to (project name and number). Please direct any questions and your design to XXX in XXX Design.

XXX/xxx

Enclosures

cc: XXX, Project Manger
Correspondence File