Rev. 10/2024

**ENCROACHMENT LETTER**

Click or tap to enter a date.

[Insert Name of Encroacher]

[Insert Address]

[Insert City/State/Zip]

Dear [Insert Name of Encroacher]:

Section 5515.02 of the Ohio Revised Code (ORC) provides that any individual, firm or corporation that uses or occupies any part of a road or highway on the State Highway System with lines, pipes, or any object or structure, without a legal permit, shall remove same from the bounds of the highway. Section 5515.02 of the ORC also provides that if removal of any such lines, pipes, objects or structures is not started within 5 days after notification, the Department of Transportation may do so with their own forces and the expense incurred will be certified to Chief Legal Counsel for collection by civil action.

You are requested to move [Insert the item that is encroaching into the ODOT R/W and describe the location of the item].

It is the desire of the Department of Transportation to cooperate with you to the extent of legal limits and obligations to the general public. You are advised, however, to proceed immediately with the removal requested above. Should you have any questions, please call [Insert the name and title of the District person and their telephone number].

Respectfully,

Pamela Boratyn, Director

By: \*Name of Director's Designee\*

[Insert Address]

[Insert City/State/Zip]

cc: