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## **Initial Relocation Notice Letter : Business (RA-16B), 2005**

Maine Department of Transportation

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DATE

NAME & ADDRESS

Municipality:

PIN:

Parcel:

Property Owner:

Displacee:

Dear NAME:

The Maine Department of Transportation (Department) is in the early stages of developing a transportation project. It is our intention to assist those businesses, farms and non-profit organizations who may have to move because of this project. You may be required to move as a result of the project, although no final determination of those properties that will be affected has been completed. You may be eligible to relocation benefits if you are required to move as a direct result of the Department's acquisition. Do not move at this time due to the project, because to do so will jeopardize your eligibility for relocation benefits.

You will be contacted later by a relocation specialist if you are required to move as a result of the project. The relocation specialist will: establish your eligibility for relocation benefits; provide additional information about the relocation benefits which are appropriate to your circumstances; answer your questions; assist you in preparing relocation payment claims; and provide relocation advisory services in order to locate suitable replacement property if appropriate.

RELOCATION ASSISTANCE – In an effort to provide assistance and minimize any inconvenience if you have to move, we will make available the following:

- Information regarding the availability, sale and rental of commercial properties and locations for displaced businesses, farms and non-profit organizations.
- Information and programs offering assistance to businesses, farms and non-profit organizations.
- List of commercial movers.

RELOCATION PAYMENTS – A displaced business, farm or non-profit organization may be eligible to receive relocation payments if you occupy the property to be acquired at the time the Department makes the initial offer to purchase. You may be eligible to receive one or more of the following payments:

Actual moving expenses – Reimbursement for actual, reasonable and necessary expenses incurred in moving personal property and search expenses incurred (not to exceed \$2,500) in searching for a replacement site. You are not eligible for these expenses if a fixed moving cost payment is made.

Related nonresidential eligible expenses – A business, farm or non-profit organization may be entitled to actual, reasonable and necessary costs related to a purchase or lease of a replacement site for: impact fees and one-time assessments for anticipated heavy utility usage, as determined necessary by the Department; connection to available nearby utilities from the right of way to improvements at the replacement site; professional services performed prior to the purchase or lease of a replacement site to determine its suitability for the displaced person's business operation including but not limited to, soil testing, feasibility and marketing studies (excluding any fees or commissions directly related to the purchase or lease of such site). At the discretion of the Department, a reasonable pre-approved hourly rate may be established. You are not eligible for these expenses if a fixed moving cost payment is made.

Re-establishment expenses – A small business, farm or non-profit organization may be entitled to re-establishment expenses up to \$10,000 in addition to the actual moving expenses. You are not eligible for these expenses if a fixed moving cost payment is made.

Fixed moving cost payment – In some instances, a business, farm or non-profit organization may be entitled to a minimum of \$1,000 and a maximum of \$20,000 in lieu of actual moving cost payments.

You will receive at least 90-days written notice from the Department before you are required to move. Ninety days is a minimum amount of time. Where possible, the Department's goal is to provide more than 90 days notice to aid in relocation.

To be eligible for relocation assistance and benefits, you must occupy the property being acquired on the date the Department initiates negotiations by making a written offer to acquire the property. If you receive a written notice from the Department of its intent to acquire the property you are also eligible for relocation benefits. This is not a written notice of intent to acquire the property.

To protect your potential benefits under the relocation program, notify this office before you move so that the relocation assistance program can be fully explained to you and you may qualify for relocation benefits.

You have the right to appeal in writing any determination as to your eligibility for relocation assistance or the amount of a relocation payment that you dispute.

A booklet explaining your potential rights and benefits if you are required to move accompanies this letter. If you have any difficulty understanding this material, please notify me so that appropriate assistance can be provided. Thank-you for your

cooperation and the information you provided that will assist the Department in determining your needs should you need to relocate. If you have any questions regarding this project or your relocation entitlements, please feel free to contact me.

Sincerely,

Erick C. Dorr  
Relocation Assistance Manager  
Maine Department of Transportation

C: OWNER IF DIFFERENT

Enclosure: relocation booklet