

EEP PPPM Section 8.3.2.1.7		Document No.: IMP.PRO.02.01.08		
Procedure Title: Letter of Intent for Landowner Amenities		Rev. No. 0	Page: 1 of 5	
		Date: July 30, 2007		

## 1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This process explains how a Project Manager (PM) works with a Landowner to document and reach agreement regarding the amenities that EEP will provide as part of a Design, Bid, Build project.
- 1.2 Scope. The letter of intent (LOI) process is used for all Design, Bid, Build projects, whether the land or easement is donated, or whether it is sold to the State of N.C.
- 1.3 Participants. This procedure applies to the following personnel:
- Landowner
  - Project Manager (PM)
  - Watershed Planning and Project Implementation (WPPI) Supervisor
  - State Property Office
  - Land Protection Specialist (LPS)
  - Land Protection Supervisor
  - Operations Director

## 2.0 PROCEDURE STEPS

- 2.1 PM and Landowner discuss needs. The PM meets with the Landowner to discuss what kinds of site improvements the Landowner would need in order to agree to the EEP project and related land agreements. These site improvements typically include fencing to keep livestock out of streams, bridges or other access.
- 2.2 PM develops proposal. The PM develops a proposal and forwards it to their WPPI Supervisor.
- 2.3 Review proposal. The WPPI Supervisor reviews the proposal for cost and site compatibility.
- 2.4 Draft letter of intent. With the WPPI Supervisor's input, the PM drafts the letter of intent (LOI), including such things as the materials, estimated dimensions and location of each amenity, when it would be installed and by whom and the estimated cost.
- 2.5 Sign LOI. The WPPI Supervisor reviews and approves the LOI and forwards it to the Operations Director for review and signature.
- 2.6 Forward LOI and acknowledgement form letter. The PM forwards an electronic and paper copy of the LOI to the Land Protection Supervisor (LPS), and a paper copy of the LOI and an acknowledgement form letter to the Landowner.

- 2.7 Sign and return acknowledgment letter. The Landowner signs and returns the acknowledgement form letter to the PM.
- 2.8 Forward acknowledgement letter. The PM forwards a paper copy of the signed acknowledgement letter to the LPS.
- 2.9 LPS files electronic and paper copies of the LOI and the acknowledgement letter and sends one set to the State Property Office.
- 2.10 Complete.
- 2.11 Return to the purchase or donation process. Return to the land / easement purchase (IMP.PRO.02.01.06) or donation (IMP.PRO.02.01.7) process.

### 3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

**Table 1. Responsibilities and Authorities**

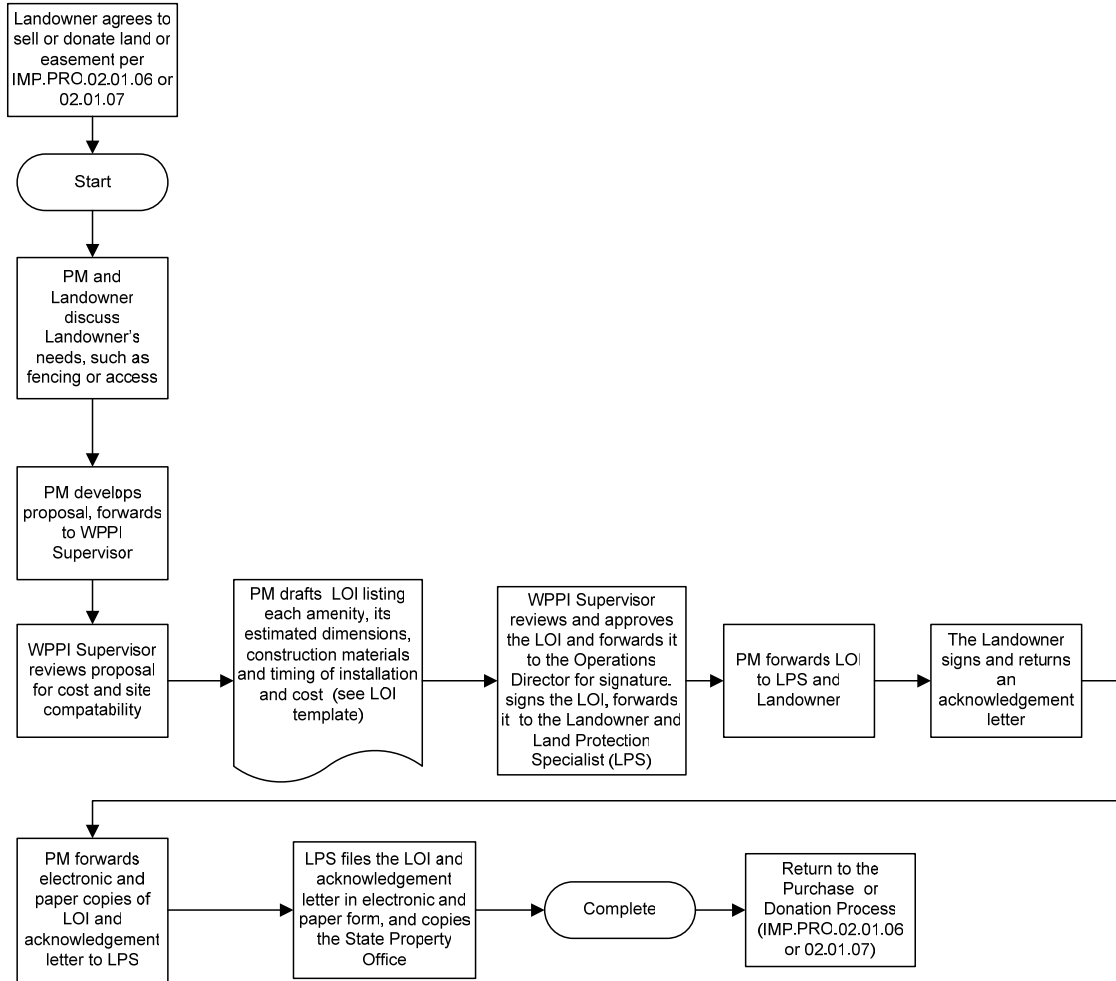
Step #	Procedure Step	Project Manager (PM)	Landowner	Land Protection Specialist	Land Protection Supervisor	State Property Office	Watershed Planning and Project Implementation (WPPI) Supervisor	Operations Director
1	PM and Landowner discuss needs	P	A					
2	PM develops proposal	P					S	
3	Review proposal	A					RA	
4	Draft letter of intent	P					RA	
5	Sign LOI	A	S				P	RA
6	Forward LOI and acknowledgement form letter	P	S		S			
7	Sign and return acknowledgment form letter	S	P	S				
8	Forward acknowledgement letter	P		S				
9	File and forward copies			P		S		
10	Complete							
11	Return to the purchase or donation process							

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Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person

## 4.0 PROCEDURE FLOW DIAGRAM



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## 5.0 REFERENCES

None.

## 6.0 FORMS

Letter of Intent Template  
Acknowledgement Letter