

**MEMORANDUM**

 Metro DistrictPhone: XXX-XXX-XXXX

Waters Edge Fax: XXX-XXX-XXXX

1500 West County Road B-2

Roseville, Mn 55113-3174

**This version is for internal MnDOT projects. For external projects, use Designer’s letterhead.**

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Date: Date

To: Mike Kruse or Mohammad Dehdashti (whoever is signing)

 Metro District Preliminary Design Engineer

From: Name XXX, Title XXX, MS/Location XXX

## Subject: Submittal for Approval of Level X (2 or 3) Geometric Layout for

##  SP XXX (Low State Project Number) on TH XXX (List Project Route)

 **Location:** From XXX to XXX in XXX City(ies)/County(ies)

 **Scheduled letting date:** XXX

Submitted for review by the Metro District Preliminary Design Engineer, Traffic Engineer and Maintenance Operations Engineer and approval by the District Engineer is the Level X (2 or 3)1 Geometric Layout No. X (List Layout Number) and Profile No. X (List Profile Number) for the above referenced project.

This project includes (give a short description of the nature and purpose of the project). The geometric design takes into account (give explanation and reasons for major design choices and areas of compromise, background data on existing roads which are not evident in layout, sensitive areas, future development potential in the vicinity, any commitments made to local government units/public, and municipal consent requirements). At this time we have identified the following Design Exception/s and attached is/will submit the “Design Exception Request” form/s with proper documentation.

1. Design Exception 1
2. Design Exception 2

The following bridges are tied to this project: (List the following information for each bridge tied to the project).

 Old Bridge Number: XXX (List Old Bridge Number)

 New Bridge Number: XXX (List New Bridge Number)

The following railroads are located within the limits of this project: (List the railroad company names)

The preliminary cost estimate for this project is: XXX ($Amount).

We request approval be returned by DateXXX