

# DAVID E. ROSS ASSOCIATES, INC.

Civil Engineers. Land Surveyors. Environmental Consultants

## FAX COVER SHEET

Date: 3/15/2000 Time: 1:25 PM

Total Number of Pages Including Cover Sheet: FIVE

To: CHIEF BAKER  
STERLING FIRE DEPT.

Fax No.: 978 422-7837

From: B. H. M.

- Comments:
- 1. COPY OF LETTER SENT YESTERDAY (1 PAGE)
  - 2. COPY OF PARTIES LETTERS SENT TO (2 PAGES)
  - 3. COPY OF POSTCARD INCLUDED w/ LETTER (POSTAGE PRE-PAYD).

# DAVID E. ROSS ASSOCIATES, INC.

Civil Engineers, Land Surveyors, Environmental Consultants

March 14, 2000

Via Certified Mail, Return Receipt Requested

Re: Sterling Fire Station  
Project No. 11770

Dear Property Owner:

We are writing to inform you of some research we will be doing in your neighborhood during the coming weeks as part of the team contracted by the Town of Sterling Building Committee. The purpose of this letter is to inform you of the nature of our work and to ask for your assistance in compiling data for the project.

- **Land Surveying**  
We will be conducting survey procedures in the area of the old "town ditch." This task may require entry onto privately owned lands including land recorded as being under your ownership. The work is planned to commence on or about March 21, 2000.

We have enclosed a self-addressed postcard for your convenience. Please return this card to us *only* if you wish to deny entry onto your property. Please note that, for identification purposes, our field staff members will always travel to the site in vehicles bearing our company name, and they will carry company business cards.

- **Identifying Abutting Septic Systems and Water Wells**  
As part of our investigation, we are to identify septic systems and water wells on properties abutting the site. Any information or assistance you can provide to us regarding the locations of these items on your land would benefit the town building projects and your own interests as well. Identifying the locations of underground components on your land will aid in preventing their being impacted by future installations. Please contact this office if you have plans or sketches showing the exact or approximate location of your septic system or your well.

Ross Associates staff will be available in Sterling on Saturday, March 25 for the purpose of meeting with landowners to collect information. If you have knowledge of well or septic system locations on your property, or if you wish us to help you locate them using our metal detection equipment, please contact this office to make an appointment.

Thank you, in advance for your cooperation on this project. Please call me if you wish to provide information, make an appointment, or if you have any questions or concerns.

Very truly yours,  
DAVID E. ROSS ASSOCIATES, INC.  
By:

  
William E. Murray, R.L.A.  
Project Manager

Copies to: Sterling Building Needs Committee  
Sterling Police Department  
Sterling Board of Health

111 Fitchburg Road P.O. Box 388 Ayer, Massachusetts 01432-0388  
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FROM : DAVID E ROSS ASSOCIATES INC

FAX NO. : 978 772 6258

Mar. 15 2000 01:27PM F5

I, the undersigned, DO NOT give permission to enter my property for the purposes of conducting field research or survey work relevant to the below project/assignment:

STERLING BUILDING NEEDS COMMITTEE

\_\_\_\_\_  
signature date

\_\_\_\_\_  
please print name

\_\_\_\_\_  
address