

# Permit to Enter Process for Private\* Property Owners

## Environmental Phase Fieldwork:

Covers Environmental Studies and Geotechnical Survey Work

For any confidential or special requests and any compensation, PTE request forwarded to Authority Legal and Right-of-Way Team for review and recommendation.

**1** Authority sends PTE form to Property owner via mail (generally two years of access requested).

**2** Property owner marks PTE form with either:  
(A.) **APPROVAL TO ENTER** and returns form with signature, or  
(B.) **DO NOT ENTER** and returns form with signature, or  
(C.) **DOES NOT RETURN SIGNED PTE.**

**A** **IF APPROVED TO ENTER** – Director of Real Property (or designee) signs Approved form, parcel # is added to list of properties approved to enter. Property owner is contacted by Authority or its consultant 48 hours before entering property or conducting any fieldwork.

**B** **IF NOT APPROVED TO ENTER** – Authority staff signs form as received and marks property as Do Not Enter for any/all survey work.

**C** **IF NO RESPONSE IS RECEIVED FROM PROPERTY OWNER** – Authority staff will send another PTE letter and/or call property owner in an attempt to obtain a signed/approved PTE form.

## Ongoing (Post-EIR/EIS), Pre-Construction Fieldwork:

Covers Ongoing Environmental Studies and Geotechnical Survey Work

For any confidential or special requests and any compensation, PTE request forwarded to Authority Legal and Right-of-Way Team for review and recommendation.

**1** Authority develops PTE form for Property owner to be delivered via the Authority's acquisition agent, if one is assigned. If not, the PTE is given to the property owner via the approved Authority staff.

**2** Property owner marks PTE form with either:  
(A.) **APPROVAL TO ENTER** and returns form with signature, or  
(B.) **DO NOT ENTER** and returns form with signature, or  
(C.) **DOES NOT RETURN SIGNED PTE.**

**A** **IF APPROVED TO ENTER** – Director of Real Property (or designee) signs Approved form, parcel # is added to list of properties approved to enter. Property owner is contacted by Authority or its consultant 48 hours before entering property or conducting any fieldwork.

**B** **IF NOT APPROVED TO ENTER** – Authority staff signs form as received and marks property as Do Not Enter for any/all survey work.

**C** **IF NO RESPONSE IS RECEIVED FROM PROPERTY OWNER** – Authority staff will send another PTE letter and/or call property owner in an attempt to obtain a signed/approved PTE form.