

{Date}

Director of Public Works Department
City of Newport Beach
3300 Newport Boulevard
Newport Beach, CA 92663

RE: Initiation of Proceedings to Consider the Formation of an Underground Utility Assessment District.

Dear Director:

My name is {name} and I am the property owner at {address} in the City of Newport Beach. The owners within the neighborhood are interested in forming an underground utility assessment district pursuant to the Municipal Improvement Act of 1913 (Streets and Highways Code Section 10000 and following) to consider the formation of an assessment district for the purpose of financing the costs of underground certain existing overhead utilities. The boundary of the proposed district is as follows:

{Please include district boundary proposed}

Once boundaries have been found logical and feasible by the City and respective utility companies, please prepare a petition and provide relevant assessment district literature to be circulated in my neighborhood.

Sincerely,

{Proponent's Name}
{Address}
{Address}
{Telephone number}
{E-mail}