Month/Date, Year

Dr. Catherine A. O’Connor, Ph.D., P.E.

Director of Engineering

Metropolitan Water Reclamation District of Greater Chicago

100 E. Erie Street

Chicago, Illinois 60611

Dear Dr. O’Connor:

Subject: Letter of Intent to Use GPS Unit Provided by the District

The Municipality/Sanitary District/Township of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“[NAME OF MUNICIPALITY]”) intends to use a Leica Zeno 20 GPS unit provided by the District to collect sanitary, storm, and combined sewer data and create corresponding sewer maps.

The [municipality] designates Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as its GIS Coordinator. All correspondence should be directed to Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s attention at the following address:

Street Address

City, State ZIP

Please find the following documents enclosed in support of this letter of intent:

1. An **Implementation Plan** that includes an estimate of staff available to use the GPS unit to collect sanitary, storm, and combined sewer data.
2. A **Schedule** that includes an approximate timeframe of when [municipality] will have availability to collect data.
3. An **Exhibit** delineating the corporate limits of [municipality] to illustrate the areas that sanitary, storm, and combined sewer data will be collected.

The [municipality] has reviewed the template Intergovernmental Agreement as approved by the District’s Board of Commissioners on December 1, 2016, and represents that it can comply with the terms and conditions set forth in that agreement.

Please contact the [municipality’s] GIS Coordinator at (XXX) XXX-XXXX if you require further information.

Very truly yours,

[Municipal Executive]