

## Appendix B

### Landowner Documentation

## Sample RTP Notice to Owner Letter

February 6, 2019

Mr. & Mrs. Property Owner  
1234 Garden Lane  
Colonie, NY 12205

Dear Property Owners:

The New York State Office of Parks, Recreation and Historic Preservation has made funding available through the Recreational Trails Program (RTP), a Federal grant program, to develop and maintain recreation trails across the State. The Town of Colonie has proposed a Mohawk River Trail and would like to purchase a portion of your property for the trail. To this end, the town would like to negotiate with you to obtain these necessary property rights required to construct this trail. Since the RTP enabling legislation strictly prohibits the use of eminent domain proceedings to obtain property rights, there will be no condemnation action taken to acquire your property should the negotiations to purchase fail. As part of this negotiation process, you are entitled to a written purchase offer based upon an approved appraisal or waiver valuation.

Please contact the undersigned to discuss this matter at your earliest convenience.

Sincerely,

U. N. Owen  
Trail Coordinator  
Town of Colonie  
518-123-4567

# Landowner Permission Attestation

## *Recreational Trails Program*

## *Equipment Purchase Project*

The \_\_\_\_\_ states that it has received permission from all  
RTP Project Sponsor

private and public landowners to cross their property, and that all such landowners are accounted for in the list below. It is acknowledged and accepted that the trail will be accessible to the public and maintained in conformance with all applicable standards for construction, maintenance and signage.

I acknowledge the right of OPRHP representatives to contact landowners in order to verify that permissions were obtained.

\_\_\_\_\_  
(Signature & Name of Responsible Local Official)

\_\_\_\_\_  
(Date)

**Each of the following fields must be completed. If the project sponsor does not have trails on land belonging to the referenced type of landowner, enter a zero. Do not leave any field blank.**

# of Landowner Permissions obtained:

Private \_\_\_\_\_

NYS DEC \_\_\_\_\_ (Provide signed statement from DEC, if greater than zero)

Other State Agency \_\_\_\_\_ (Provide signed statement from agency of jurisdiction, if greater than zero)

Public Utilities \_\_\_\_\_ (Provide copy of agreement(s), if greater than zero)

Other \_\_\_\_\_ (Provide documentation, if greater than zero)