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**DEPARTMENT OF TRANSPORTATION AND  
DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

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**1. Requestor Information**

- Requestor Name: \_\_\_\_\_
- Company / Department: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

**2. Project Details**

- Site Name (if applicable): \_\_\_\_\_
- Street Address: \_\_\_\_\_
- City / State / ZIP: \_\_\_\_\_
- GPS Coordinates (if known): \_\_\_\_\_
- Project Title / Reference #: \_\_\_\_\_
- Site Access Instructions (gate codes, contacts, etc.): \_\_\_\_\_

**3. Scope of Work**

- Aerial Photography
- Aerial Video
- Construction Progress Monitoring
- Property / Site Overview  Other (describe): \_\_\_\_\_

**4. Special Instructions / Requests**

(Specific angles, areas of concern, exclusions, or priorities)

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**5. Authorization**

I confirm that I have permission to request UAV operations at this location and that all provided information is accurate.

- Authorized By (Name): \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_