



September 20, 2019

«First\_Name» «Last\_Name»

«Att»

«Address»

«Address2»

«City», «State» «Zip»

Re: Entrance Permit: «Ent\_Permit\_»

It has been over a year since you applied for an entrance permit on «Road». If your entrance has been completed please contact our office so the remainder of your deposit, which is \$«Refund\_Amt» may be returned to you. If additional time is needed to complete your entrance, please call our office to request an extension.

Attached is the current entrance policy which indicates applicants have one year to complete work on a driveway. If work is not completed satisfactorily the deposit may be forfeited and an additional assessment may be made for work done to bring the entrance into compliance.

If we do not hear otherwise, the remainder of your deposit be forfeited after 30 days from the day of this letter.

Thank you,

Jory Danielson  
Maintenance Supervisor

By: \_\_\_\_\_  
Cindy Rader, Sr. Administrative/Technical Specialist

Jory Danielson  
Maintenance Supervisor  
Highway Department  
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Brainerd, MN 56401

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**Our Vision:** Being Minnesota's favorite place.

**Our Mission:** Serve well. Deliver value. Drive results.

**Our Values:** Be responsible. Treat people right. Build a better future.