**EROSION CONTROL conference notice**

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| PIN: |       | State Project No.: |       |
| County: |       | Contract No.: |       |
| Federal Project No.: |       | Reference No.: |       |
| Description: |       |

To Whom it May Concern:

An erosion control conference is to be held , at **,** at the  in , Tennessee for the contract referenced above. The discussion will include details pertinent to project construction. All environmental permits will be discussed. Your attendance and all sub contractors who will be involved with erosion control are requested to attend. Utility Companies involved will also need to be present. Notification of all affected utilities is the contractor's responsibility as well as notification to all of your sub contractors. If a sub contractor or utility company representative is not able to attend, please notify this office.

It is required that you bring the following information, if applicable, to the conference:

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| 1. | Name of the person in charge of the project and erosion control. This is to include their home telephone, mobile and office number. |
| 2. | A copy of all permits involved with the project. |

If a subcontractor or utility company representative is not able to attend, please notify this office. If I may be of assistance or additional information is needed, please contact me at      . Persons having a disability that require access to participate at the meeting may contact the Local Government at      , TTY      , no less than (seven) days prior to the meeting.

Sincerely,

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| cc: | Regional Construction | Environmental Division Natural Resources Office |
|  | Regional Environmental Coordinator | Environmental Ecology Section |
|  | Environmental Planning and Permits Division |       |
|  | Regional ADA Coordinator |       |
|  | contract file |       |
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