

## C. SAMPLE COVER LETTER

Date

### Application for Sidewalk Legislation

Property Address: \_\_\_\_\_

Assessor's Block: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

City and County Surveyor  
Department of Public Works  
Bureau of Street-Use & Mapping  
1155 Market Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Dear Sir:

I/We, hereby submit to you for your review and processing a proposed official sidewalk change, together with the Sidewalk Legislation Application, the checklist and all applicable items, fees, documents and data checked thereon.

*Provide general information of the proposed sidewalk changes such as general location, minimum resulting vehicular path of travel width, length, and what is the purpose of the bulb-out.*

Respectfully,

Attachment: Application Packet