

**Date: March 29, 2023**

**To: Property Owner/Current Resident:**

**Subject: Surveying and Other Field work for the City of Newberg in your neighborhood**

**Project: HB2001 Waterline Improvements Project**

The City of Newberg will be performing waterline improvements in or near your neighborhood. Comprised of seven separate sections of waterlines, this project will ultimately improve the City's water system in the area by replacing the lines identified on the attached map. Replacement of these lines will occur over the next several years. Construction is anticipated to begin in Spring/Summer 2024. Completion of all segments will occur prior to June 30, 2029.

The City of Newberg is already working with Water Systems Consulting, Inc. (WSC) to perform the design of these waterlines. However, before designing and constructing the waterlines, a survey must take place to identify existing features such as buildings, fences, trees, structures, property lines, soils, and utilities. In accordance with Oregon Revised Statute 672.047: <https://www.oregonlaws.org/ors/672.047> this letter is to inform you of these site activities.

Westlake Consultants, a sub-consultant to WSC, will be in or near your neighborhood this spring and summer to perform the survey necessary to design these waterline replacements and the Project Team would like to point out the following:

1. While the survey crews may need access to your property, they will not request access inside your home. If access to your backyard is required, efforts will be made to contact you in advance.
2. During the course of this survey work several visits may be necessary to accomplish the required work. Temporary and/or permanent survey monuments, stakes, flags, and paint marks on your property. **It is very important that these markers are not disturbed or removed.**
3. If crews belonging to Westlake Consultants need to access your property, they will:
  - Drive marked company vehicles and carry proper identification.
  - Make an effort to notify occupants living on or nearby the property in advance, leaving a written notice when occupants are unavailable.
  - Keep closed gates closed and leave open gates open.
  - Respect the rights of property owners.
  - Conduct all survey operations in a professional and safe manner.

If you have any questions or concerns about the survey work please contact Michael Downhour, Project Surveyor for Westlake Consultants at (503) 684-0652  
[mdownhour@westlakeconsultants.com](mailto:mdownhour@westlakeconsultants.com).

If you have any questions or concerns about the project please contact Brett Musick Senior Engineer, City of Newberg at [brett.musick@newbergoregon.gov](mailto:brett.musick@newbergoregon.gov) or call 503-554-1631.

Watch for project information and updates on the City's Current Projects website:

<https://www.newbergoregon.gov/engineering/project/hb2001-water-line-improvements-project>

The City of Newberg and the consulting project team are committed to working together for a better community, delivering on projects while remaining mindful of your utility rates.

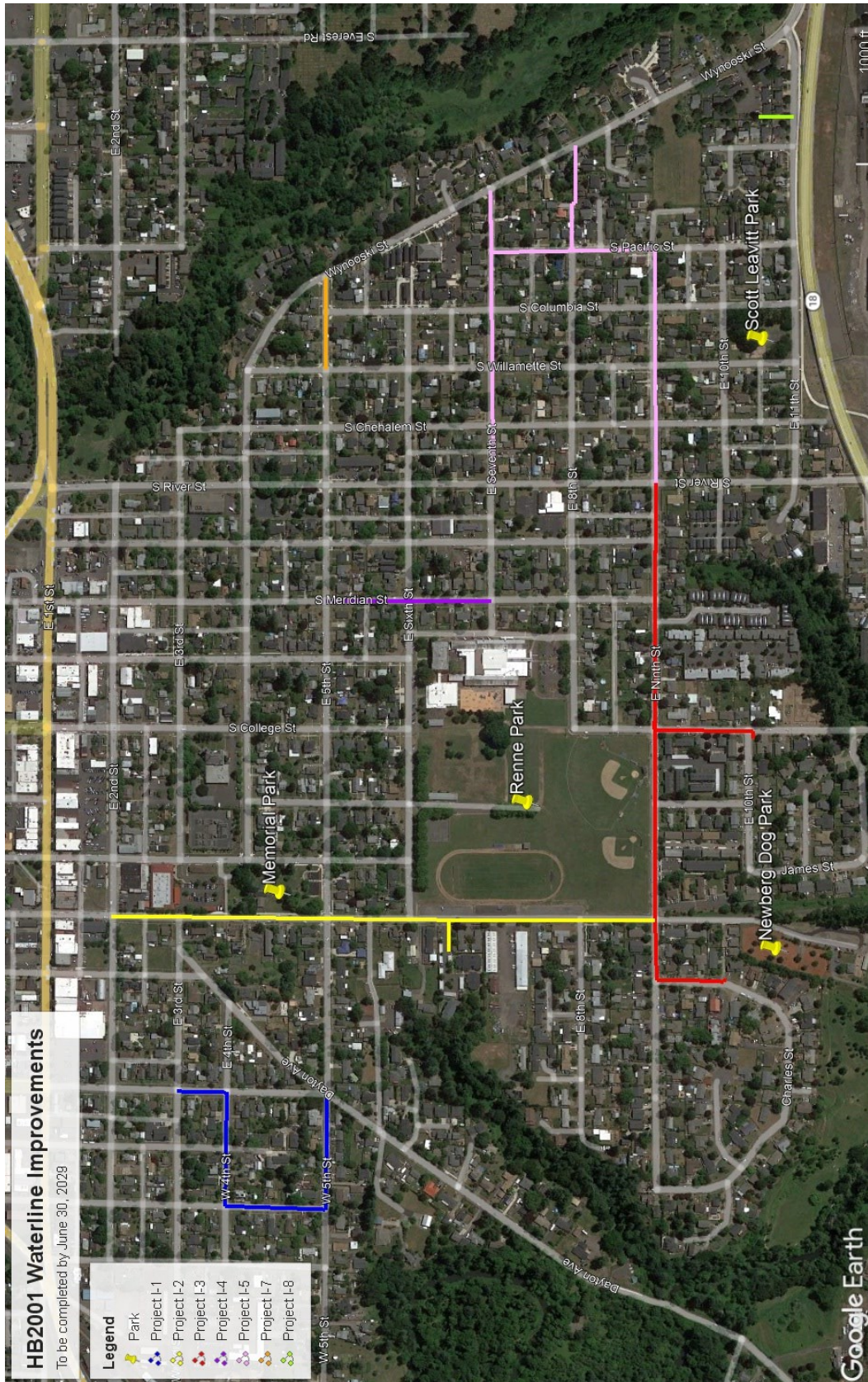
Sincerely,

Brett Musick, PE  
*Senior Engineer*  
City of Newberg  
414 E. First Street | PO Box 970 | Newberg OR 97132

Enclosed:

1. Project Map of Effected Area
2. Example Survey Door Hanger

# Attachment 1





## ENTRY NOTIFICATION

Under ORS 672.047, the Oregon Registered Land Surveyor listed on the reverse side of this card or his/her employee(s) is entering your land for the purpose of surveying or conducting surveying work. The following is a reprint of the applicable statute for your information:

ORS 672.047. (1) Subject to subsection (4) of this section, a registered professional land surveyor, or any employee or agent of the land surveyor, may enter on foot, where practicable, upon any land for the purpose of surveying or performing any survey work and may establish permanent survey monuments as allowed by rule of the State Board of Examiners for Engineering and Land Surveying.

(2) Any person exercising the right of entry granted under subsection (1) of this section shall do so with no unnecessary damage to the land entered upon. Damages to trees, shrubs and other vegetation intentionally caused by the land surveyor shall be subject to compensation and penalties as provided in ORS 105.810. The land surveyor shall compensate the landowner for all other actual monetary damages, or \$100, whichever is greater. Actual monetary damages may include but are not limited to all costs in time, labor and materials incurred by the landowner to return the property to the condition it was in prior to the damage.

(3) If land that is entered and surveyed under this section is located outside of an urban growth boundary and the landowner makes a timely request in writing, the registered professional land surveyor shall provide a copy of the survey in a timely manner to the landowner.

(4) A registered professional land surveyor, or any employee or agent of the land surveyor, may not enter upon land for the purpose of surveying, performing other survey work or establishing a permanent survey monument without first providing notice to the landowner by first class mail or by personal notice. If the land is occupied by a person other than the landowner, notice must also be given to the occupant by first class mail or by personal notice. Notice that is given by first class mail must be mailed at least seven days prior to the entry onto the land. Notice that is given by personal notice must be hand-delivered to the landowner or occupant or be posted in a conspicuous place where the landowner or occupant may reasonably be expected to see the notice. The notice shall give the professional land surveyor's name, address, telephone number, purpose, availability of the survey and the presence of any temporary or permanent monuments or other markers to be left on the land.

(5) A registered professional land surveyor, or any employee or agent of the land surveyor, who enters land as allowed under this section is owed no greater duty of care than that owed by a landowner to a trespasser.

(6) Notwithstanding the provisions of subsection (1) of this section, a registered professional land surveyor, or any employee or agent of the land surveyor, may use a vehicle to enter upon land provided that the vehicle remains on existing roadways where practicable.

(7) The land surveyor shall remove all flagging, stakes and other temporary materials that are above ground if leaving the materials in place creates an unreasonable risk of harm to persons or property. Except for forestland as defined in ORS 527.620, the land surveyor shall remove all temporary above ground materials within 80 days of placement unless written authorization to leave the materials in place is received from the landowner or occupant.

## SORRY WE MISSED YOU!

It is necessary for us to enter upon your property to conduct a survey.

Pursuant to ORS 672.047, as contained on the reverse herein, we are conducting a survey for the following purpose: \_\_\_\_\_

This survey primarily involves surveying:

- This property
- Neighboring property
- Other \_\_\_\_\_

Several visits may be necessary for us to accomplish the required work. Temporary and/or permanent flagging, stakes or other materials may be placed on your property during the course of our work.

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

If a request is made in writing in a timely manner, a copy of the survey will be provided in a timely manner to any landowner who owns property lying outside an urban growth boundary, if it is affected by the entry. (See (3) on the reverse side of this hanger.) Please include the project information (listed above) for our reference.

## THANK YOU FOR YOUR COOPERATION!

If you have any questions, please contact us:

### Westlake Consultants, Inc.

Engineers, Planners, & Surveyors  
15115 SW Sequoia Parkway, Ste 150  
Tigard, OR 97224 Ph: (503) 684-0652

Learn more about surveying at [www.plso.org](http://www.plso.org)