



December 9, 2019

John Doe
1234 Example St.
Sarasota, FL 34236

Certified Mail: 0000 0000 0000 0000 0000

Re: Action Needed to Address Private Encroachment on County-Owned Property

Dear Property Owner:

On June 30, 2019, Sarasota County acquired a former railroad corridor to become an extension of the Legacy Trail. On November 19, 2019, the Board of County Commissioners adopted the Legacy Trail Operation and Use Policy (the "Policy"), which prohibits encroachments onto the Legacy Trail by adjacent property owners.

As an adjacent property owner, your [insert type of encroachment] is extending beyond the legal boundaries onto the neighboring Sarasota County-owned Legacy Trail. This encroachment is a violation of the Policy and must be removed from the Legacy Trail by February 7, 2020 as construction on the Legacy Trail extension is expected to begin mid-2020. Please ensure compliance with this request by the aforementioned date to avoid any further actions.

Please contact encroachments@scgov.net or 941-861-5191 with questions.

Sincerely,

Hayley A. Baldinelli,
Manager, Property Management Division

cc/e-mail:

Nicole Rissler, Director, Parks, Recreation and Natural Resources
Jon Robinson, Manager, Parks, Recreation and Natural Resources