

EXAMPLE – SURVEY LETTER

Date

Resident Name
Address
Griffin, Georgia ZIP

Dear Resident:

Over the past several months, the City of Griffin Stormwater Department has been working diligently, through its engineering consultant, Integrated Science & Engineering, to complete watershed studies aimed at identifying flood plain locations and flooding characteristics of all the creeks and major drainage ways throughout the City. I am pleased to announce that the Potatoe Creek Watershed Study, which is being conducted in your neighborhood, is nearing completion.

Recently, you have probably noticed surveying crews and engineers in your neighborhood conducting physical surveys of drainage features such as pipes, storm drains and stream channels. Using advanced engineering principles and techniques in conjunction with computer models developed by the U.S. Army Corps of Engineers, the City has been able to simulate dramatic rainfall events and how they affect homes and roads throughout the City. By completing this study you, as a resident, will be able to realize benefits which include seeing where creeks could rise on your property as well as having the possibility of purchasing flood insurance at much lower rates than in areas where no study has been conducted. In addition to these benefits, the City of Griffin will also be able to better identify potential flooding problem areas by simulating future growth and the effects it will have on your neighborhood.

However, the City needs your help as the Stormwater Department strives to complete this study. While every effort has been made to use the best and most accurate information available, no source of information is better than residents who live near a creek. Attached to this letter, you will find a questionnaire about the creek in your neighborhood. Please complete the questionnaire and include any information related to flooding in your area. Return the questionnaire to us in the enclosed self-addresses, stamped envelope.

Thank you for your assistance as the City of Griffin strives to make Griffin a better place to live. Should have any questions or comments please feel free to contact me or one of my staff at (770) 229-6603.

Sincerely,

Brant D. Keller
Director of Public Works and Stormwater Utilities

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Questionnaire

Name: _____

Address: _____

Years at this residence: _____

1. Has your home or any part of your property flooded since 1993? Yes No
If Yes, please describe to what extent the flooding occurred and the date of the flooding.

2. Please describe any damage which you have experienced on your property due to flooding and the approximate amount of monetary damage incurred as a result.

3. Describe other flooding areas in and around your neighborhood that you have noticed since 1993?