

## **Sample Right of Entry Permit and Notification Documents**

(Insert Name of Private Landowner)

(Insert Date)

(Insert Address of Private Landowner)

Dear (Insert Name of Private Landowner):

Pollinator Partnership and its affiliates require employees and volunteers to obtain written permission from landowners in certain cases before entering onto private property to conduct plant surveys, seed collections, and seed/plug planting. Consequently, we are hereby requesting your signature below to confirm your approval for Pollinator Partnership employees or volunteers to enter your land for the purpose described below. The data and/or seed collected will be used for enhancing monarch butterfly and other pollinator habitat via Project Wingspan: Golden State, and details about the work conducted will be provided to you upon request.

Specific information regarding this request is as follows:

1. (proposed date and time of entry and departure, or period of time during which recurring visits will be necessary).
2. (kind and number of vehicles to be used)
3. (number of persons in party)
4. (name, email address, and phone number of seed collection lead).
5. (purpose of the work – seed collection/scouting, species targeted, etc.)
6. (locations on the property where work is to be done).

Pollinator Partnership agrees to hold the Landowner identified above harmless from any and all actual damages, liabilities, claims, losses, and costs arising from the entry of Pollinator Partnership's employees or volunteers upon Landowner's property for the Purpose, other than those arising from Landowner's willful misconduct or gross negligence.

If you have any questions about Project Wingspan, you may contact James Hart at the following telephone number: 757-345-1585.

Please indicate your consent to this request by signing below and (list method of return - email preferred, but could do mail). Thank you for your cooperation.

Sincerely,

(Insert name here)

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Requestor Name

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Requestor Signature

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Date

I approve of the entry of Pollinator Partnership employees and volunteers upon the Property identified above, for the Purpose described herein.

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Landowner Name

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Landowner Signature

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Date