City of Thousand Oaks Public Works
Submittal Review
Project Name & No.: CI 5538, 5568 and MI 2250

☑ Approved - No Exceptions Taken ☐ Revise and Resubmit
☐ Approved - Make Correction Noted ☐ Rejected
☐ Accepted - For Information Only

Review is only for General conformance with the Design concept of the product & general compliance with the information given in the Contract Documents. Contractor is responsible for compliance with Contract Documents; dimensions; quantities; fabrication procedure & method of construction; coordination of Works shown with that of all other trades; and for performing all work in a satisfactory manner.

Reviewed by Michelle McCarty Date: 3/17/2022

Resident Notification Letter
**LETTER OF SUBMITTAL**

**FROM:** Cody Snidecor, Project Engineer  
Sully-Miller Contracting Company  
135 S. State College Blvd., STE 400  
Brea, CA 92821  

**TO:** City of Thousand Oaks, Public Works Department  
2100 Thousand Oaks Blvd  
Thousand Oaks, CA 91362  

**DATE:** 03/04/22  
**SM JOB#** 10270959  

**ATTN:** Michelle McCarty  

**LADIES/GENTLEMEN:**  
WE ARE SENDING YOU:  

**THE FOLLOWING ITEMS:**  
- **SHOP DRAWINGS**  
- **CHANGE ORDER**  
- **SAMPLES**  
- **SUBMITTALS**  
- **PLANS**  
- **OTHER**  

**PAGES** | **SPEC. SECTION** | **DESCRIPTION**  
--- | --- | ---  
1 | - | Resident Notification Letter  

**THESE ARE TRANSMITTED AS CHECKED BELOW:**  
- **APPROVAL**  
- **RETURN FOR CORRECTION**  
- **OTHER:**  

**REMARKS:**  

**COPIES:**  
file, scan  

**CONTRACTORS REVIEW AND APPROVAL**  
Cody Snidecor  
Sully-Miller Contracting Co.
City of Thousand Oaks  
Pavement Overlay and Resurfacing Program  

Notice of Road Construction

Dear Resident and Property/Business Owner:

The City of Thousand Oaks has retained Sully-Miller Contracting Company to make street improvements in your neighborhood. The project will repair and improve local roads in your neighborhood between the dates that will be posted on curbside signs, barring unforeseen circumstances or adverse weather conditions. Sully-Miller Contracting Company takes the health and safety of our employees and the public seriously. With the spread of COVID-19, we have developed a COVID-19 Exposure Prevention, Preparedness and Response Plan to be implemented as part of this project.

**No Parking/Driving** signs will be posted on your street 48 hours prior to the street closure. During the dates that we will be repairing and improving your street, access to your property will be intermittently blocked specifically when our operations/equipment are in front of your driveway. This interruption will be approximately four hours; however, we cannot ascertain exactly what time between 7 AM and 5 PM this will occur in your specific driveway.

Street parking will be prohibited the whole day (7 AM to 5 PM) during the various repair and improvement dates identified on the No Parking/Driving Signs.

Our company is committed to working with you to help minimize the impact of the construction on your daily activities. If you need to drive through the construction zone, please allow additional commuting time.

Unfortunately, the project is sometimes delayed in which case, the previous day’s work may not be finished, and construction activities will resume the next weather-free working day. Thank you for your patience while we work to improve your streets, for more information including a complete list of streets to be resurfaced please visit the City of Thousand Oaks website at [toaks.org/streets](http://toaks.org/streets).

If you have any questions or concerns, please call:

**Manuel Mendez, Project Foreman, Sully-Miller Contracting Company**  
714-943-6525

**Cody Snidecor, Project Engineer, Sully-Miller Contracting Company**  
714-861-0881

**Michelle McCarty, Project Manager, City of Thousand Oaks**  
805-449-2477