

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> Hardware Street Water Easement - Condemnation	<b>AGENDA DATE:</b> January 19, 2012
<b>STAFF CONTACT(S)/PREPARER:</b> Peter C. Gorham, P.E., Director of Engineering	<b>ACTION:</b> <input checked="" type="checkbox"/> <b>INFORMATION:</b> <input type="checkbox"/>
	<b>CONSENT AGENDA:</b>
	<b>ACTION:</b> <input type="checkbox"/> <b>INFORMATION:</b> <input type="checkbox"/>
	<b>ATTACHMENTS:</b> YES

**BACKGROUND:** A General Resolution was passed by the Board of Directors on April 21, 2011 authorizing the Executive Director to obtain the necessary easements for construction of the Hardware Street Water Extension and to proceed with condemnation of the easements, if an agreement could not be reached with the property owners. Several efforts have been made to negotiate an easement agreement with Mr. and Mrs. Kirby, the property owners of Tax Map 131, Parcels 68 and 68G. It is the ACSA staff's opinion that sufficient time has been allowed for the property owners to have considered the offer of compensation for the easement and the testing of their well before and after construction, in addition to connecting them to public water should their well be adversely impacted by construction. The property owners were notified by certified mail of the ACSA staff's intent to recommend to the Board of Directors to authorize filing a Certificate of Condemnation and they were invited to attend the Board meeting.

### DISCUSSION:

- After no initial response to the easement request ACSA staff used County tax appraisal figures to estimate the value of the easement and made a monetary offer.
- ACSA staff met with Mr. Kirby and learned of his concern about potential damage to his well during construction activities along his property.
- An offer was made to test certain aspects of his existing well before and after construction to ascertain if the construction had a negative effect on his well.
- ACSA offered to connect Mr. Kirby's residence to public water with connection fees waived should his well be irreparably damaged as a result of construction activities to install the water main.

**BUDGET IMPACT:** The cost of the easement compensation estimated by ACSA at \$250, the cost of the independent appraisal of the easement value estimated at \$400 and the expenses related to proceeding through the condemnation trial

# ALBEMARLE COUNTY SERVICE AUTHORITY

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estimated at approximately \$6,000. Potential additional expense added to the cost of completing the project is approximately \$6,700 to \$7,000.

**RECOMMENDATIONS:** Authorize the condemnation of the easements on the property of Edward L. and Ann E. Kirby to allow the construction of the Hardware Street Water Extension to proceed.

**BOARD ACTION REQUESTED:** Authorize the ACSA attorney to file a Certificate of Condemnation of the permanent easements on Tax Map 131, Parcels 68 and 68G, owned by Edward L. and Ann E. Kirby.

**ATTACHMENTS:**

- Copies of easement plats for Tax Map 131, Parcels 68 and 68G.
- A memo summarizing contact efforts by ACSA staff.
- Copies of all correspondence and certified mail receipts, where applicable.

**PLAT SHOWING A NEW  
5' WATER LINE EASEMENT  
ACROSS TAX MAP 131 PARCEL 68  
LOCATED ON STATE ROUTE 795  
SCOTTSDALE DISTRICT  
ALBEMARLE COUNTY, VIRGINIA  
SCALE: 1" = 40' AUGUST 6, 2010  
REVISED: AUGUST 30, 2010**

TAX MAP 131 PARCEL 68 IS ZONED: TOWN OF SCOTTSDALE

TAX MAP 131 PARCEL 68 IS WITHIN THE NORTH JAMES RIVER-LITTLE GEORGE CREEK WATER SUPPLY WATERSHED BUT IS NOT WITHIN AN AGRICULTURAL-FORESTAL DISTRICT.

ANY STREAM BUFFER(S) SHOWN HEREON SHALL BE MANAGED IN ACCORDANCE WITH THE WATER PROTECTION ORDINANCE OF ALBEMARLE COUNTY.

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.

SOME EASEMENTS OTHER THAN THOSE SHOWN HEREON MAY EXIST.

OWNERS' APPROVAL:  
THE DIVISION OF THE LAND DESCRIBED HEREIN IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNER(S), PROPRIETOR(S) AND TRUSTEE(S). ANY REFERENCE TO FUTURE POTENTIAL DEVELOPMENT IS TO BE DEEMED AS THEORETICAL ONLY. ALL STATEMENTS AFFIXED TO THIS PLAT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

EDWARD L. KIRBY \_\_\_\_\_ DATE \_\_\_\_\_

ANN E. KIRBY \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY PUBLIC:

STATE OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_  
THE FOREGOING WAS ACKNOWLEDGED  
BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_ BY \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC

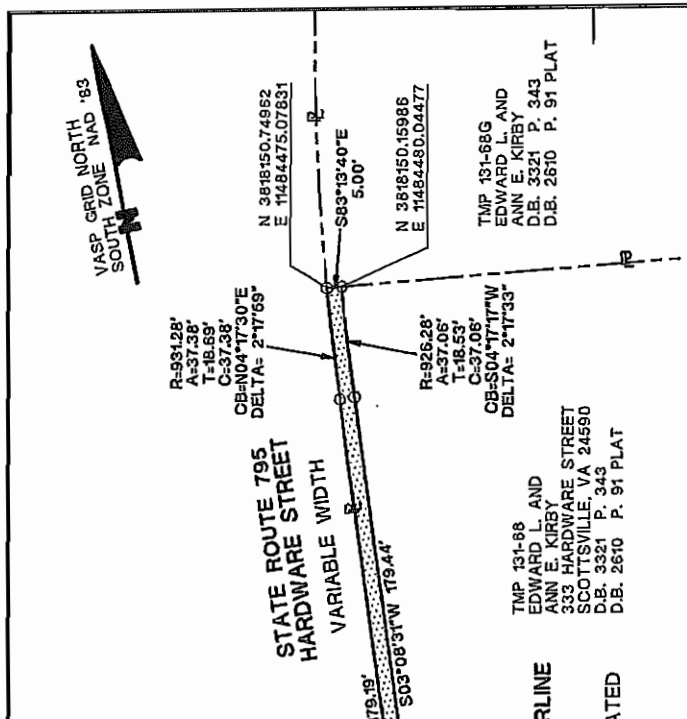
NOTARY PUBLIC:

STATE OF \_\_\_\_\_  
CITY/COUNTY OF \_\_\_\_\_  
THE FOREGOING WAS ACKNOWLEDGED  
BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_ BY \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC

**STATE ROUTE 795  
HARDWARE STREET  
VARIABLE WIDTH**

**NEW 5' WATERLINE  
EASEMENT  
1,083 S.F.  
HEREBY DEDICATED  
TO ACSA**

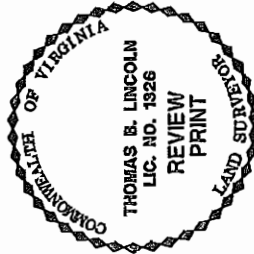
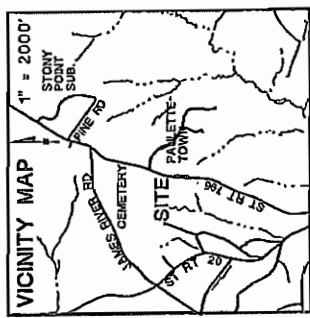


TMP 131-68G  
EDWARD L. AND  
ANN E. KIRBY  
D.B. 3321 P. 343  
D.B. 2610 P. 91 PLAT

TMP 131-68  
EDWARD L. AND  
ANN E. KIRBY  
333 HARDWARE STREET  
SCOTTSDALE, VA 24590  
D.B. 3321 P. 343  
D.B. 2610 P. 91 PLAT

TMP 131-68D  
EDWARD L. KIRBY  
D.B. 550 P. 289 PLAT  
D.B. 487 P. 110 PLAT

I HEREBY CERTIFY THAT THIS EASEMENT PLAT, TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF, IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS. THIS DOES NOT REPRESENT A BOUNDARY SURVEY OF THIS PROPERTY.

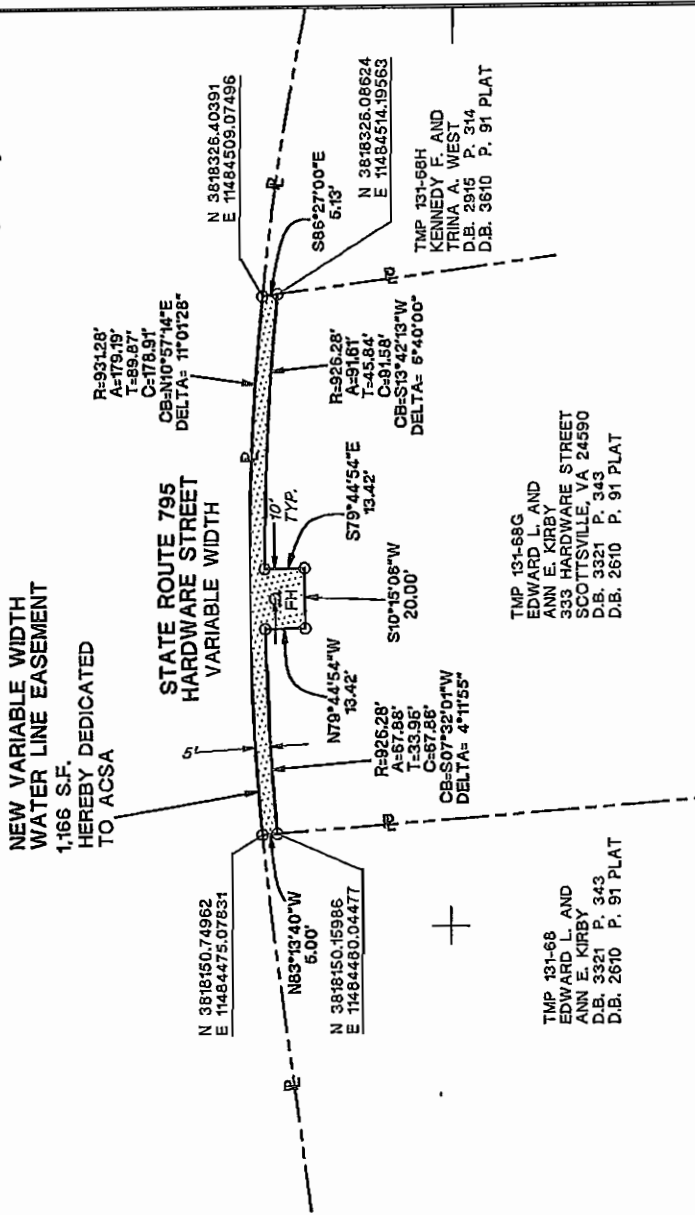
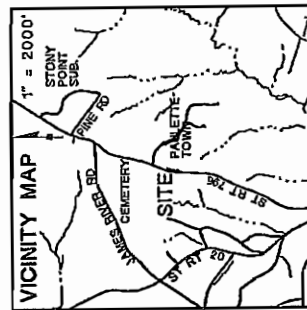


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SURVEYING

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632 BERKMAR CIRCLE  
CHARLOTTESVILLE, VIRGINIA 22901  
OFFICE: 434-974-1417

PLAT SHOWING A NEW  
 VARIABLE WIDTH WATER LINE EASEMENT  
 ACROSS TAX MAP 131 PARCEL 68G  
 LOCATED ON STATE ROUTE 795  
 SCOTTSDALE DISTRICT  
 ALBEMARLE COUNTY, VIRGINIA  
 SCALE: 1" = 40' AUGUST 6, 2010  
 REVISED: AUGUST 30, 2010  
 REVISED: AUGUST 30, 2011

TAX MAP 131 PARCEL 68G IS ZONED: TOWN OF SCOTTSDALE  
 TAX MAP 131 PARCEL 68G IS WITHIN THE NORTH  
 JAMES RIVER-LITTLE GEORGE CREEK WATER SUPPLY  
 WATERSHED BUT IS NOT WITHIN AN AGRICULTURAL-  
 FORESTAL DISTRICT.  
 ANY STREAM BUFFER(S) SHOWN HEREON SHALL BE  
 MANAGED IN ACCORDANCE WITH THE WATER  
 PROTECTION ORDINANCE OF ALBEMARLE COUNTY.  
 THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT  
 OF A TITLE REPORT.  
 SOME EASEMENTS OTHER THAN THOSE SHOWN HEREON  
 MAY EXIST.



NEW VARIABLE WIDTH  
 WATER LINE EASEMENT  
 1,166 S.F.  
 HEREBY DEDICATED  
 TO ACSA

STATE ROUTE 795  
 HARDWARE STREET  
 VARIABLE WIDTH

TMP 131-68G  
 EDWARD L. AND  
 ANN E. KIRBY  
 333 HARDWARE STREET  
 SCOTTSDALE, VA 24590  
 D.B. 3321 P. 343  
 D.B. 2610 P. 91 PLAT

TMP 131-68  
 EDWARD L. AND  
 ANN E. KIRBY  
 D.B. 3321 P. 343  
 D.B. 2610 P. 91 PLAT

TMP 131-68H  
 KENNEDY F. AND  
 TRINA A. WEST  
 D.B. 2916 P. 314  
 D.B. 3610 P. 91 PLAT

**LINCOLN**  
 SURVEYING  
 Innovation. Integrity. Vision.  
 632 BERKMAR CIRCLE  
 CHARLOTTESVILLE, VIRGINIA 22901  
 OFFICE: 434-974-1417

COMMISSIONER OF VIRGINIA  
 LAND SURVEYING SOCIETY  
 THOMAS B. LINCOLN  
 LIC. NO. 1926  
 REVIEW  
 PRINT

I HEREBY CERTIFY THAT THIS EASEMENT  
 PLAT, TO THE BEST OF MY PROFESSIONAL  
 KNOWLEDGE AND BELIEF, IS CORRECT AND  
 COMPLIES WITH THE MINIMUM PROCEDURES  
 AND STANDARDS ESTABLISHED BY THE VIRGINIA  
 STATE BOARD OF ARCHITECTS, PROFESSIONAL  
 ENGINEERS, LAND SURVEYORS, CERTIFIED  
 LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS.  
 THIS DOES NOT REPRESENT A BOUNDARY SURVEY  
 OF THIS PROPERTY.

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## ALBEMARLE COUNTY SERVICE AUTHORITY MEMORANDUM

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**TO:** FILE

**FROM:** ALEXANDER J MORRISON, EIT, CIVIL ENGINEER

**SUBJECT:** KIRBY NEGOTIATIONS

**DATE:** JANUARY 6, 2012

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The following is a summary of the discussions and correspondences with Mr. Edward L. and Ann E. Kirby, owners of 2 parcels along Hardware Street in the Scottsville, Virginia related to a proposed waterline easement in conjunction with the Hardware Street Water Main Extension Project:

March 4, 2011 – Initial letter sent by Gary Whelan requesting 2 easements (on 2 abutting parcels) be granted to the ACSA with no monetary offer. Letter explains that the project will improve water quality for Scottsville and provide fire protection along Hardware Street.

August 9, 2011 – Follow up letter sent by Alexander Morrison requesting 2 easements (on 2 abutting parcels) be granted to the ACSA with no monetary offer. Letter explains that the project will improve water quality for Scottsville and provide fire protection along Hardware Street.

September 1, 2011 – Alexander Morrison mailed a certified letter to Mr. Edward L. and Ann E. Kirby offering \$250 for the easements.

September 8, 2011 – Alexander Morrison meets with Mr. Edward Kirby to discuss easement and walk both parcels. Mr. Kirby stated that he was concerned about damage to his well due to the proposed waterline construction. Mr. Kirby was told that the ACSA would be mailing a certified letter outlining well protection.

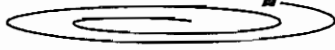
October 27, 2011 – Alexander Morrison mailed a certified letter to Mr. Edward L. and Ann E. Kirby offering \$250 for the 2 easements. The certified letter also offered well protection by granting a free connection to the proposed public water main if the associated construction efforts damage the property owner's well.

November 18, 2011 – Deadline for the October 27, 2011 letter passes with no response from property owner.



# Albemarle County Service Authority

Serving  Conserving



March 4, 2011

Edward L. and Ann E. Kirby  
333 Hardware Street  
Scottsville, Virginia 24590

Re: Hardware Street Waterline Extension Project

Dear Mr. and Mrs. Kirby:

The Albemarle County Service Authority (ACSA) Board of Directors has approved funding for the Hardware Street Waterline Extension Project. The design has been finalized and the ACSA is ready to bid the project for construction. Certain easements outside VDOT owned rights-of-way require Deeds of Easement for the construction and maintenance of water lines consisting of pipes and their appurtenances, over, under and across your property.

This project will provide improved water quality for the Town of Scottsville and fire protection for property owners on Hardware Street not already being served by public water. Therefore, the ACSA is requesting you grant an easement for the water line on your property. Please find enclosed a Deed of Easement and a plat for the proposed easement.

If you have any questions concerning this Deed of Easement, please feel free to contact me at (434) 977-4511, Ext. 116. Once you have signed the document and your signature has been notarized, please return the Deed of Easement to our office. If necessary, the ACSA has a notary public on staff that can assist with notarizing the document.

We are excited about this project and look forward to working with the neighborhood and bringing public water to Hardware Street.

Sincerely,

Gary M. Whelan, LS  
Civil Engineer

Enclosures  
GMW/anw/dbh  
050504HardwareStreetEasementReq030411



**CERTIFIED MAIL**

August 9, 2011

Edward L. and Ann E. Kirby  
333 Hardware Street  
Scottsville, Virginia 24590

Re: Hardware Street Water Main Extension Project

Dear Mr. and Mrs. Kirby:

The Albemarle County Service Authority (ACSA) Board of Directors has approved funding for the Hardware Street Waterline Extension Project. The design has been finalized and the ACSA is ready to bid the project for construction. Certain easements outside VDOT owned rights-of-way require Deeds of Easement for the construction and maintenance of water lines consisting of pipes and their appurtenances, over, under and across your property.

This project will provide improved water quality for the Town of Scottsville and fire protection for property owners on Hardware Street not already being served by public water. Therefore, the ACSA is requesting you grant easements for the water line on your property. Please find enclosed two Deeds of Easement and two plats for the proposed easements.

If you have any questions concerning these Deeds of Easement, please feel free to contact me at (434) 977-4511, Ext. 116. Once you have signed the document and your signature has been notarized, please return the Deeds of Easement to our office. If necessary, the ACSA has a notary public on staff that can assist with notarizing the document.

We are excited about this project and look forward to working with the neighborhood and bringing public water to Hardware Street.

Sincerely,

Alexander J. Morrison  
Civil Engineer

Enclosures  
AJM/dbh  
050504KirbyCertifiedLetter080911

**SENDER: COMPLETE THIS SECTION** **COMPLETE THIS SECTION ON DELIVERY**

- Complete Items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
 Edward C. + Ann E. Kirby  
 333 Hardware Street  
 Scottsville, Va 24590

A. Signature  Agent 195  
 X *Ed Kirby*  Addressee

B. Received by (Printed Name) *Ed Kirby* C. Date of Delivery *8/10/11*

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type  
 Certified Mail  Express Mail  
 Registered  Return Receipt for Merchandise  
 Insured Mail  C.O.D.

4. Restricted Delivery? (Extra Fee)  Yes

2. Article Number (Transfer from service label) 7010 3090 0001 4773 1355

7010 3090 0001 4773 1355

**U.S. Postal Service**  
**CERTIFIED MAIL RECEIPT**  
 (Domestic Mail Only, No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)  
**OFFICIAL USE**

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark Here

Sent To *Edward C + Ann E. Kirby*  
 Street, Apt. No., or PO Box No. *333 Hardware Street*  
 City, State, ZIP+4 *Scottsville, Va. 24590*

PS Form 3800, August 2008 See Reverse for Instructions



**CERTIFIED MAIL**

September 1, 2011

Edward L. and Ann E. Kirby  
333 Hardware Street  
Scottsville, Virginia 24590

Re: Hardware Street Water Main Extension Project  
Tax Map 131, Parcels 68 and 68G

Dear Mr. and Mrs. Kirby:

The Albemarle County Service Authority (ACSA) Board of Directors has approved funding for the Hardware Street Water Main Extension Project. This project will provide improved water quality for the Town of Scottsville and fire protection for property owners on Hardware Street not already being served by public water. The design has been finalized and the ACSA is ready to bid the project for construction. Certain easements outside VDOT owned rights-of-way require Deeds of Easement for the construction and maintenance of water lines consisting of pipes and their appurtenances, over, under and across your property. I have attached a reduced copy of the project plans which accurately show the work that will be done on your property, for your reference. The main line pipe will be installed along the edge of pavement on Hardware Street within the VDOT right-of-way, with the exception of the fire hydrant which will encroach upon the property. The ACSA is acquiring permanent easements to allow enough room to maintain the pipe and fire hydrant in the event of a break. Although the ACSA is reaching the point where we can bid the project, all easements must be in place prior to bidding the project.

The ACSA is requesting you grant easements for the water line on your properties. Because we have had no response from our previous letters dated August 9, 2011, May 9, 2011, and March 4, 2011, we are making our final written request by offering \$250 as compensation for the permanent easements on your properties.

In computing the value of permanent easements we wish to obtain across your properties, we began by determining the current appraised value of the land and the total acreage. For TMP 131-68 this yielded a value of \$14,171.00 per acre. For TMP 131-68G this yielded a value of \$21,033.87 per acre. The general guideline for valuation of easements is 25% of the land value for permanent easements, which is reduced to 12.5% when part of our easement lies within a

VDOT owned right-of-way. Although part of this easement lies within a VDOT owned right-of-way, we will use 25% of the land value to compute your permanent easements.

From the plat for TMP 131-68G, the area for the permanent easement is 0.0268 acres which computes to a full value of \$563.71 for the land. Twenty five percent of this land value yields \$140.93 for the permanent easement.

Similarly, from the plat for TMP 131-68, the area for the permanent easement is 0.0249 acres, which computes to a full value of \$352.86 for the land. Twenty five percent of this land value yields \$88.21 for the permanent easement.

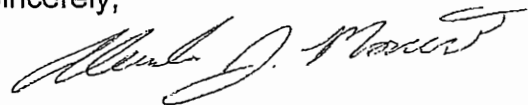
The combined value for the two permanent easements is \$229.14, which we will round up to \$250 for simplicity.

If you accept this offer please provide a signed Deed of Easement to this office by close of business Friday, September 9, 2011. Should the deadline pass with no signed deed provided to the ACSA, the ACSA will proceed to acquire the easement by process of condemnation in accordance with the Virginia Code.

The filing of a Certificate of Take in no way prevents further negotiations in an effort to reach a mutually satisfactory agreement. This action, however, may be necessary to ensure proper title in order that construction of the project may proceed without delay.

If you have any questions concerning these Deeds of Easement, please feel free to contact me at (434) 977-4511, Ext. 116. For your convenience, the ACSA has a notary public on staff that can assist with notarizing the document at no charge.

Sincerely,



Alexander J. Morrison  
Civil Engineer

AJM /dbh

Enclosures



FedEx Express  
Customer Support Trace  
3875 Airways Boulevard  
Module H, 4th Floor  
Memphis, TN 38116

U.S. Mail: PO Box 727  
Memphis, TN 38194-4643  
Telephone: 901-369-3600

September 6, 2011

*Printed 9/6/11 by AJM*

Dear Customer:

The following is the proof-of-delivery for tracking number **873976167992**.

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**Delivery Information:**

<b>Status:</b>	Delivered	<b>Delivered to:</b>	Residence
<b>Signed for by:</b>	E.KIRBY	<b>Delivery location:</b>	333 HARDWARE ST 24590
<b>Service type:</b>	Priority Envelope	<b>Delivery date:</b>	Sep 3, 2011 13:14

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**Shipping Information:**

<b>Tracking number:</b>	873976167992	<b>Ship date:</b>	Sep 2, 2011
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**Recipient:**  
EDWARD & ANN KIRBY  
333 HARDWARE ST  
24590 US

**Shipper:**  
ALEX MORRISON  
CHA 22911 US

Thank you for choosing FedEx Express.

FedEx Worldwide Customer Service  
1.800.GoFedEx 1.800.463.3339



**CERTIFIED MAIL**

October 27, 2011

Edward L. and Ann E. Kirby  
333 Hardware Street  
Scottsville, Virginia 24590

Re: Hardware Street Water Main Extension Project  
Easement Acquisition  
Tax Map 131, Parcels 68 and 68G  
Letter of Agreement

Dear Mr. and Mrs. Kirby:

The Albemarle County Service Authority (ACSA) Board of Directors has approved funding for the Hardware Street Water Main Extension Project. This project will provide improved water quality for the Town of Scottsville and fire protection for property owners on Hardware Street not already being served by public water. The design has been finalized and the ACSA is ready to bid the project for construction. Certain easements outside VDOT owned rights-of-way require Deeds of Easement for the construction and maintenance of water lines consisting of pipes and their appurtenances over, under and across your property. The main line pipe will be installed along the edge of pavement on Hardware Street within the VDOT right-of-way. The ACSA is acquiring permanent easements to allow enough room to maintain the pipes and fire hydrants in the event of a break. Although the ACSA is reaching the point where we can bid the project, all easements must be in place prior to bidding the project.

The ACSA is requesting you grant easements for the water line on your properties. After meeting with you, the ACSA has created an agreement that will test private well performance and remedy any negative impacts resulting from construction of the above referenced project. This letter will serve as that agreement. The ACSA will test well turbidity, coliform presence and flow rate, measured from an outdoor hose bib, during pre and post construction times. If well testing, after construction is complete, indicates any deleterious impacts that cannot easily be remedied, the ACSA will hook your residence to the new public water supply on Hardware Street at no cost to you for the connection. Although the ACSA will waive any fees associated with the connection (a \$7,000 value), you will still be responsible for a monthly water bill based on an

account service charge and metered water usage. The ACSA average water bill for Scottsville with our current rates is \$21 per month. If testing indicates that a water supply change must be made, your house will be completely disconnected from your private well system to prevent any cross connections with the ACSA water system.

The ACSA has previously made a monetary offer for the easements on your properties. The previously offered compensation for these easements will still apply to this offer.

In computing the value of permanent easements we wish to obtain across your properties, we began by determining the current appraised value of the land and the total acreage. For TMP 131-68 this yielded a value of \$14,171.00 per acre. For TMP 131-68G this yielded a value of \$21,033.87 per acre. The general guideline for valuation of easements is 25% of the land value for permanent easements, which is reduced to 12.5% when part of our easement lies within a VDOT owned right-of-way. Although part of this easement lies within VDOT owned right-of-way we will use 25% of the land value to compute your permanent easements.

From the plat for TMP 131-68G the area for the permanent easement is 0.0268 acres, which computes to a full value of \$563.71 for the land. Twenty five percent of this land value yields \$140.93 for the permanent easement.

Similarly, from the plat for TMP 131-68, the area for the permanent easement is 0.0249 acres, which computes to a full value of \$352.86 for the land. Twenty five percent of this land value yields \$88.21 for the permanent easement.

The combined value for the two permanent easements is \$229.14, which we will round up to \$250 for simplicity.

If you accept this offer please provide a signed Deed of Easement along with this signed Letter of Agreement to this office by close of business Friday, November 18, 2011. A copy of the signed Letter of Agreement will be transmitted to you for your records.

If you have any questions concerning these Deeds of Easement or the Letter of Agreement, please feel free to contact me at (434) 977-4511, Ext. 116. For your convenience, the ACSA has a notary public on staff that can assist with notarizing the document at no charge.

Sincerely,



Alexander J. Morrison  
Civil Engineer

---

Edward L. Kirby

Date

---

Ann E. Kirby

Date

AJM/dbh

Enclosures

050504HardwareStreet-KirbyCertifiedWellProtectionLtr102711

7010 3090 0001 4773 1485

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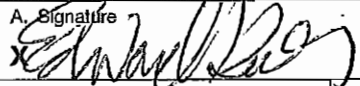
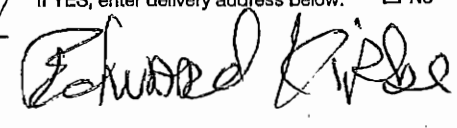
For delivery information visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

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 Edward L & Ann E. Kirby  
 Street, Apt. No.,  
 or PO Box No. 333 Hardware Street  
 City, State, ZIP+4<sup>®</sup> Scottsville, Va 24590

PS Form 3811, August 2004 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  </p> <p>B. Received by (Printed Name)              Edward Kirby</p> <p>C. Date of Delivery              11/11/11</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes              If YES, enter delivery address below: <input type="checkbox"/> No  </p>
<p>1. Article Addressed to:                  Edward L. &amp; Ann E. Kirby                  333 Hardware Street                  Scottsville, Va. 24590</p>	<p>3. Service Type  <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail  <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p>
<p>2. Article Number                  (Transfer from service label)</p>	<p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
7010 3090 0001 4773 1485	