

**LANDOWNER'S ACCESS DENIAL LETTER:  
Denying Surveyors/Personnel Access to Your Land**

The Access Denial Letter will:

Tell the pipeline companies, "Do not trespass on my land for surveying for the Mountain Valley Pipeline or any other purpose."

- Emphasize that you don't want to be contacted by phone or house visits, but by writing through the mail.
- Allow you to reverse your access denial decision in writing, should you choose to do so in the future.

**DIRECTIONS FOR HOW TO USE THE ACCESS DENIAL LETTER**

- 1) Fill out the form letter with your Roanoke County Parcel Tax ID # and all other information.
- 2) Make three copies of this letter.
  - One copy to send to Phil Novak via Certified Mail
  - One copy to send to the Roanoke County Sheriff's office via regular mail
  - One copy to keep for yourself in a secure place
- 3) Mail the letter to Phil Novak via Certified Mail at the address below.  
A few days after you send the letter, you will receive a green card from the U.S. Postal Service verifying that Mr. Novak's office received your letter.

Mr. Phil Novak, Project Manager  
Mountain Valley Pipeline Field Office  
Coates Field Services, Inc.  
550 N. Eisenhower Drive, Suite C  
Beckley, West Virginia 25801

- 4) Send a copy via regular mail to the Roanoke County Sheriff's office:

Roanoke County Sheriff's Office  
401 East Main Street  
Salem, VA 24153

- 5) Store your copy of the letter in a secure place with the U.S.

Date: \_\_\_\_\_

Mr. Phil Novak, Project Manager  
Mountain Valley Pipeline Field Office  
Coates Field Services, Inc.  
550 N. Eisenhower Drive, Suite C  
Beckley, West Virginia 25801

**CERTIFIED MAIL**

Dear Mr. Novak:

I am aware that surveying efforts may be occurring near my property related to a proposed pipeline project known as the Mountain Valley Pipeline. I hereby deny permission for survey crews, agents, or any unauthorized personnel to enter our property, identified as Roanoke County Parcel Tax ID # \_\_\_\_\_. I deny access for any purposes, including but not limited to surveying for the Mountain Valley Pipeline or any other gas pipeline.

There shall be no trespassing on my property. Anyone entering the property without permission will be at risk of prosecution in a court of law. Any further correspondence on this matter may be sent to me in writing by mailing to the address below.

Signed,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Parcel Tax ID # \_\_\_\_\_

Property Tax County \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

CC: -- File  
-- Sheriff's Office

Date: \_\_\_\_\_

***Sent via Certified Mail, Return Receipt Requested***

Mr. Phil Novak, Project Manager  
Mountain Valley Pipeline Field Office  
Coates Field Services, Inc.  
550 N. Eisenhower Drive, Suite C  
Beckley, West Virginia 25801

**Re: *Rescinding Permission for Property Access***

Dear Mr. Novak:

As the owner of the property located at \_\_\_\_\_  
\_\_\_\_\_, I hereby rescind permission  
previously granted to Mountain Valley Pipeline, its representatives, contractors, sub-contractors,  
employees, agents and associates to enter my land to perform surveys or for any other purpose.  
Any physical entry onto my property from the date of this letter forward will be considered  
unauthorized and treated as a trespass. Any further correspondence on this matter may be sent to  
me in writing by mailing to the address below.

Signed,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Parcel Tax ID # \_\_\_\_\_

Property Tax County \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

CC: -- File  
-- Sheriff's Office