

**SAMPLE LETTER FOR PROPOSING AGENCY FILING A FINAL ENVIRONMENTAL
ASSESSMENT AND ENVIRONMENTAL IMPACT STATEMENT PREPARATION
NOTICE WITH THE OEQC (FOR AGENCY ACTIONS)**

Proposing Agency Name
[Street Address]
[City, ST ZIP Code]
Date

Director
Office of Environmental Quality Control
Department of Health, State of Hawai‘i
235 S. Beretania Street, Room 702
Honolulu, Hawai‘i 96813

Dear Director:

With this letter, the (Proposing Agency Name) hereby transmits the final environmental assessment and environmental impact statement preparation notice (FEA-EISPN) for the (Action Name) situated at (TMK Number), in the (District Name) on the island of (Island Name) for publication in the next available edition of the Environmental Notice.

We understand that publication of the FEA-EISPN in the Environmental Notice will initiate a 30-day public consultation period for parties to comment on the action and to request to become consulted parties in the preparation of the draft environmental impact statement.

Enclosed is a completed OEQC Publication Form, two copies of the FEA-EISPN, an Adobe Acrobat PDF file of the same, and an electronic copy of the publication form in MS Word. Simultaneous with this letter, we have submitted the summary of the action in a text file by electronic mail to your office.

We are copying the (Accepting Authority) to inform them that a subsequent draft EIS will be prepared at the conclusion of the public consultation period.

If there are any questions, please contact (Proposing Agency Contact Name) at (Contact Telephone Number).

Sincerely,

(Proposing Agency Official)

Enclosures

C: Accepting Authority