

**SAMPLE LETTER FOR PROPOSING AGENCY FILING A DRAFT ENVIRONMENTAL
IMPACT STATEMENT SIMULTANEOUSLY WITH THE OEQC AND THE
ACCEPTING AUTHORITY (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

The Honorable (Mayor/Governor)
County of ___ or State of Hawai‘i
Street Address
City, Hawai‘i 96___

Dear Director and Honorable (Mayor/Governor):

With this letter, the (Proposing Agency Name) hereby transmits the documents package for the draft environmental impact statement for the (Action Name) situated at (TMK Number) in the (District Name) on the island of (Island Name) for publication of a notice of availability for public comment for 45-days in the next available edition of the Environmental Notice. The draft EIS has included copies of all written comments received during the early consultation period and during the 30-day public consultation period for the FEA-EISPN.

Also enclosed is a distribution list for the verification of OEQC under Section 11-200-20, Hawai‘i Administrative Rules. Upon receiving verification from OEQC (along with the bulletin proof of the notice containing the pertinent details for commenters), we will make the draft EIS and the bulletin proof available to those so indicated on the distribution list so that they will have the full 45-day statutory period to review and comment on the draft EIS.

Finally, enclosed is a completed OEQC Publication Form, two copies of the draft EIS, 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 the OEQC.

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

Sincerely,

(Official of the Proposing Agency)

Enclosures