

SAMPLE LETTER FOR AN APPLICANT FILING A FINAL ENVIRONMENTAL IMPACT STATEMENT SIMULTANEOUSLY WITH THE OEQC AND THE APPROVING AGENCY (FOR APPLICANT ACTIONS)

Applicant 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

Name of Official, Title
Name of Approving Agency
Street Address
City, Hawai‘i 96____

Dear Director and Mr./Ms. Approving Agency Official:

With this letter, the (Applicant Name) hereby transmits the documents package for the final 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 in the next available edition of the Environmental Notice and for evaluation for acceptability under Section 11-200-23, Hawai‘i Administrative Rules.

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 final EIS and the bulletin proof available to those so indicated on the distribution list.

Finally, enclosed is a completed OEQC Publication Form, two copies of the final 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 (Applicant Name) at (Contact Telephone Number).

Sincerely,

(Name of Applicant)

Enclosures