

SAMPLE COVER LETTER TO ENVIRONMENTAL AGENCIES

REQUEST FOR PROJECT REVIEW & COMMENT/CLEARANCE

(Date)

Mr./Ms. \_\_\_\_\_

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

RE: *Grantee/applicant & Descriptive name of project*

Dear \_\_\_\_\_,

The *City/County/Village* of \_\_\_\_\_ is preparing a NEPA environmental review regarding a project application for funding from the Missouri Community Development Block Grant Program (CDBG). The *City/County/Village* requests your review of this proposed project to determine the potential for any adverse environmental impacts (*list specific environmental impacts to be addressed, as appropriate*).

The proposed project is located at (*Detailed address – street/road/highway address, coordinates, boundaries, city, county, etc.*) and will consist of (*Detailed description of project including all activities proposed by all funding sources – refer to the engineering/architectural report and funding application – all project descriptions should remain the same on all project documents*).

Enclosed you will find a topographic map with the project site clearly identified, and color photographs of the site and surrounding area (*and forms or other information as required by agencies*). Please provide written comments and/or recommendations for any mitigation measures by \_\_\_\_\_, (*Insert date – allow sufficient time, 30 days from receipt of the information is encouraged, longer if project is complex. Allow at least 5 days for receipt of information.*) to the following:

*Your Name*  
*Agency/Address*  
*City, State, Zip*

Should any significant changes be proposed to the location and/or scope of the proposed project, you will be notified in writing prior to the initiation of any construction activities for the opportunity to review and comment on any such changes. Please contact me at (*Telephone Number*) or by e-mail at (*E-mail Address*) if you have any questions or require additional information. Thank you for your assistance.

Sincerely,

*Your Name/Title/Agency*