

SAMPLE LETTER FOR PROPOSING AGENCY FILING A DRAFT ENVIRONMENTAL ASSESSMENT AND ANTICIPATED FINDING OF NO SIGNIFICANT IMPACT 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 draft environmental assessment and anticipated finding of no significant impact (DEA-AFONSI) 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.

Enclosed is a completed OEQC Publication Form, two copies of the DEA-AFONSI, 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.

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

Sincerely,

(Proposing Agency Official)

Enclosures