$date$

Certified Mail

$contactname$  
$applicantname$  
$address1$

$address2$

$address3$

**Re: Denial of Application   
$project$ $npdesnumber$  
$municipality$, $county$ County**

Dear $contactname$:

On $receiveddate$ the $county$ County Conservation District received the above referenced application package. On $firstletter$ you were notified that the application was complete and that a technical review would be performed and were subsequently notified by letter dated $secondletter$ that the application was technically deficient and included a list of the required information. You were also notified at that time that in accordance with 25 Pa. Code § 102.6(c) of DEP’s Chapter 102 rules and regulations (regarding complete applications) that all of the required information was to have been received by the District within sixty (60) calendar days of the receipt of that letter.

The sixty (60) day time period has expired on $sixty$. The deficiencies noted in the District’s technical deficiency letter are based on applicable laws and regulations, as set forth therein. Your response failed to adequately address all of the deficiencies noted in that letter and the application remains deficient and District/DEP hereby denies your application for a permit and no further action will be taken by District/DEP. Fees are not refunded when an application is denied.

The deficiencies in the application that have not been adequately addressed are as follows:

| **Items Missing from Submission** |
| --- |

$deficiencies$

Any person aggrieved by this action may appeal, pursuant to Section 4 of the Environmental Hearing Board Act, 35 P.S. Section 7514, and the Administrative Agency Law, 2 Pa.C.S. Chapter 5A, to the Environmental Hearing Board, Second Floor, Rachel Carson State Office Building, 400 Market Street, P.O. Box 8457, Harrisburg, PA 17105-8457, 717-787-3483. TDD users may contact the Board through the Pennsylvania Relay Service, 800-654-5984. Appeals must be filed with the Environmental Hearing Board within 30 days of receipt of written notice of this action unless the appropriate statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. The appeal form and the Board's rules of practice and procedure are also available in braille or on audiotape from the Secretary to the Board at 717-787-3483. This paragraph does not, in and of itself, create any right of appeal beyond that permitted by applicable statutes and decisional law.

IF YOU WANT TO CHALLENGE THIS ACTION, YOUR APPEAL MUST REACH THE BOARD WITHIN 30 DAYS. YOU DO NOT NEED A LAWYER TO FILE AN APPEAL WITH THE BOARD.

IMPORTANT LEGAL RIGHTS ARE AT STAKE, HOWEVER, SO YOU SHOULD SHOW THIS DOCUMENT TO A LAWYER AT ONCE. IF YOU CANNOT AFFORD A LAWYER, YOU MAY QUALIFY FOR FREE PRO BONO REPRESENTATION. CALL THE SECRETARY TO THE BOARD (717-787-3483) FOR MORE INFORMATION.

If you have questions about your application, please contact $leadreviewer$ at $cdphone$ $ext$ and refer to $npdesnumber$.

Sincerely,  
  
$leadreviewer$  
$title$  
$county$ County Conservation District

$email$

cc: $consultantname$  
$consultantaddress1$  
$consultantaddress2$  
$consultantaddress3$

<<COPY RECIPIENTS>>

$municipality$

bcc: File

$referenceintials$