$date$

**Certified Mail**

$contactperson$  
$applicantcompany$

$applicant\_address\_1$

$applicant\_address\_2$

$applicant\_city$, $applicant\_state$ $applicant\_zipcode$

**Re: Withdrawal of Incomplete Application  
$project\_name$ $npdesnumber$  
$municipality$ , $county\_name$ County, PA**

Dear $contactname$

On $received$ the $county\_name$ County Conservation District received the above referenced application package and determined it to be incomplete. On $datenotified$, the District notified you by letter that this application was incomplete and included a list of the required/deficient information. You were also notified at that time that in accordance with 25 Pa. Code § 102(c) of DEP’s Chapter 102 rules and regulations (regarding complete applications) all of the required information was to be have been received by the District within 60 calendar days and any applicable extensions of the receipt of that letter or your application would be considered withdrawn by the applicant and no further action taken by the District.

The sixty (60) day time period, with any applicable extensions, has expired on $expireddate$ and the information required has not been adequately addressed. Therefore, the District considers your application to be withdrawn and no further action will be taken on the application. Fees are not refunded when an application is considered withdrawn.

The following list specifies the items that were not included in your application and the applicable laws and/or regulations:

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

$resubmittal$

If you have any questions about your application, please contact $reviewer$ at $county\_phone$ ext. $reviewer\_extension$ number and refer to $npdes$.

Sincerely,  
  
$reviewer$  
$reviewer\_title$  
$county\_name$ County Conservation District  
$reviewer\_email$

cc: $engineer$  
$engineeraddress1$  
$engineeraddress2$  
$engineeraddress3$

<<COPY RECIPIENTS>>

$municipality$

bcc: File