

Month 00, 2012

VIA <<HAND DELIVERY/CERTIFIED MAIL RETURN RECEIPT REQUESTED>>

<<Mr./Ms./Mrs. >> <<Clerk to the Board/City Clerk>>
<<Title>>
<<Department>>
<<Municipality/? County/Town of ?/City of ?>>
<<Address>>
<<City, North Carolina <<Zip Code>>

Dear <<Mr./Ms./Mrs.>> <<Last Name>>

On behalf of <<Company Name>>, I am writing to inform you that we << intend to construct and operate/are modifying>> a <<type of plant>> at <<Address>> in <<City>> and <<County>> County. I hereby certify that to the best of my knowledge, <<the town of ?/the city of ?/? County>> is <<one of >>the <<only>> local government<<s>> having jurisdiction over any part of the land on which the facility and its appurtenances are to be located. <<The other local governments which may have jurisdiction are: <list here>. Similar packages have been sent to those authorities as well.>>

In accordance with § 143-215.108(f) of the North Carolina General Statutes<<(enclosed this is optional)>>, we hereby request that you issue a determination as to whether your municipality has in effect a zoning or subdivision ordinance that is applicable to the proposed facility. Additionally, please issue a determination as to whether the proposed use would be consistent with applicable zoning or subdivision ordinances. For your convenience, I have included a form with which you may remit your determination and a copy of the draft air permit application. As a means of demonstrating proof of transmittal, please sign, title, stamp, and date the enclosed form and mail to both the facility mailing address and the checked air quality office at your earliest convenience.

Thank you for your prompt attention to this matter. If you have any questions regarding this request, please contact me at <<phone number>>.

Sincerely,

<<Your Name>>
<<Your Title>>

Enclosures:

N.C.G.S. § 143-215.108(f)
Zoning Consistency Determination Form
Procedural memo from Laura Butler dated July 31, 2000
Draft Air Permit Application

Courtesy of the Division of Environmental Assistance and Outreach
www.ncEnvironmentalAssistance.org 877-623-6748