CERTIFIED MAIL – RETURN RECEIPT REQUESTED

<owner’s name>

<Owner’s address>

<city, state, zip>

RE: Tax Map

 Property Address

 Health Department ID

Dear <Owner>:

Your application for a Discharging System Construction Permit filed on <date> with the <Name> Health Department was evaluated against the requirements contained in the *Alternative Discharging Sewage Treatment Regulations for Individual Single Family Dwellings* (12VAC5-640 et seq.; the Discharge Regulations), the *Sewage Handling and Disposal Regulations* (12VAC5-610 et seq.; the SHDR*)*, and if applicable, Code of Virginia, Section 32.1-163.6 (Professional engineering of onsite treatment works).

 Based on the information filed with your application and review by a Virginia Department of Health Technical Services engineer, your application for a Discharging System Construction Permit for the above referenced location is denied. The reasons for denial are:

<insert reasons for denial – cite regulatory reference and a plain language explanation of the requirement>

Should you have facts relating to your submittal that you wish to share with the Department or you disagree with the denial, you have 30 days from receipt of this letter to request an informal fact-finding conference (IFFC), pursuant to 12VAC5-640-210 of the Discharge Regulations, 12VAC5-610-230 of the SHDR, and Virginia Code Section 32.1-164.1. You may also appeal the permit denial within 30 days of receipt to the engineering design review panel, as contemplated by Virginia Code § 32.1-163.6.E. If you submitted a discharging system construction permit application supported by a professional engineer’s (PE) design justification and project evaluation, this panel may review your application and supporting documentation provided by your PE.

|  |
| --- |
|  You are not required to seek review by the engineering design review panel prior to appealing this permit denial pursuant to Virginia Code Section 32.1-164.1 and 12VAC5-610-230 of the SHDR r. An appeal requested pursuant to the SHDR will be conducted according to the Virginia Administrative Process Act (2.2-4000 et seq.)  |
|  |

 To request an IFFC in accordance with Va. Code Section 32.1-164.1 and 12VAC5-610-230 of the Regulations, or before the engineering design appeal review panel pursuant to 32.1-163.6.E, if applicable, submit a written request to <Health Director, local health department address> **within 30 days of receipt of this letter.** Bear in mind should you choose not to attend a scheduled IFFC without good cause, a case decision as contemplated by Code of Virginia § 2.2-4020.2 (Default) with respect to your permit application may be issued.

When denied for any reason, you may re-apply without a state fee within 90 days, including any change up to, and including, a new site. After 90 days from the date you receive this letter, a new application fee will be required. Please be sure any new application is complete and correct to avoid a second denial.

If you have any questions, or if this office may be of further service, please contact us. We are happy to assist you in processing any further information you may have or in providing further details on the appeals process.

 Sincerely,

 Environmental Health Specialist