CERTIFIED MAIL – RETURN RECEIPT REQUESTED

<owner’s name>

<Owner’s address>

<city, state, zip>

RE: Tax Map <Certified Mail ID number>

 Property Address

 Health Department ID

Dear <Owner>:

Based on conditions documented during the <date> site investigation at the referenced property, your Combined Application for a General Permit for a Discharging Sewage Treatment System cannot be processed at this time as <reference the requirements of the *Discharge Regulations*.>.<Describe the current status of the property (undeveloped, failing on-site disposal system,etc.) and cite regulations that prohibit issuance.>

Should you have facts relating to your site that you wish to share with the Department or you disagree with the site evaluation, you have 30 days from the date of this letter to request an informal fact-finding conference (IFFC) before the engineering design review panel pursuant to Virginia Code § 32.1-163.6.E to review this site evaluation. If the Virginia Department of Health (the Department) re-affirms the site evaluation following review by the engineering design review panel, you may appeal that decision in accordance with Va. Code Section 32.1-163.6.F (when the Department denies an application following review by the engineering design review panel, the owner may appeal that decision in accordance with Va. Code Section 32.1-164.1.).

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|  Your may also appeal the site evaluation determination pursuant to Va. Code Section 32.1-164.1 and 12VAC5-610-230 of the SHDR You are not required to seek review by the engineering design review panel prior to appealing a determination pursuant to Va. Code Section 32.1-164.1 and 12VAC5-610-230 of the SHDR. As with the first option and in accordance with 12VAC5-610-230.D, the 30 day timeframe for appealing the site evaluation denial is measured from the date of this letter**.** 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 before the engineering design appeal review panel pursuant to 32.1-163.6.E, or to appeal the site determination in accordance with Va. Code Section 32.1-164.1 and 12VAC5-610-230 of the Regulations, submit a written request to <Health Director, local health department address> **within 30 days of the date of this letter.**

 Sincerely,

 Environmental Health Specialist Sr.