



**Sample Letter to PA DEP, Requesting Extension:**

DATE

Mr. Daniel Counahan, Environmental Program Manager  
PA Department of Environmental Protection, SW Regional Office  
400 Waterfront Drive  
Pittsburgh, PA 15222

**RE: Request for extension of host municipality comment period for the Act 14 Municipal Notification Letter, Name Applicant/Company and name of proposed project/operation**

Dear Mr. Counahan,

The \_\_\_\_\_ Municipal Office received an Act 14 Municipal Notification letter on \_\_\_\_\_ . This letter was sent by (name of applicant) on behalf of (name of company), notifying the Township/Borough/City of their plans to apply for PA DEP permits for the construction of the (name of project). Please see attached. (Attach Act 14 Notification letter received.) According to PA regulations, we understand this Act 14 notice letter allows Township/Borough/City officials to comment on the application within 30 days of receiving it.

**CUSTOMIZE THE MESSAGE HERE – EXAMPLE:** The fact that this legally required notification was received just five days before our February 1, 2017 regular monthly, voting meeting – that leaves little to no time for this Board to properly review the application materials in a comprehensive way before the 30 day comment period expires. And, based on the legal requirements of the 30 time limit, by the time this Board holds its next voting meeting, this comment period will have expired, effectively removing our comments from this important participation process.

Additionally, this permit application is expected to involve multiple permits and be of a rather complex nature, with potentially expanding infrastructure permits. Based on PA DEP guidelines for such municipal notifications the Department does have discretion to allow extensions on a case-by-case basis. <https://www.dep.state.pa.us/hosting/growingsmarter/012-0200-001%5B1%5D.pdf>

Therefore, in order to ensure the Board/Council can conduct a thorough and thoughtful review of all the facts associated with this letter and all the information contained within it, we respectfully request an extension of our comment period until (date). Our Board/Council will review the materials provided by (applicant) on behalf of (company) and discuss our findings at the (date) regular monthly, voting meeting. At that time, any comments and/or decisions will be appropriately reviewed and acted upon. Our findings and comments will be sent to you by (date).

We believe this is a fair and factual way in which to review and respond to this very important notification letter. We'd appreciate written confirmation of the Department's acknowledgement of this extension.

Respectfully submitted,