

**SAMPLE LETTER FOR APPLICANT FILING A DRAFT ENVIRONMENTAL IMPACT STATEMENT SIMULTANEOUSLY WITH THE OEQC AND THE APPROVING AGENCY (FOR APPLICANT ACTIONS)**

Applicant  
[Street Address]  
[City, ST ZIP Code]  
Date

Director  
Office of Environmental Quality Control  
Department of Health, State of Hawai‘i  
235 S. Beretania Street, Room 702  
Honolulu, Hawai‘i 96813

Name of Official, Title  
Name of Approving Agency  
Street Address  
City, Hawai‘i 96\_\_\_\_

Dear Director and Mr./Ms. Official:

With this letter, (Applicant Name) hereby transmits the documents package for the draft environmental impact statement for the (Action Name) situated at (TMK Number) in the (District Name) on the island of (Island Name) for publication of a notice of availability for public comment for 45-days in the next available edition of the Environmental Notice. The draft EIS has included copies of all written comments received during the early consultation period and during the 30-day public consultation period for the FEA-EISPN.

Also enclosed is a distribution list for the verification of OEQC under Section 11-200-20, Hawai‘i Administrative Rules. Upon receiving verification from OEQC (along with the bulletin proof of the notice containing the pertinent details for commenters), we will make the draft EIS and the bulletin proof available to those so indicated on the distribution list so that they will have the full 45-day statutory period to review and comment on the draft EIS.

Finally, enclosed is a completed OEQC Publication Form, two copies of the draft EIS, an Adobe Acrobat PDF file of the same, and an electronic copy of the publication form in MS Word. Simultaneous with this letter, we have submitted the summary of the action in a text file by electronic mail to the OEQC.

If there are any questions, please contact (Applicant) at (Applicant Telephone Number).

Sincerely,

(Applicant)

Enclosures