

**Drinking Water Revolving Fund**  
**Sample Environmental Review Solicitation Letter**

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(Place on letterhead)

(date)

To: Interested Parties, Groups and Individuals

RE: Request for Environmental Assessment Comments

The city of (name) is requesting public comments on the potential environmental impact of a proposed (type of project: e.g., well, watermain, etc.) project. Comments must be in writing and be received by (date: 30 days from date of letter) to be considered.

Enclosed is a description of the project and a map showing its location. *(Alternatively, the project could be described in the letter, rather than on a separate sheet. The map and description must have enough detail to enable the reviewer to make decisions about the project's impact on the environment.)*

The city intends to finance the project with a (state amount of loan) low interest loan from the Minnesota Public Facilities Authority (PFA). Funds are being requested through the drinking water revolving fund which is administered by the PFA and the Minnesota Department of Health. To receive funds an environmental review must be conducted in accordance with the National Environmental Policy Act of 1969.

Comments are to be sent to (name of person) at the address on the letterhead. If we do not receive comments, we will assume there is no foreseen impact. Thank you for your consideration.

Respectfully,

(name)

(title)