

REVISED LETTER

[Date]

[Name, address]

Dear [name]:

**RE: Receipt of Formal Appeal of Hydraulic Project Approval Number [Number]
for [Project] issued to [applicant] on [date]**

We received your request for a formal appeal of our decision on your hydraulic project. I have forwarded your request to the Washington State Attorney General's Office for action. The Attorney General's Office or the Office of Administrative Hearings will contact you shortly to describe the next steps for your formal appeal.

In the meantime, we also have an informal process that might resolve this disagreement. We encourage you to consider this informal appeal process before proceeding with the formal appeal. If you agree to an informal appeal hearing, your formal appeal will be put on hold. I will then convene a meeting to conduct a review of your project and our initial decision. After the meeting, I will write a report, including recommendations for any actions, to the Assistant Director of the Habitat Program. The Assistant Director will either uphold, modify, or overturn the agency's initial recommendation, and a letter will be sent to you by [60-day appeal date].

If you don't agree with informal appeal decision by the Assistant Director, you may still continue with your formal appeal. You only need to notify us in writing within 30 days to continue your formal appeal.

If you are willing to use this informal appeal process, please notify me in writing as soon as possible. If I don't hear from you by [date], we will assume you don't want to try the informal appeal process, and your formal appeal will go forward.

If you have any questions about this or any other part of the appeal process, please call me at (360) 902-2571.

Sincerely,

Patrick F. Chapman
Regulatory Services Section Manager
Technical Applications Division

PFC:pfc: Formal Appeal Receipt

[Appellant]

[Date]

Page 2 of 2

cc: RHPM
AHB
[insert name], AAG
Greg Hueckel, Assistant Director, Habitat Program
Peter Birch, Deputy Assistant Director, Regional Operations
Don Haring, Technical Applications Division Manager
Files