

COLORADO DEPARTMENT OF HEALTH
Division or Section of APCD/Stationary Sources Program

INTER-OFFICE COMMUNICATION

PS Memo #: PS95-012

TO: Construction Permit Unit

FROM: Jim Geier, Dennis M. Myers

DATE: October 25, 1995

RE: Applicant Permit Status Notification

In order to keep applicants better informed as to the status of their permit application, the following form letter should be sent to each applicant when a permit packet is assigned to you. The letter should be sent out within 5 days of when you receive a permit packet. The time involved to send out each letter should be minimal, since only the applicant's address, date, source description, permit number, 60 day completeness date, and review engineer's name and telephone number will need to be filled in. Any time associated with sending out this letter is chargeable, and should be entered into KLEROS, and on the blue sheet. You may customize this letter by making a copy and filling in your name as the permit reviewer and your phone number, so that this information will not need to be entered each time you send out a letter. **This letter should be sent out on all permit applications with the exception of land development and service station permit applications.** Since these permits involve little review time, and are normally completed in quick fashion, there would be little benefit to sending out this letter for these sources. The following form letter can be found at K:\forms\status:

DATE

APPLICANT'S NAME, STREET, CITY, ZIP, ETC. GOES HERE

Re: **95ZZ000**

Dear Applicant:

The Colorado Air Pollution Control Division has received and logged in your construction permit application for **DESCRIBE SOURCE HERE**. Your application has been given permit number **95ZZ000**, and is now ready for initial review.

If you should have any questions concerning the status of your permit application, please call me at **YOUR TELEPHONE NUMBER GOES HERE**. When calling it would be helpful if you can reference the permit number listed above.

The next step in processing your construction permit application is to determine if all the information we need is contained in your application. If so, we will begin our preliminary engineering analysis. If information is missing, I will contact you in the near future to obtain the needed material.

State law requires that the Division determine the completeness of an application within

60 days of receipt. If you do not hear from the Division by **FILL IN 60 DAY DATE HERE**, you can assume that your application is complete.

Sincerely,

PERMIT REVIEWER NAME

Construction Permit Unit