**SAMPLE ADMINISTRATIVE COMPLETENESS REVIEW LETTER**

Date\_\_\_\_\_\_\_\_

Operator’s Name

Farm Name *(if used in NMP)*

Operator’s address

Operator’s address

Re: Administrative completeness review of the *[Name1]* Nutrient Management Plan

Dear Mr. / Mrs. / Ms. *[Name1]:*

The *[Name2]* County Conservation District (\_\_\_CCD, or District *[Name2]*) received the proposed Nutrient Management Plan (NMP *or* plan) on *[Date3]*, for your animal operation located at *[Address4].* *[Name2]*) has reviewed the plan in order to determine whether it contains the information, maps and other documents necessary for administrative completeness. Please be advised that your submission has been deemed ***administratively complete*** and will be processed further for technical review.

Upon completion of the technical review of the plan, you will be notified in writing of any plan components that do not meet the requirements of the Nutrient Management Act Technical Manual and regulations, as well as any corrections to the plan that may be necessary. If the plan meets the requirements of the regulations, it will be recommended to the *[Name2]* Board of Directors for approval. In either case, you will be notified in writing within 90 days of receipt of a complete plan.

Concentrated Animal Feeding Operation (CAFO) NMPs will simultaneously be reviewed by DEP regional staff. CAFO NMPs must be published in the Pennsylvania Bulletin for 30 days before Board action. Comments received from DEP, as well as appropriate comments from the general public, will be included with my forthcoming technical review comments. ***[Paragraph not necessary for non-CAFO NMPs]***

 Thank you for participating in the program. Please feel free to call me at \_\_\_-\_\_\_-\_\_\_\_\_\_\_\_\_ if you have any questions.

Sincerely,

John Doe *[Name5]*

*[Name2]* Title

cc: Author of plan

 File

 DEP if Operation is a CAFO

*Name1 = Name on NMP: operator’s and / or farm name.* ***Administrative complete letters must be addressed to operator (not planner). Planner is copied.***

*Name2= Your conservation district name, first written out, then abbreviated thereafter (ex. Adams County Conservation District (ACCD))*

*Date3 = Date you received the NMP (don’t forget to write this on the plan’s cover page, and / or date-stamp the hard copy plan)*

*Address4= Site address (minus the state and zip code)*

*Name5= Preferably this would be the reviewer of record. However, it could also be a district manager.*