**SAMPLE WAIVER REQUEST DISAPPROVAL LETTER**

Date Certified Mail # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operator Name *[Name1]*

Farm Name (*if used in waiver request*)

Operator address

Operator address

Re: Manure storage setback waiver for *[Name1]* animal operation

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

On *[Date2]* the *[Name3]* County Conservation District (\_\_CCD *[Name3])* received your application for a waiver from the manure storage setback requirements in Pennsylvania’s Nutrient Management Act (Act 38 of 2005) regulations. The proposed project site, located at *[Address4],* in \_\_\_\_\_\_\_\_\_\_ Township, \_\_\_\_\_\_\_\_\_ County was visited and evaluated on *[Date5]* by *[Name3]* in conjunction with staff from the State Conservation Commission (SCC), and/or USDA’s Natural Resources Conservation Service (NRCS).

After thorough review, *[Name3]* has deemed that the waiver request requirements under section 83.351 have not been satisfied; therefore, the setback waiver at the site listed above has been disapproved.

This decision may be appealed according to the enclosed notice. If you have any questions concerning this matter, please feel free to call me at \_\_ - \_\_\_\_\_\_\_\_\_.

Sincerely,

John Doe *[Name6]*

*[Name3]*

Title

Enclosed:

Appeals of District Decisions on NMA Delegated Responsibilities

cc: CD NM Specialist *(if signed by someone other than the plan reviewer of record)*

Local NRCS staff that may have been involved

SCC staff that may have been involved

Planner

File

DEP if Operation is a CAFO

*Name1 =* *Name on Waiver application: Operator’s and/or Farm name.* ***Disapproval Letters need to go to operator (not planner)****. Planner is copied*

*Date2= Date District received operator’s written request for a waiver*

*Name3 = Your conservation district name, first written out, then abbreviated thereafter (ex. Adams County Conservation District (ACCD))*

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

*Date5= Date district, NRCS, and/or SCC made site visit to proposed project site*

*Name6= Preferably this would be the reviewer of record, however, it could also be a district manager or board chairman.*