

VARIANCE PUBLIC NOTICE EXAMPLE LETTER AND SIGNATURE SHEET:

SAMPLE 1: Certified mail (return receipt requested)

SAMPLE 2: Have Property Owners sign signature sheet that they received the letter (see sample signature sheet)

Date _____

Adjacent Property Owners (Name): _____

Address: _____

Dear Property Owner:

I have applied to the New Mexico Environment Department (NMED) for a permit to install a Liquid Waste Disposal System (e.g. septic tank and absorption field) at the property located at: _____

Section 202.B.3 of the New Mexico Environmental Improvement Board's "Liquid Waste Disposal Regulation" (LWDR) requires that I notify adjacent property owners that I am requesting a variance from Sections(s): _____

Of the LWDR which requires: _____

I believe that the issuance of this variance will not result in the degradation of any body of water or be a hazard to public health as specified in the Liquid Waste Regulations. Supporting documentation is being provided to the Environment Department with the variance petition.

The variance request will be submitted to the NMED Office located at: _____

(Street Address)

Phone: _____

After a minimum of ten working days but not later than 20 working days following receipt of the completed petition, the NMED will grant the variance, grant the variance with conditions or deny the variance.

Should you have any comments on the variance petition please contact the above NMED Office.

My proposed variance submission date is: _____

Thank You.

Signature of Petitioner: _____

Name of Petitioner (printed): _____

Address of Petitioner: _____

Phone: _____

SIGNATURE SHEET

The following Property Owners do hereby signify that they received a () letter or () copy of the variance form, concerning the proposed Liquid Waste System to be installed at:

(Address)
(Owner)

This public notification is required by Section 202.B.3 of the New Mexico Environmental Improvement Board's "Liquid Waste Disposal Regulations" when a person petitions the New Mexico Environment Department for variance from the regulations.

DATE	NAME	ADDRESS