**[SAMPLE]**

**[COUNTY PLANNING OFFICES/AGRICULTURAL PRESERVATION BOARD]**

**[DATE]**

Dear Sir or Madam:

Please be advised that the **[county planning office/agricultural preservation board]** has reviewed your **[wastewater; drinking water; storm water]** project as requested. We are pleased to be a participant in the planning of your important infrastructure project.

Our office has determined that your project to provide [**potable drinking water;** **wastewater service; storm water facilities]** to the **[location to be served]** area of **[municipality]** is consistent with the **[county name]** land use plan, comprehensive plan and all other county and local land use and agricultural preservation that impacts this area.

We appreciate the opportunity to suggest some modifications to your project at the planning consultation, and are happy to find that you have re-routed some of your proposed **[sewer collection; water distribution; storm facilities]** to accommodate our concerns. This project is important, and we strongly encourage PENNVEST to provide appropriate funding.

Should you have any questions, please feel free to call our office at **[ ]**.

Sincerely,

**[NAME]**

**[TITLE]**