VARIANCE PUBLIC NOTICE EXAMPLE LETTER AIND SIGNATUFRE 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 Owner(s) (Name):

Address:

Dear Property Owner:

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

20.7.3 NMAC, Section 405B of the New Mexico Environmental Improvement Board's 'Liquid Waste Disposal and Treatment Regulation" (LWDTR) requires that I notify adjacent property owners that I am requesting a variance from Sections(s):

Of the LWDTR 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 Field Office located at the below address:

(Street Address)

(Mailing Address if different)

Phone:

E-mail:

After a minimum of ten (10) working days but not later than twenty (20) working days following receipt of the completed petition NMED will grant the variance, grant the variance with conditions, or deny the variance.

Should you have any comments on the variance petition please submit written comments to the above reference NMED Field Office.

My proposed variance submission date is:

Thank You.

Signature of Petitioner:

Name of Petitioner (printed):

Address of Petitioner:

Phone:	Email address:

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:

(Owner)

(Address)

This public notification is required by Section 405B of the New Mexico Environmental Improvement Board's "Liquid Waste Disposal and Treatment Regulations" when a person petitions the New Mexico Environment Department for variance from the regulations.

Date	Name & Property UPC	Address (full USPS address:) Signature: