**CD Cover Letter for Permit Review Deficiencies**: Sample letter for conservation district to list changes needed for the permit application to meet DGLVR Policy and Stream Crossing Standard. Use of this letter is not required, but some form of written acknowledgement to the grant recipient is required.

<<DATE>>

<<APPLICANT NAME>>

<<PROJECT CONTACT NAME>>

<<CONTACT NAME ADDRESS LINE 1>>

<<CONTACT NAME ADDRESS LINE 2>>

<<CITY, STATE ZIPCODE>>

Re: DGLVR Program Stream Crossing Design & Installation Standard

 **Construction Plans and Permit Application Deficiency Review Letter**

 << PROJECT NAME, APPLICANT NAME>>

Dear <<PROJECT CONTACT NAME>>:

The <<BLANK COUNTY>> Conservation District (District) has reviewed the above referenced documents and has determined that they are deficient and does not meet the PA Dirt, Gravel, and Low-Volume Road (DGLVR) Program Stream Crossing Design & Installation Standard. This review is only to check the documents for meeting the DGLVR Stream Crossing Design & Installation Standard and is not intended as a check on any design calculations or permit package completeness. The following list specifies the items that must be included in the resubmittal and/or the submission of additional information. The Stream Crossing Design & Installation Standard and the PA DGLVR Program Stream Crossing Replacement Technical Manual includes information that will aid you in responding to some of the items listed below.

Items for Resubmittal or Submission of Additional Information to Address the Deficiencies

1. [List of items that are deficient with citation to the applicable section of the PA DGLVR Program Stream Crossing Design & Installation Standard. May also include reference to guidance such as The Penn State Center for Dirt and Gravel Road Studies (CDGRS)/Trout Unlimited (TU) Technical Assistance Reports, CDGRS Technical Bulletins, etc.]

Please note that these items must be addressed to the satisfaction of the <<BLANK>> County Conservation District before the permit package can be submitted to the permit review agency. An approval letter confirming that the submitted documents are consistent with the PA DGLVR Maintenance Program Stream Crossing Design & Installation Standard must be provided by the <<BLANK>> County Conservation District prior to submittal of the permit and construction plans to the permit review agency.

If you have questions about the items listed above or wish to schedule a conference to review the deficiencies, please contact <<DISTRICT CONTACT>> at <<PHONE NUMBER>>.

Sincerely,

<<DISTRICT CONTACT>>

<<DISTRICT CONTACT TITLE>>

<<BLANK COUNTY CONSERVATION DISTRICT>>

Cc: <<ENGINEERING FIRM>>