

**ORIGINAL LETTER**

[Date]

[Name, address]

Dear: [name]

**RE: Receipt of Formal Appeal of Hydraulic Project Approval Number [Number]  
for [Project] issued to [applicant] on [date]**

Your request for a formal appeal per WAC 220-110-350 for the project referenced above was received on [Date] and I have forwarded it to the Washington State Attorney General's Office for action. You should be hearing from them or the Office of Administrative Hearings shortly regarding the next steps for your appeal.

Washington Department of Fish and Wildlife (WDFW) encourages a review of your appeal through the informal appeal process outlined in WAC 220-110-340 prior to the formal appeal. If you agree to an informal appeal hearing, your formal appeal will be put on hold. I will convene a meeting of all concerned to conduct a review of the project and issues and will then write a report, including recommendations for any actions, to the Assistant Director of the Habitat Program. The Assistant Director will uphold, modify, or overturn the recommendations in a letter to you, the appellant. This letter will be sent to you within 60 days of receiving the appeal request. Sixty days from [date appeal was received] is [60-day appeal date].

If you take issue with the informal appeal decision you have the right, within 30 days, to lodge a formal appeal in writing.

If you are willing to pursue your appeal through an informal appeal, please notify me in writing as soon as possible. Unless I hear from you your formal appeal will go forward.

If you have any questions on this process, you may reach me at (360) 902-2571.

Sincerely,

Patrick F. Chapman  
Regulatory Services Section  
Technical Applications Division

PFC:pfc: Formal Appeal Receipt

[Appellant]

[Date]

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cc: RHPM  
AHB  
Greg Hueckel, Assistant Director, Habitat Program  
Peter Birch, Deputy Assistant Director, Regional Operations  
Don Haring, Technical Applications Division Manager  
Files