# 2.3 Suggested letter

Upper tier municipality - region/county

Attention: Clerk

RE: Company Name's Application for a Certificate of Approval for a type of application. File number ######

The West Central Region of the Ministry of Environment and Climate Change has received an application from Company Name requesting the certification of a type of application to be located at site location. The company has requested approval to operate a brief description of proposal. We have attached a copy of the proponent's application for your information. Should you require additional detail with regard to this application, we suggest you contact the applicant directly at applicant's phone number.

This application will be reviewed by this office. The Ministry would appreciate your comments on this application. We request your response with respect to this application within 30 days from **the date of this letter**. We will appreciate any preliminary comments you may have to offer us during the course of your application review process.

Please refer to file number A###### in all related correspondence.

As you may be aware, the Director has discretion under Section 32, Part V of the *Environmental Protection Act* to hold a public hearing regarding applications for waste disposal facilities. If you wish to make comments with respect to the need or otherwise for a hearing, please write directly to this office, setting forth your reasons.

Should you have any questions or concerns you may contact Approvals Officer at Approvals Officer's phone number.

Yours truly,

Chief Approvals and Planning, West Central Region

Attach.

cc: District office name District Office, Ministry of Environment and Climate Change Local tier municipality - city/town Applicant