## Attachment 9B: Mailed Notice of Intent to Approve Use of Institutional Control for Local Governments

A copy of the following notice should be provided to local governments (city, county, Water Management District) with jurisdiction over the properties subject to the Institutional or Engineering Control within the area of any contaminated site for which conditional closure is proposed (whether using a Declaration of Restrictive Covenant or other approved Institutional Control). DEP should be provided with complete electronic copies of the mailed notices and a list of names and addresses of entities to whom the notice was sent, and the date sent.

<ON LETTERHEAD OF THE PRSR, if applicable>

*{Name of Local Government}*

*{Address of Local Government}*

Re: Notice of Intent to Conditionally Close a Contaminated Site Using an Institutional Control

Dear *{insert name or To Whom It May Concern}:*

As a local government with jurisdiction over this property subject to the proposed Institutional Control, you are receiving this notice regarding the property located at *{insert property address}.*

In relation to certain environmental site rehabilitation activities on the property, the person responsible for site rehabilitation *{PRSR}* has requested that the Florida Department of Environmental Protection (DEP) approve a No Further Action Proposal with Institutional Controls, or with Engineering and Institutional Controls {*for non-CERCLA ICs:* and issue a Site Rehabilitation Completion Order with Conditions*}* for a contaminated site relating to this property. *{PRSR}* is seeking this order in reference to DEP Site ID # *{insert number}, {facility name, address},* and intends to restrict exposure to contamination in the following manner: *{insert types of controls}* that {*will be set forth in a Declaration of Restrictive Covenant between the Owner and the DEP that will encumber the property;* ***OR***by reliance on existing *{insert citation to city/county local Ordinance, MOA, etc.}* that *require connection to municipal water, prohibit groundwater use in the area, etc., as applicable}*.

Attached to this letter is a summary of the history of the contamination addressed by the Institutional Control, including the type of contamination, the affected media, and the location of the contamination. Please contact the undersigned if you have any questions regarding this notice. In addition, you may contact *{site/project manager’s name & phone number}* to discuss the status of the work. Complete copies of the No Further Action Proposal, other documents on which DEP will rely, and DEP’s preliminary evaluation are available for public inspection online at [Oculus](http://depedms.dep.state.fl.us/Oculus/), the online document management system.

Please use the DEP Facility ID# *{insert number;* ***OR*** *insert Com\_ number}* to communicate with DEP or [Oculus](http://depedms.dep.state.fl.us/Oculus/).

**Local governments with jurisdiction over the property subject to the Institutional Control have 30 days from receipt of this notice to provide comments to DEP. Such comments should be sent to DEP, *{name and email address of person who should receive comments}*.**

Sincerely,

*{Typed name of sender}*

Attachment: *{insert name of attachment}*

cc: *{DEP name and email address of person who should receive comment*s}