## Attachment 9C: Mailed Notice of Intent to Approve Use of Institutional Control for State Owned Lands to Local Governments and Holders of Recorded Instruments

A copy of the following notice should be provided to local governments with jurisdiction over the property subject to the Institutional or Engineering Controls, easement holders and leaseholders within the area of a contaminated site on state owned lands for which conditional closure is proposed. 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. Notice to an encumbrance holder should be made in accordance with the terms for notice set forth in the recorded instrument, if any.

<ON LETTERHEAD OF THE PRSR, if applicable>

*{Name of Interest Holder or Local Government}*

*{Address of Interest Holder or Local Government}*

Re: Notice of Intent to Conditionally Close a Contaminated Site on State Owned Land Using an Institutional Control

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

You are receiving this notice because you are a local government with jurisdiction over the property subject to the Institutional or Engineering Control, or the holder of the following recorded Instrument: {*Insert Name and date of Instrument, along with book and page number taken from the Title Report},* (a copy of which is attached hereto), on certain property owned by the State of Florida Board of Trustees of the Internal Improvement Trust Fund.

In relation with 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 related to this property. *{PRSR}* is seeking this order in relation to DEP Site ID # *{site id #}* *{facility name, address}* and intends to restrict exposure to contamination in the following manner: *{describe the type of controls such as land use restrictions, water use restrictions, caps over contaminated soil, etc.}* that will be set forth in the Amended Management Plan, in the Amended Lease, and in the land title records for the property.

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, the draft Amended Management Plan, the draft Amended Lease, the land title records for the property, 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 Site, Facility or Project number listed on the DEP’s preliminary evaluation to communicate with DEP [Oculus](http://depedms.dep.state.fl.us/Oculus/).

**Local governments and holders of recorded Instruments 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 comments}*