*Red font represents fields where staff should input or select the appropriate information.*

*Blue language should be used for transfer of ERP to construction phase only.*

*Italicized text should be removed before issuing letter.*

DATE

Name, Title

Company

Address

City, State Zip

Emailaddress.com

Re: Facility Name

Facility ID Number

County

Dear Mr./Ms. XXXX:

The Department acknowledges receipt of your request for transfer of ERP construction phase to operation phasefor the above-mentioned permit, received by the Department on [insert submittal date].

Department personnel conducted a [compliance inspection/file review/other] of the above-referenced [surface water management system/facility/site/other] on DATE.  Based on the information provided [during/following the inspection], the [facility/surface water management system/site/other] was determined to be in compliance.  Therefore, your request to transfer the permit to the operation phase is **approved**.   A copy of the inspection report is attached for your records [and any non-compliance items which may have been identified at the time of the inspection have been corrected].

The Department appreciates your efforts to maintain this [facility/system/site/other] in compliance with state and federal rules.  Should you have any questions or comments, please contact Case Manager at (XXX) XXX-XXXX extension XXXX, or via e-mail at: [firstname.lastname@dep.state.fl.us](mailto:firstname.lastname@dep.state.fl.us).

Sincerely,

Manager’s Name *(if first in compliance)*

Environmental Manager

Compliance Assurance Program

XXX District

Florida Department of Environmental Protection

**OR**

Sincerely,

Assistant Director’s Name *(if CAO closure)*

Assistant Director

XXX District

Florida Department of Environmental Protection

**OR**

Sincerely,

Director’s Name (*if Warning Letter closure)*

Director

XXX District

Florida Department of Environmental Protection

Enclosures: Inspection Report (with attachments)

cc: Name, Company/affiliation, mailing address

ec: Name, Company/affiliation, e-mail address