

Sample Cover Letter

This is not a required format, only a suggestion that the applicant should modify for the specific case.

Dear (affected landowner),

I am currently preparing an application for a State of Vermont Wastewater System and Potable Water Supply Permit. The permit application requests approval for (describe proposed project such as replace failed water supply, subdivide my property, etc).

Recent changes to State law require me to notify to you that the isolation distances related to the proposed water supply and/or wastewater systems extend onto your property. These isolation distances might limit your ability to develop your property.

I have enclosed a copy of the permit application, the associated plans, and any associated documents. The plans show the isolation zones around my proposed water system and/or wastewater system.

Please contact me if you have any questions.