[your letterhead] \*DRAFT\* tailor as you see fit.

[Date]

Name

Title

Agency

Address

City/Town, RI, Zip

Re: Official Notice of Request to Receive Notice

Dear \*\*:

The \*\*\* watershed hereby requests to receive notification of the following activities and developments (within the [municipality]) located wholly or partially within the \*\*\* watershed:

1. (List the specific items pertinent to the entity here)
2. Item
3. Item

This official notification request is in accordance with the authority granted to the [\*\*\* watershed council] under R.I. General Laws § 46-28-8(b) to receive such notice, and as further promulgated by Rhode Island Rivers Council Rules Title 660 Part 1.10 ‘Notice of Proposed Actions to Watershed Councils.’ Since (year), the \*\* watershed has been designated by the RI Rivers Council as the state designated watershed council for the \*\* watershed. RIRC designation gives watershed councils legal standing to appear and to present testimony on behalf of their watershed before local and state public bodies.

Enclosed, please find a map of the \*\*\* watershed council’s area of jurisdiction. Please note that this boundary may be different than other maps of the \*\*\* watershed. Instructions for easily locating projects to determine whether they are in or partially within the \*\* watershed’s area of jurisdiction are also enclosed.

Please send notifications via first class mail or e-mail to: (Name of Organization)

(Mailing Address)

(e-mail address)

Should you have any questions, please do not hesitate to contact me at (401) \*\*\*-\*\*\*\*.

Sincerely,

[Your Name]

[your title]

Enclosures (2, or however many you include)

cc: [chief of department / town clerk for office or department you send main letter to]