Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

<table>
<thead>
<tr>
<th>DOCUMENT ID</th>
<th>RR-19-5434-C</th>
</tr>
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<tbody>
<tr>
<td>DOCUMENT TITLE</td>
<td>Model Letter: Request for Missing Fees</td>
</tr>
<tr>
<td>PROGRAM/BUREAU</td>
<td>Remediation and Redevelopment</td>
</tr>
<tr>
<td>STATUTORY AUTHORITY OR LEGAL CITATION</td>
<td>Wis. Stats. ch. 292; Wis. Admin. Code ch. NR 700</td>
</tr>
<tr>
<td>DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)</td>
<td>26-Aug-19</td>
</tr>
<tr>
<td>DATE FINALIZED</td>
<td>02-Sept-19</td>
</tr>
</tbody>
</table>

**DNR CERTIFICATION**

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

September 4, 2019

Signature

Date
Subject: Submittal Received Without Appropriate Fee for Review

Dear [RP Name]:

The Department hereby acknowledges receipt of the report titled, “[Report Title]” on [date of receipt]. This report, dated [report date] was provided on your behalf by [consulting firm name]. The submittal will be tracked in our Bureau for Remediation and Redevelopment Tracking System (BRRTS) which can be viewed on the web at http://dnr.wi.gov/botw/SetUpBasicSearchForm.do.

Please be aware that since 1998, the RR Program has implemented a legislative directive to collect fees to support certain oversight activities. If you request Department review and response to this document, a fee must be provided, as specified in ch. NR 749, Wis. Adm. Code. We encourage you to submit the applicable fee for this submittal to allow us to conduct a thorough review and provide you with a response. Additional optional language: By formally providing input to you and your consultant, Department staff may help ensure that alternate approaches are considered, that work conducted will be acceptable, and that your case reaches closure in a timely manner.

For this submittal, the appropriate fee would be $fee amount for type of assistance. After receipt of the specified fee, the Department will review this document and respond. For more information on receiving written Department assistance, please see our webpage at: http://dnr.wi.gov/topic/Brownfields/Fees.html.

If you have any questions regarding this letter, please call me at [phone number].

Sincerely,

[Project Manager Name]
[Project Manager Title]
Remediation and Redevelopment Program

Cc: [Consultant Name and Address]