



WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

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

DOCUMENT ID

RR-19-5434-C

DOCUMENT TITLE

Model Letter: Request for Missing Fees

PROGRAM/BUREAU

Remediation and Redevelopment

STATUTORY AUTHORITY OR LEGAL CITATION

Wis. Stats. ch. 292; Wis. Admin. Code ch. NR 700

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

26-Aug-19

DATE FINALIZED

02-Sept-19

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.

A handwritten signature in black ink, appearing to read 'Jennifer Haeg', written over a horizontal line.

Signature

September 4, 2019

Date

**DNR - Remediation and Redevelopment
RR-5434, Request for Missing Fees, May 2012**

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

[Date]

[RP Name]

[RP Address]

[City, State, Zip]

**Subject: Submittal Received Without Appropriate Fee for Review
[Site Name]
WDNR BRRTS #: [BRRTS No.]**

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]. [RETAIN OR DELETE THE FOLLOWING, AS APPROPRIATE:] 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]