



## 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-19-5468-C

### DOCUMENT TITLE

Model Letter: Administrative Withdrawal of Case Closure Request

### 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.*

Signature

September 4, 2019

Date

**DNR – Remediation & Redevelopment Program**  
**RR 5468 Template Letter - Administrative Withdrawal of Case Closure Request**  
**March 2019**

**PURPOSE:** Use this template for administrative withdrawal of a closure request after two (2) email requests for additional information have been sent and no response has been received within the requested timeframe.

**INSTRUCTIONS:** Keep all headings and formatting. This letter should be sent on regional letterhead and signed by the project manager.

**NOTES:**

Delete highlighted text from the final letter. Note that highlighting instructions in letters updated after 2017 may be inconsistent with old template letters. Be sure to read instructions carefully.

**Yellow highlighted text** contains notes/directions to the DNR staff writing the letter.

**Grey highlighted text** contains areas where DNR staff need to fill in the information, or to make a choice from options following the instructions or to use the following language only if applicable.

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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.

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[Date]

[Responsible Party Name]

[Responsible Party Address]

Subject: Department Withdrawal of Case Closure Request  
[BRRTS activity name and address], Wisconsin  
DNR BRRTS Activity # [BRRTS activity number]  
[OPTIONAL] FID #: [FID number]

Dear [Responsible Party]:

On [DATE closure request was received], the Wisconsin Department of Natural Resources (DNR) received an incomplete case closure request for case identified above. The information required to complete the request was outlined in two emails sent to you and your consultant on [Date of first administrative incomplete email] and [Date of second administrative incomplete email] (enclosed).

More than 60 days have passed since the last request, and the DNR still has not received the required information from you or your consultant. Therefore, the DNR cannot begin a technical review of the case closure request, and your case has been administratively withdrawn.

You will be required to submit a new case closure request package once the deficiencies outlined in the emails referenced above are addressed. The new closure request must also meet the requirements of Wis. Admin. Code chs. NR 700 through NR 754 and ch. NR 140 in effect at the time of the resubmittal. Upon receiving a complete case closure request, the DNR will review this site for case closure.

If you have any questions or concerns, please feel free to contact me at [phone number] or [email address].

Sincerely,

[Staff name]

(Staff title)

Remediation & Redevelopment Program

enc: attach copy of 2 emails sent

cc: [Consultant name/address and/or other cc's]