**Instructions for Fish Passage Barrier Cover Letter to Local Government:**

* **Fill in highlighted fields and delete this section before submission.**
* **Be sure to follow your office’s protocol for sending cover letters for applications.**
* **Your project may be approved to quality for the streamlining processing under other criteria than what’s listed below.**

**Month Day, 20xx**

Local Jurisdiction Name

Street Address

City, WA Zip code

Attn: <<Insert Local Agency staff name (if you initiated early coordination)>>

**RE:** JARPA Application for Fish Habitat Enhancement Project

 <<insert SR and Project Name>>

Per the requirements listed in the fish habitat enhancement project permit review and approval process (RCW 77.55.181), I am writing to request your review and input on <<insert project name>>. WSDOT plans to remove a barrier to fish passage at this location. This work qualifies for streamlined processing of Fish Habitat Enhancement Projects (FHEP) because this project removes a human-made or caused fish passage barrier and is listed in the Washington State Department of Transportation’s environmental retrofit program as a stand-alone fish passage barrier correction project.

I am applying to the Washington State Department of Fish and Wildlife (WDFW) for the FHEP processing for this project and am providing you with a copy of the application, as required. WDFW provides local governments fifteen days to submit comments regarding environmental impacts. Within thirty days, WDFW will either approve or deny the project or make a determination that the review under FHEP is not appropriate. Please note that projects meeting the criteria for FHEP review that are approved by WDFW are not subject to the requirements of the State Environmental Policy Act, nor are they required to obtain local approvals or pay local permitting fees. See RCW 77.55.181 for more information about this process.

Please review the attached application package and submit your comments to <<insert contact information for WDFW Area Habitat Biologist or Scoping Biologist for projects under the fish passage injunction>> during the 15-day comment period. If you require any additional information or material, please call me at <<insert phone number>>, or e-mail me at <<insert e-mail address>>.

Sincerely,

Name

Title

INITIALS:initials

Attachments

Cc: Name of Design Project Engineer or Environmental Manager

 Environmental File