



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

May 7, 2009

Theodore Koenig  
16404 92<sup>nd</sup> Street KPN  
Lakebay, WA 98349

Re: Water Right Permit No.: **G2-28523**

Dear Mr. Koenig:

We are currently reviewing the file for water right permit G2-28532 issued to you on March 24, 1994 (enclosed is a copy of the permit). In our last contact with you, you were granted an extension until July 1, 2006, to complete construction of your project. After that date this office sent two letters requesting the status of your project, with no reply.

If you have completed this project please complete the enclosed *Completion of Construction* form and send it to us by **June 10, 2009** or your permit may be canceled. **If you are no longer interested in pursuing this project, please contact this office.**

If the project has not been completed, you will need to request an extension of the development schedule to bring your permit back into good standing. Your request must be in writing and include the following information:

- A description of the efforts you have made to complete the project.
- A schedule for completing the project.
- Reasons why the project has not been completed.
- Any additional information that will assist us in evaluating your request for an extension.
- A \$50 processing fee.

Please mail your check or money order with the request to:

Department of Ecology  
Cashiering Section  
PO Box 47611  
Olympia, WA 98504-7611

If you have any questions, feel free to contact me at (360) 407-0274 or by e-mail at [clat461@ecy.wa.gov](mailto:clat461@ecy.wa.gov).

Sincerely,

Charlotte Lattimore  
Water Resources Program

Enclosures: Water Right Permit G2-28532  
*Completion of Construction* form  
*Extensions for Water Right Permits and Change Authorizations*



## Pierce County Assessor-Treasurer ePIP

## Parcel Summary for 0021012026

04/28/

<b>Taxpayer Details</b> <b>Taxpayer Name:</b> KOENIG THEODORE R & JANET D <b>Mailing Address:</b> 16404 92ND STREET KP N LAKEBAY WA 98349-9329	<b>Property Details</b> <b>Parcel Number:</b> 0021012026 <b>Site Address:</b> 16404 92ND ST KN <b>Account Type:</b> Real Property <b>Category:</b> Land and Improvements <b>Use Code:</b> 9500-CU TIMBERLAND RCW 84 USE
<b>Appraisal Details</b> <b>Value Area:</b> PI Year 1 <b>Appr Acct Type:</b> Residential <b>Business Name:</b> <b>Last Inspection:</b> No physical inspection during prior 6 years	<b>Tax/Assessment</b> <b>Current Tax Year:</b> 2009 <b>Taxable Value:</b> 377,792 <b>Assessed Value:</b> 581,700
<b>Related Parcels</b> Group Account Number: n/a Mobile/MFG Home and Personal Property n/a parcel(s) located on this parcel: Real parcel on which this parcel is located: n/a	
<b>Tax Description</b> Section 01 Township 21 Range 00 Quarter 23 N 1/2 OF SW OF NW LY NLY OF CO RD IN SW OF NW 01-21-01W EXC I DEED RD 97097 CURRENT USE TIMBERLAND RCW 84.34 1999 12.72 AC APPROVED/1.5 AC RES SITE AFN 20000302 1296 PP RJ	

**I acknowledge and agree to the prohibitions listed in RCW 42.17.260(9) against releasing and/or using lists of individual commercial purposes.** Neither Pierce County nor the Assessor-Treasurer warrants the accuracy, reliability or timeliness of any information system, and shall not be held liable for losses caused by using this information. Portions of this information may not be current or a person or entity who relies on any information obtained from this system does so at their own risk. **All critical information should be independently verified.**

**"Our office works for you, the taxpayer"**

**Pierce County Assessor-Treasurer**  
**Dale Washam**  
2401 South 35th St Room 142  
Tacoma, Washington 98409  
(253)798-6111 or Fax (253)798-3142  
[www.piercecountywa.org/atr](http://www.piercecountywa.org/atr)

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## Pierce County Assessor-Treasurer ePIP

## Search Results

04/28/

1 record(s) found for parcel number 0021012026

Parcel	Type	Status	Taxpayer Name	Site Address
0021012026	REAL	Active	KOENIG THEODORE R & JANET D	16404 92ND ST KN

**I acknowledge and agree to the prohibitions listed in RCW 42.17.260(9) against releasing and/or using lists of individual commercial purposes.** Neither Pierce County nor the Assessor-Treasurer warrants the accuracy, reliability or timeliness of any information system, and shall not be held liable for losses caused by using this information. Portions of this information may not be current or a person or entity who relies on any information obtained from this system does so at their own risk. **All critical information should be independently verified.**

*"Our office works for you, the taxpayer"*

**Pierce County Assessor-Treasurer  
Dale Washam**

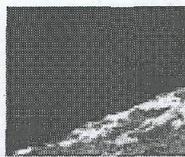
2401 South 35th St Room 142  
Tacoma, Washington 98409  
(253)798-6111 or Fax (253)798-3142  
[www.piercecountywa.org/atr](http://www.piercecountywa.org/atr)

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Pierce County, Washington

# Public GIS



Contact

Map interface showing a street map with various layers and a legend.

Map navigation tools: Home, Search, Hand, Previous, Next, Refresh, Print, Full Screen, Print, Print, Print, Print.

Map Layers: Report Feature, Critical Areas

Legend:

- Pre
- FEI
- Hel
- Rec
- Ha
- Flo
- Ser
- De
- Res
- Co
- Fir
- Res
- Zo
- Zo
- Co
- Pla
- Mo
- Res
- Cit
- Par
- Scf
- Zip
- Tax

Map scale: 0 157ft

Map labels: 12ND ST SW, 61ST AVE SW

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STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

March 7, 2007

**CERTIFIED MAIL**  
**7006 0100 0002 2925 7447**

Theodore Koenig  
16404 92<sup>nd</sup> Street KPN  
Lakebay, WA 98349

Re: Water Right Permit No. **G2-28523 – FINAL NOTICE**

Dear Mr. Koenig:

In reviewing your file, I noticed we have not received your Completion of Construction form. A previous reminder letter was sent on **December 18, 2006**, to which there was no response.

This letter is to remind you that the development schedule of your water right permit required that construction was completed and the Completion of Construction form be submitted by **July 1, 2006**. There are a number of possible steps you may need to take in order to bring your permit back into good standing, depending on the status of your project. Please refer to the following chart:

<b>If this is the case:</b>	<b>You need to do this within sixty (60) days of the date of this letter:</b>
You have completed construction.	Complete and submit the Completion of Construction form.
You have not completed construction but still intend to develop your project.	1. Submit a written request for an extension (refer to enclosed brochure for instructions). 2. Submit <b>\$50.00</b> extension fee.
You no longer intend to develop this project.	Notify Ecology's Southwest Regional office (preferably in writing).
You need more information.	Contact our office at (360) 407-6300.

**If we do not hear from you within sixty (60) days of the date of this letter, your permit will be in jeopardy of cancellation without further notice.**

If you have any questions, please contact me at (360) 407-6918 or at [abro461@ecy.wa.gov](mailto:abro461@ecy.wa.gov). Thank you for your attention to this matter.

Sincerely,

Abby Brown  
Water Resources  
Southwest Regional Office

Enclosures: *Construction Notice: Completion of Construction Form*  
*Important Information about Your Water Right Permit Brochure*



SW-WR 62-28523

**Certified Mail Provides:**  
 ■ A mailing receipt  
 ■ A unique identifier for your mailpiece  
 ■ A record of delivery kept by the Postal Service for two years

**Important Reminders:**  
 ■ Certified Mail may ONLY be combined with First-Class Mail® or Priority Mail®.  
 ■ Certified Mail is *not* available for any class of international mail.  
 ■ NO INSURANCE COVERAGE IS PROVIDED with Certified Mail. For valuables, please consider Insured or Registered Mail.  
 ■ For an additional fee, Return Receipt may be requested to provide proof of delivery. To obtain Return Receipt service, please complete and attach a Return Receipt (PS Form 3811) to the mailpiece. Return Receipts are available to cover the fee. In some mailpieces, Return Receipt requested - to receive a fee waiver for a duplicate return receipt, a USPS® postmark on your Certified Mail receipt is required.  
 ■ For an additional fee, delivery may be restricted to the addressee or addressee's authorized agent. Advise the carrier of this restriction on the mailpiece with the endorsement "Restricted Delivery."  
 ■ If a postmark on the Certified Mail receipt is desired, please present the article at the post office for postmarking. If a postmark on the Certified Mail receipt is not needed, detach and affix label with postage and mail.

**DEPARTMENT OF ECOLOGY**  
**SOUTHWEST REGIONAL OFFICE**  
**PO BOX 47715**  
**VAUGHN WA 98394**

**IMPORTANT: Save this receipt and present it when making an inquiry. Internet access to delivery information is not available on mail addressed to APOs and FPOs.**

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee  <i>X Theodore Koening</i></p> <p>B. Received by (Printed Name) <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee  <i>THEODORE KOENIG</i></p> <p>C. Date of Delivery  <i>319-07</i></p> <p>D. Is delivery address different from item 1? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No        If YES, enter delivery address below:  <i>General Delivery        Vaughn WA 98394</i></p>
<p>1. Article Addressed to:</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>THEODORE KOENIG            16404 92ND STREET KPN            LAKEBAY WA 98349</p> </div>	<p>3. Service Type  <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail  <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number            7006 0100 0002 2925 7447</p>	<p style="text-align: right;"><i>SW-WR 62-28523</i></p>
<p>PS Form 3811, August 2001</p>	<p style="text-align: right;">102595-02-M-0835</p>

You no longer intend to develop this project.	Notify Ecology's Southwest Regional office (preferably in writing).
You need more information.	Contact our office at (360) 407-6300.

**Failure to respond to this letter within 30 days may result in the cancellation of your permit.**

If you have questions, please contact me at (360) 407-6918 or at [abro461@ecy.wa.gov](mailto:abro461@ecy.wa.gov). Thank you for your attention to this matter.

Sincerely,



Abby Brown  
 Water Resources  
 Southwest Regional Office

Enclosures (2)  
 Construction Notice: Completion of Construction Form  
 Important Information about Your Water Right Permit Brochure

S





STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

December 18, 2006

Theodore Koenig  
16404 92<sup>nd</sup> Street KPN  
Lakebay, WA 98349

RE: Water Right Change No. G2-28523 – OVERDUE NOTICE

Dear Mr. Koenig:

In reviewing your file, I noticed we have not received your Completion of Construction form. This letter is to remind you that the development schedule of your water right permit required that completion of construction and a Completion of Construction form submitted by July 1, 2006.

There are several possible steps you may need to take in order to bring your permit back into good standing, depending on the status of your project. Please refer to the following chart:

If this is the case:	You need to do this within thirty (30) days of the date of this letter:
You have completed construction.	Complete and submit the Completion of Construction form.
You have not completed construction but still intend to develop your project.	1. Submit a written request for an extension (refer to enclosed brochure for instructions). 2. Submit \$50.00 extension fee.
You no longer intend to develop this project.	Notify Ecology's Southwest Regional office (preferably in writing).
You need more information.	Contact our office at (360) 407-6300.

S

**Failure to respond to this letter within 30 days may result in the cancellation of your permit.**

If you have questions, please contact me at (360) 407-6918 or at [abro461@ecy.wa.gov](mailto:abro461@ecy.wa.gov). Thank you for your attention to this matter.

Sincerely,

Abby Brown  
Water Resources  
Southwest Regional Office

Enclosures (2)

Construction Notice: Completion of Construction Form  
Important Information about Your Water Right Permit Brochure





STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

P.O. Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

March 30, 2001

Theodore Koenig  
16404 92<sup>nd</sup> St KPN  
Lakebay WA 98349

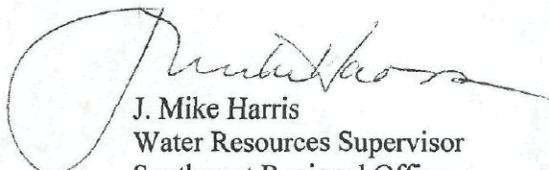
Dear Mr. Koenig:

Re: Water Permit No. G2-28523

In compliance with your request, you are hereby granted an extension of time until **July 1, 2006**, in which you must complete construction and file notice of such action under the above referenced number. If you have any questions or concerns about any of this information, please call Sheri Carroll at (360) 407-0240 or Deb Hunemuller at (360) 407-0290.

This order may be appealed. Your appeal must be filed with the Pollution Control Hearings Board, PO Box 40903, Olympia, WA 98504-0903 within thirty (30) days of the date this Order was mailed by the Department of Ecology. At the same time a copy of your appeal must be sent to the Department of Ecology, c/o Appeal Coordinator, PO Box 47600, Olympia, WA 98504-7600. Your appeal alone will not stay the effectiveness of this order. Stay requests must be submitted in accordance with RCW 43.21B.320. These procedures are consistent with Chapter 43.21B RCW.

Sincerely,



J. Mike Harris  
Water Resources Supervisor  
Southwest Regional Office

JMH:th (ccext.doc)

S

# RECEIPT

Receipt Number 01-017913

Department of Ecology (4610)  
PO Box 5128  
Lacey, WA 98509-5128  
(360) 407-7095

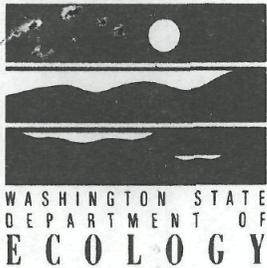
Current Document Number 461E2620CJ Date 03/28/2001 FM 21

Remitter Name KOENIG, THEODORE R Receipt Name

Check/Draw Number 396  
Document Amount \$40.00  
Method of Payment Check  
Comment Description WATER RIGHTS  
G2-28523

Ref Doc	Ref Doc Sfx	Inv Nr	Id Nr	Prgm Cd	T C	R	Fund	Maj Grp	Maj Src	Sub Src	Cnty	Work Cls	PIC	AI	Org	Prj	Sub Prj	Prj Phs	Sub Obj	Sub Sub Obj	Var GL	Sub Sid Dr	Sub Sid Cr	Alloc Amt
				H00	001		001	02	85	000010														\$40.00

*OK*  
*CE Extension fees*  
*attend 7/1/2006*  
*3/29/2001*



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

CONSTRUCTION NOTICE

RECEIVED

BEGINNING OF CONSTRUCTION

01 MAR 23 AM 10:07

COMPLETION OF CONSTRUCTION

STATE OF WASHINGTON  
S.W. REGIONAL OFFICE

NAME <u>THEODORE KOENIG</u>	SURFACE WATER PERMIT NO. <u>62-28523</u>	GROUND WATER PERMIT NO.
DATE CONSTRUCTION BEGAN	DATE CONSTRUCTION COMPLETED	DATE COMPLETION EXPECTED

IF CONSTRUCTION NOT COMPLETE, SHOW % COMPLETED AS OF THIS DATE

% EQUIPMENT IN PLACE	% MATERIAL IN PLACE	% EXCAVATED	% STRUCTURE
----------------------	---------------------	-------------	-------------

IF CONSTRUCTION HAS BEEN ABANDONED

DATE ABANDONED	REASON ABANDONED
----------------	------------------

REMARKS OR ANY ADDITIONAL INFORMATION WHICH MAY TEND TO SHOW GOOD FAITH IN THE PROSECUTION OF THE WORK

SINCE THE ORIGINAL PERMIT WAS ISSUED TO ME THE ZONING IN THIS AREA HAS BEEN CHANGED. AS OF NOW I AM ALLOWED TO PUT TWO AND ONE HALF RESIDENCIES ON THIS PARCEL.

IN ANTICIPATION THAT THERE WILL BE A REVISION OF THIS ZONING IN THE NOT TOO DISTANT FUTURE, WHICH WILL ALLOW THE ADDITION OF ENOUGH SITES TO RETURN A PROFIT ON MY INVESTMENT, I AM REQUESTING A FIVE YEAR EXTENSION OF MY PERMIT

AT THIS TIME I AM NOT ABLE TO INSTALL ANY EQUIPMENT OR PIPE BECAUSE IT IS IMPOSSIBLE TO DESIGN A DEVELOPEMENT PLAN.

I certify I am the holder of the above permit issued by the Department of Ecology for the State of Washington, and in accordance with the terms of such permit and the limitations endorsed by the Department of Ecology have  begun  completed the actual construction of the work described in the permit.

*CC extension fees OK  
extend CC to  
7/1/2006  
dd  
3/20/2001*

Theodore R. Koenig  
Signature of Applicant

16404 92nd St. N.P.N.  
Present Address

Lakebay, wa. 98349  
City, State, Zip Code





STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

P.O. Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

March 15, 2001

Theodore Koenig  
16404 92<sup>nd</sup> Street KPN  
Lakebay WA 98349-9626

Dear Mr. Koenig:

Re: Water Permit No. G2-28523

Thank you for talking with me concerning the status of the above-referenced water right permit. I have enclosed a copy of your permit and Report of Examination for your records.

As a reminder, the development schedule on the back of your permit shows that your project was expected to be completed by **July 1, 1998**. You informed me that the pipes have not yet been installed. Since the system is not yet complete you should request an extension of time. The request must be in writing and contain the following information to show good cause why your permit should not be cancelled.

1. A description of efforts you have made since the permit issued or the last extension was granted to complete construction.
2. An anticipated time schedule for completing construction and completing development of the water system.
3. Reason(s) for needing the extension.
4. Any additional remarks concerning your project that will assist us in making our decision of whether to grant the extension.
5. Check or money order for the **\$40.00** extension fee made payable to the Department of Ecology. As we discussed on the phone, at \$5.00 per year, this would bring date to complete construction to **July 5, 2005**. Payments of extension fees are non-refundable regardless whether the extension is granted.

**Please send the extension request and fee within thirty (30) days of the date of this letter.**

If you have any questions or concerns about any of this information, please call me at (360) 407-0290. Thank you for your attention to this matter.

Sincerely,

Deb Hunemuller  
Water Resources Program

DH:th

Enclosures: Copy of Permit G2-28523 and Report of Examination





STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

P.O. Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

May 25, 2000

CERTIFIED MAIL

Theodore Koenig  
16404 92<sup>nd</sup> Street KPN  
Lakebay WA 98349-9626

Dear Mr. Koenig:

Re: Water Permit No. G2-28523

On **February 22, 2000**, you were sent a letter reminding you of the need to file a Completion of Construction or request an extension of time to complete construction on the project. We have not received a response to that letter.

Please complete the enclosed Completion of Construction form if you have completed construction on the water system. If you have not completed construction, you may request an extension of time. The request must be in writing and contain the following if you can show good cause why your permit should not be cancelled.

1. A description of efforts you have made since the permit issued or the last extension was granted to complete construction.
2. An anticipated time schedule for completing construction and completing development of the water system.
3. Reason(s) for needing the extension.
4. Any additional remarks concerning your project that will assist us in making our decision of whether to grant the extension.
5. Check or money order for the **\$15.00** (at \$5.00 a year, this would bring you current until **July 1, 2001**) extension fee made payable to the Department of Ecology. Payments of extension fees are non-refundable regardless whether the extension is granted.

If we do not receive either the completed form or the request for extension with the extension fee **within sixty (60) days from receipt of this letter**, your permit will be canceled with no further contact. If you have any questions or concerns about any of this information, please call at (360) 407-0290. Thank you for your attention to this matter.

Sincerely,

Deb Hunemuller  
Water Resources Program

DH:th (cc2.doc)

S

P 469 206 893

**RECEIPT FOR CERTIFIED MAIL**  
 NO INSURANCE COVERAGE PROVIDED  
 NOT FOR INTERNATIONAL MAIL  
 (See Reverse)

★ U.S.G.P.O. 1985-234-555

Sent to	Theodore Koenig
Street and No.	62-28523
P.O., State and ZIP Code	
Postage	
Certified Fee	\$

PS Form 3811, July 1999  
 Domestic Return Receipt  
 102595-99-M-1789

2. Article Number (Copy from service label)  
 P 469 206 893

THEODORE KOENIG  
 16404 92ND STREET KPN  
 LAKEBAY WA 98349-9626

1. Article Addressed to:  
 ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.  
 ■ Print your name and address on the reverse so that we can return the card to you.  
 ■ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
 THEODORE KOENIG  
 16404 92ND STREET KPN  
 LAKEBAY WA 98349-9626

3. Service Type  
 Certified Mail  
 Express Mail  
 Return Receipt for Merchandise  
 Registered  
 Insured Mail  
 C.O.D.

4. Restricted Delivery? (Extra Fee)  
 Yes  
 No

A. Received by (Please Print Clearly) \_\_\_\_\_  
 B. Date of Delivery \_\_\_\_\_  
 C. Signature \_\_\_\_\_  
 D. Is delivery address different from item 1?  Yes  No  
 If YES, enter delivery address below:  
 Agent  
 Addressee

**SENDER: COMPLETE THIS SECTION**

**COMPLETE THIS SECTION ON DELIVERY**

S



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

P.O. Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

February 22, 2000

Theodore Koenig  
16404 92<sup>nd</sup> Street KPN  
Lakebay WA 98349-9626

Dear Mr. Koenig:

Re: Water Permit No. G2-28523

The above referenced permit is currently in the Completion of Construction stage of development. This letter is to remind you that the permit development schedule required that construction be completed on the water system on or before **July 1, 1998**, and that you notify this office that construction has been complete. Please complete the enclosed Completion of Construction form and submit it to this office as soon as possible if you have completed construction on the water system.

If you have not completed construction and are still interested in developing your project, you may request an extension of time. Since state law requires that the project be pursued with diligence and that good cause be shown before an extension can be granted, your extension request must be made in writing and contain the following:

1. A description of efforts you have made to complete construction on the project since the permit issued or the last extension was granted.
2. A time schedule for completing the project and developing the system.
3. Reason(s) for needing the extension.
4. Any additional remarks concerning your project that will assist us in making our decision of whether to grant the extension.
5. Check or money order for the **\$10.00** extension fee made payable to the Department of Ecology, (this would bring you current until **July 1, 2000**). Any payments of extension fees are non-refundable regardless whether the extension is granted.

Please submit the Completion of Construction form or the request for extension with the extension fee within thirty (30) days from the date of this letter. This office should be notified if you no longer intend to develop the project. If you have any questions or concerns about any of this information, please call Sheri Carroll at (360) 407-0240 or myself at (360) 407-0290. Thank you for your attention to this matter.

Sincerely,

Deb Hunemuller  
Water Resources Program

DH:th (cc1.doc)  
Enclosure

CHRISTINE O. GREGOIRE  
Director



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

7272 Cleanwater Lane, LU-11 • Olympia, Washington 98504-6811 • (206) 753-2353

March 24, 1994

Theodore Koenig  
16404 92nd Street KPN  
Lakebay, Washington 98349-9626

Dear Mr. Koenig:

Re: Ground Water Permit No. G 2-28523

Enclosed is Permit No. G 2-28523. Our information indicates that you have begun construction of your project. We are enclosing a Notice of Completion which must be filed when you have finished the work.

If you cannot complete your project by July 1, 1998, you must contact this office.

Please read the enclosed information sheet, as well as both sides of your permit.

Sincerely,

Gale Blomstrom  
Water Resources Supervisor

GB:ds  
Enclosure

NOTE: PLEASE ADVISE OF ANY ADDRESS CHANGE