

Sample Letter—Notification of Watercourse Alteration

(Name of City), OK

Date

The Honorable _____
Mayor of _____
_____, OK

RE: Notification of Watercourse Alteration

Dear Mayor _____:

You are hereby notified that the City of _____, OK, has received and is reviewing a permit application to clear and straighten a section of _____ River. A copy of the project plans is attached for your information and review.

If you have concerns about the impacts of this project on your community, please contact me as soon as possible.

Sincerely,

Local Administrator
(Name of City), OK

cc: Oklahoma Water Resources Board
Oklahoma City, OK