

DATE

SERVING OHIO EPA AS  
AGENCY 13 FOR CUYAHOGA COUNTY

FIELD(name, title)  
FIELD(company)  
FIELD(address)  
FIELD(city/state/zip)

Dear FIELD(greet):

The Cleveland Division of Air Quality (CDAQ) has received an application for a Title V permit for the FIELD(company) located at FIELD(address). We have conducted a preliminary administrative review of this permit application in accordance with Ohio Administrative Code (OAC) Rule 3745-77-05(B). The purpose of this review is to identify basic deficiencies early in the permitting process, and allow you to make corrections. After this initial review, we have found no administrative deficiencies at this time. This preliminary completeness determination does not imply that the application is approvable, only that we have enough information to continue the review.

The next step in the processing of the application is for this office to conduct a technical review. Applications are reviewed on a first come, first served basis. During the technical review, you may be contacted for additional information or for clarification. Once this technical review is complete, a draft Title V permit recommendation will be prepared. The recommendation will then be forwarded to the Ohio EPA, Division of Air Pollution Control (DAPC), Central Office for their review and issuance. It is possible they may ask for clarifying information as well before proceeding to issue the draft permit or denial of the permit application.

Please be assured that we will do everything possible to process your application in a timely manner. If you have any questions concerning your air permitting requirements, please feel free to contact the engineer assigned to your facility, FIELD(Permit Writer) at FIELD(Permit Writer Phone), or me at 216-664-2178.

Sincerely,

David G. Hearne

Chief of Permit Engineering  
Cleveland Division of Air Quality

Enclosure

cc: Facility file