# Use Agency Letterhead

# **State Environmental Policy Act**

## **Notice of Assumption of Lead Agency Status**

**Date of Issuance:** [Enter date]

**Title and Description of Proposal:** [Enter name and description of proposal]

**Proponent:** [Enter applicant name]

**Location of Proposal:** [Enter location of proposal]

**Initial Lead Agency:** [Enter initial lead agency]

**New Lead Agency:** [Enter new lead agency]

The initial lead agency concluded that this proposal was not likely to have significant adverse impact on the environment, according to its Determination of Nonsignificance and Environmental Checklist of: [Enter DNS date of issuance].

We have reviewed the environmental checklist and related information. In our opinion, an environmental impact statement (EIS) is required on the proposal, because of the following impacts:

[List likely probable significant environmental impacts, areas of study, existing studies and reports, proposed methods of analysis and other background information.]

You are being notified that we assume the responsibility of lead agency under SEPA, including the duty to prepare an EIS on the proposal. Please contact [Enter staff contact for SEPA review] at [Enter staff contact information, e.g. email/phone] for additional information.

**Responsible Official:** [Enter name of responsible official]

**Position/Title:** [Enter position or title if responsible official]

**Address:** [Enter agency address]

**Phone:** [Enter phone number of contact person or responsible official]

**Email:** [Enter email]

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**Signature Date:** [Enter date]