

# DEC Fee Review Request Form

Pursuant to 18 AAC 15.190

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## Addressee



### Air Quality

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### Environmental Health

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### Water

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## Requestor Contact Information

Name\*

Telephone\*

Address\*

Fax

Email Address

Date

\* Required

## 1. Fee Decision to be Reviewed

Date of DEC Fee Decision

**Requests for Fee Review must be made within 30 days of the DEC fee decision.**

Describe the fee decision to be reviewed.

For example, the fee may be for a permit or it may be an invoice for a plan review. Be sure to include specifics such as reference numbers and dates.

### Examples

1. DEC's May 1, 2009 invoice #1234 with an accounting error in the amount of \$120 for a temporary food service event

2. DEC's May 1, 2009 invoice #5678 for \$1570 for a plan review of a drinking water system for 151-1000 individuals at 18 AAC 80.190(c)(1)(A)(ii). The plan stated that the system would serve 105 individuals, not more than 151 individuals

**1,500 Characters Maximum** (about 250 words)

If you need more space, please summarize and reference an attached document by filename.

**See 18 AAC 15.190**

<https://dec.alaska.gov/commish/regulations?s=18%20AAC%2015>

## 2. Reasons why the fee or computation is disputed and how it should be adjusted

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Describe clearly and concisely why the fee does not comply with regulations (or should be adjusted for other reasons),

Include what the fee should be and how you calculated the adjusted fee. You should refer to any documents or data that support your case or that you think would help the director in their review.

### Examples

**1. The fee was computed for a food service event lasting 8-28 days at \$120 with an additional \$120 added for an application that was submitted fewer than 15 days before the event was to begin. Our application was submitted 16 days before the event was to begin based on the date stamped on the application. The fee should be \$120 rather than \$240.**

**2. The plan review was for a water system for 105 individuals. The fee for a system for 105 people is \$830 rather than \$1570.**

**1,120 Characters Maximum** (about 210 words)

If you need more space, please summarize and reference an attached document by filename.

**See 18 AAC 15.185(a)(3)(A)**

<https://dec.alaska.gov/commish/regulations?s=18%20AAC%2015>

## 3. Documents and Supporting Information

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Provide a list of the documents and supporting information that you refer to in your responses in the previous section.

The description of each document or piece of supporting information should be as clear as possible. Attach copies of actual documents on the list that DEC may not have. You may also provide web addresses where the director can download documents.

### Examples

**1. Application date stamped and attached in pdf format**

**2. Copy of application for design of water system for 105 individuals and regulations below:**

**18 AAC 80.1910(c)(1)(A)(i)**

<https://dec.alaska.gov/commish/regulations?s=18%20AAC%2080>

**1,700 Characters Maximum** (about 300 words)

If you need more space, please summarize and reference an attached document by filename.

**See 18 AAC 15.190**

<https://dec.alaska.gov/commish/regulations?s=18%20AAC%2015>

## **Instructions for Submission**

After this form has been completely filled out, you can either fax or mail it to the appropriate division director, along with any attached documents.

### **Fax**

Using the appropriate fax number found in the first section of this form, please fax this form and any attached documents, with a cover sheet addressing the division director.

Email - Send your request by email and include any supporting documents to the Division Director at the email address found in the first section of this form.

### **Mail**

Mail this form and any supporting documents (in the same envelope) to the appropriate address found in the first section of this form, with attention to the director.