**Fill out the required highlighted information below. Then use the Subject as the Subject line of the required public notice email(s) sent to nearby neighborhood associations/neighborhood coalitions. Copy and paste the rest of the completed information on this page into the body of the email(s) and attach the completed NOI form. If providing notice by certified mail, use this page as the cover letter and attach the NOI form.**

**SUBJECT: Public Notice of Proposed Air Quality Construction Permit Application Company Name-Facility Name**

Dear Neighborhood Association/Coalition Representative(s),

***Why did I receive this public notice?***

You are receiving this notice in accordance with New Mexico Administrative Code (NMAC) 20.11.41.13.B(1) which requires any applicant seeking an Air Quality Construction Permit pursuant to 20.11.41 NMAC to provide public notice by certified mail or electronic mail to the designated representative(s) of the recognized neighborhood associations and recognized coalitions that are within one-half mile of the exterior boundaries of the property on which the source is or is proposed to be located.

***What is the Air Quality Permit application review process?***

The City of Albuquerque, Environmental Health Department, Air Quality Program (Program) is responsible for the review and issuance of Air Quality Permits for any stationary source of air contaminants within Bernalillo County. Once the application is received, the Program reviews each application and rules it either complete or incomplete. Complete applications will then go through a 30-day public comment period. Within 90 days after the Program has ruled the application complete, the Program shall issue the permit, issue the permit subject to conditions, or deny the requested permit or permit modification. The Program shall hold a Public Information Hearing pursuant to 20.11.41.15 NMAC if the Director determines there is significant public interest and a significant air quality issue is involved.

***What do I need to know about this proposed application?***

|  |  |
| --- | --- |
| Applicant Name | XXXX |
| Site or Facility Name | XXXX |
| Site or Facility Address | XXXX |
| New or Existing Source | NEW / EXISTING |
| Anticipated Date of Application Submittal | MONTH DD, YYYY |
| Summary of Proposed Source to Be Permitted | EXAMPLES: The application is to construct a 300 horsepower, EPA Tier III emission certified, diesel fired internal combustion engine coupled to a 175 kW emergency electrical generator. The application seeks to restrict the unit to 500 hours per year of operation. The purpose of the unit is to provide emergency backup electrical power in the case of the unavoidable loss of commercial power. OR The application is to modify existing Construction Permit #0000. The modification includes relocating existing sources on the property and adding two new crematory units. |

***What emission limits and operating schedule are being requested?***

See attached Notice of Intent to Construct form for this information.

***How do I get additional information regarding this proposed application?***

For inquiries regarding the proposed source, contact:

* NAME
* EMAIL ADDRESS
* PHONE NUMBER

For inquiries regarding the air quality permitting process, contact:

* City of Albuquerque Environmental Health Department Air Quality Program
* [aqd@cabq.gov](mailto:aqd@cabq.gov)
* (505) 768-1972