

## Sample Cover Letter for Application

Dear Grazing Permittee or Lessee:

The enclosed application is being sent to you because your permit/lease expires within the next 12 months. It is critical that you complete and return this application for permit/lease renewal as soon as possible. Under the provisions of the Administrative Procedure Act (5 U.S.C. § 558(c)), you are allowed to continue to graze under the terms and conditions of your current permit/lease if you have made timely and sufficient application to renew your permit/lease before its expiration date. In the event that the Bureau of Land Management (BLM) is unable to complete the permit/lease renewal process before your current permit/lease expires and the congressional rider language is no longer available, we can only allow you to continue grazing under the terms and conditions of your existing permit/lease if we have a current application on file.

In order to approve a grazing permit or lease, the BLM must conduct an environmental analysis in accordance with the National Environmental Policy Act (NEPA), or ensure that adequate NEPA documentation already exists. Permit/lease issuance is also preceded by a proposed decision in accordance with the grazing regulations at 43 CFR subpart 4160. Because livestock grazing issues are complex and our actions are subject to appeal, the renewal process can be time-consuming. While the field office is managing workloads to put priority on fully processing permits and leases before they expire, sometimes a permit/lease expires before a new permit/lease can be fully processed and issued.

Requirements for filing your application:

- (1) Review this application closely. It describes the terms and conditions of your grazing use on your allotment(s), as authorized by your existing permit or lease.
- (2) Indicate any changes in the permit/lease you would like the BLM to consider.
- (3) Sign, date, and return the application to this field office as soon as possible.

Please note that any changes you propose are for the permit or lease. Please do not use this permit/lease application to request any annual adjustments for the upcoming grazing season; annual adjustments should be requested on a separate application prior to next grazing season. The BLM will work with you when processing your permit/lease renewal. Any requested changes to the mandatory terms and conditions will be addressed through the NEPA process. Questions about these matters should be addressed to your Rangeland Management Specialist, or by calling the Field Office at (000) 000-0000.

Sincerely,

Field Office Manager

Enclosure: Permit/lease Renewal Application