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**APPENDIX “A”  
SCHEDULE 4**

**CERTIFICATE PROCEEDINGS  
NOTICE TO STAFF/ALL UTILITIES**

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No. Copies  
Required,  
Including  
Original

In addition to the original and three (3) copies of the notice, the following items are required:

- 4      1.      A general description of the facility or purchase proposed including:
  - (a) The approximate location of the facility.
  - (b) The approximate cost of the facility.
  - (c) A brief description of the purpose or justification for the facility.
  - (d) A sketch or engineering drawing.
  - (e) The name, address and telephone number of the utility's employee responsible for the construction or acquisition of the facility and from whom further information may be obtained regarding the facility.
  - (f) A copy of any required approvals from Health or Environmental Quality authorities.