



Regulatory Streamlining Initiative

Office of Regulatory Streamlining, Department of Consumer and Business Services

December 21, 2004

To:

From: Office of Regulatory Streamlining
Oregon Department of Environmental Quality (DEQ)
Oregon Liquor Control Commission (OLCC)
Oregon Department of Agriculture (ODA)

SUBJECT: SMALL RETAIL LICENSE RENEWAL CONSOLIDATION PROJECT

The Office of Regulatory Streamlining, DEQ, OLCC, and ODA are working on a pilot project to consolidate OLCC's and ODA's license renewal forms and DEQ's tank fee invoice. Your company has been identified by the three agencies as one that might benefit from this effort. The goal is to make the license renewal and payment process easier. This means you will receive and complete one form and send one payment for all the annual licenses and fees for these three agencies. The results of the pilot program will assist the agencies in determining whether to expand the consolidated license renewal project.

You are not required to participate in the pilot program. If you choose not to participate, then the license renewal process will proceed in the normal manner. If you do not respond, we will assume you do not wish to participate in the pilot program.

If you choose to participate in the pilot, we would ask you to respond in one of three ways:

- Check the appropriate box below on this letter and return it in the postpaid envelope;
- E-mail Ron McKay (rmckay@oda.state.or.us) of your interest, or
- Call Val Pascal (Licensing Manager at ODA) at 503-986-4765.

In order to begin the implementation of the pilot project this spring, we will need to identify a list of interested firms as soon as possible. We would appreciate your response to this request by **January 5, 2005**.

Please check one option only:

_____ I would like to participate in the Small Retailer's Consolidated Renewal Pilot Project.

_____ I am opting out, please do not include me in the pilot project.

