

<Enter Date>

<Enter Violator's Title> <Enter Violator's Name>
<Enter Violator's Street Address>
<Enter Violator's City, State Zip>

Re: Wetlands Violation - <ENTER PROJECT ADDRESS & WATERWAY>

Dear <Enter Mr./Mrs. Violator's Last Name>:

The <Enter City/County/Town Name> Wetlands Board reviewed the above-referenced violation during their monthly meeting on <Enter Hearing Date>. Please be advised that the Wetlands Board has required that you submit an after-the-fact permit application within thirty (30) days for the unauthorized activities for which you were originally cited.

Our office will be glad to assist you in completing the enclosed permit application. In addition to the application, please forward a <Enter Fee Amount> processing fee (make check payable to <Enter City/County/Town Name> Treasurer). Upon receipt of the requested items, our office will schedule the application for a public hearing. Please be advised that you must submit a completed application by <Enter Deadline Date> to be in compliance with the Board's order.

If this office can be of further assistance, please contact <Enter Contact's Name> at <Enter Phone, Fax and/or Email>.

Sincerely,

<Enter Name>
<Enter Title>

cc: U.S. Army Corps of Engineers,
<Enter District>
Virginia Marine Resources Commission
Virginia Institute of Marine Science
<Enter Name>, <Choose City/County/Town> Attorney
<Enter Other Agencies>