

<Enter Date>

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

Re: <Enter Type of Permit Application> #<Enter Permit Number>

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

Our office has completed a review of your application to <Enter Project Description, Project Address Waterway>. Based on <staff assessment, application, or?...>, the project will impact an area of <...sq. feet.....> wetlands. A permit will therefore be required from the <Enter City/County/Town Name> Wetlands Board before you commence construction.

In order to complete 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 item, our office will schedule the application for a public hearing. Please be advised that we must have a completed application by <Enter Deadline Date> in order to schedule you for the <Enter Hearing Date> public hearing. The required application information is specified in the Wetlands or Dune ordinance. The list can be accessed under §4B [Here](#).

If you require additional information, please contact <Enter Contact Name> at <Enter Phone, Fax and/or E-mail>.

Sincerely,

.<Enter Name>
<Enter Title>