

<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>:

This letter is in reference to the filling, excavation or other activities that have occurred on your property at <Enter Project Address & Waterway>. As discussed with you during <Enter Phone or Site Visit> on <Enter Date of Phone or Site Visit>, these activities have impacted wetlands without a permit from the Wetlands Board.

Our investigation indicates that these activities have impacted approximately <Enter Square Feet> square feet of <Choose vegetated or nonvegetated> wetlands as defined in <Enter City/County/Town Wetland Ordinance Code Citation>, and this use and alteration is in violation of the <Choose City/County/Town>'s Wetlands Ordinance <Enter Code Citation>. In addition, please be advised that the Wetlands Board has the authority to order restoration and/or assess a civil charge of up to \$10,000 for each violation.

The Wetlands Board shall consider this matter during their next scheduled meeting on **<Enter Day, Date> at <Enter Time> <Enter Meeting Location & Address>**. You are hereby requested to appear before the Board at that time.

Please be advised that any information submitted during the meeting, e.g., photographs, physical surveys, or relevant correspondence, should be presented to the Board's staff for inclusion in the record and distribution to Board members. Copies must be provided if you wish to retain any original material.

<Enter Violator's Name>

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For additional information on this matter, please contact <Enter Contact 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>, <Enter City/County/Town> Attorney