

<Enter Date>

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

Re: Wetlands Permit Application #<Enter Application Number> <Enter (After-the Fact)>

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

The <Enter City/County/Town Name> Wetlands Board during its meeting on <Enter Hearing Date> considered your <Enter after-the-fact> application to impact <Enter Square Footages & Wetland Type> with the <Enter Project Description> at <Enter Project Address and Waterway>.

The following determination has been made on your permit request:

- approval as submitted
- approval in a modified form with special conditions
- construction surety bond or letter of credit required
- denial without prejudice
- permit application is incomplete
- applicant to provide more information prior to final action
- defer a decision until the meeting of <Enter Hearing Date>

If your application has been approved, a permit will be forwarded to you for signature within 14 days. Please be advised that construction on the above-referenced project may not commence until the applicant and the Chair of the Wetlands Board has properly executed a permit.

If your application has been denied, the Board upon review of the record and testimony presented during the public hearing finds that (1) the public and private benefit from the proposed project is exceeded by the public and private detriment and/or (2) the project would violate the purposes and intent of <Enter City/County/Town Wetlands Ordinance Code Section>.

<Enter Applicant's Name>

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<Enter Hearing Date>

Please be advised that a decision of the Wetlands Board may be appealed to the Virginia Marine Resources Commission, Building 96, 380 Fenwick Road Ft. Monroe, VA 23651, within ten (10) days from the date of the determination. You should contact <Enter Contact Name> (tel: <Enter Phone>) for additional information on appeal procedures and requirements.

Please direct any additional questions on this matter to <Enter Name>, <Enter Address> <Enter Phone, Fax and/or E-mail>.

Sincerely,

<Enter Name>

Chair, <Enter City/County/Town Name>
Wetlands Board

cc: U. S. Army Corps of Engineers, <Enter District>
Commissioner, Virginia Marine Resources Commission
Virginia Institute of Marine Science
<Enter Agent's Name>, Agent