

<Enter Date>

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

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

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

Please find enclosed a wetlands permit issued by the <Enter City/County/Town Name> Wetlands Board for your proposed <Enter Project Description> <Enter Project Address and Waterway>.

The work authorized by this permit shall be completed by <Enter Deadline Date> after which time this permit becomes null and void. The Board in its discretion may extend the completion date.

It is requested that you review the general conditions of the permit and any special requirements that may apply. You are asked to pay particular attention to any and all conditions. Our office relies on your advance notification of project commencement in order to schedule an inspection. The Wetlands Board may consider an assessment of civil charges of up to \$10,000 if notification is not given. In addition, please be advised that the granting of this permit does not release you from the responsibility of obtaining all other local, state, or federal permits.

If a question arises during your review of the permit document, please contact <Enter Contact Name> at <Enter Phone, Fax, and/or E-mail>.

Sincerely,

<Enter Name>
<Enter Title>

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