

<Enter Date>

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

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

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

The Wetlands Board considered the above-referenced violation during their monthly meeting on <Enter Hearing Date>. Based on our staff report and the evidence presented during the meeting, the Board determined that the unauthorized activities undertaken on your property are contrary to the policy, standards and guidelines contained within the <Choose City/County/Town>'s Wetlands Ordinance. The unauthorized activity(ies) include: <Enter Unauthorized Activity(ies)>

This letter serves as official notice that the Wetlands Board has ordered you to restore <Enter Square Footage and Type> with adherence to the following requirements and specifications:

- 1) <Enter Requirements>

Additional information on this matter may be obtained by contacting <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>, <Choose City/County/Town> Attorney