

<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 Application> #<Enter Application Number> <Enter (After-the Fact)>

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

This will acknowledge receipt of the <Enter Fee Amount> fee required for processing of the above-referenced application by the <Enter City/County/Town Name> Wetlands Board. The application will be considered by the Board during a public hearing scheduled for <Enter Day, Date, Time, Location & Address>.

The Board requests that you or your designated agent attend the hearing and be prepared to offer testimony in support of the application. If you intend to submit documentary evidence during the public hearing, e.g., photographs, site plans, relevant correspondence, please present this material to the Board's staff for inclusion in the record and distribution to Board members. Copies should be provided to the Board's staff if you wish to retain any original material.

As required by ordinance, our office will prepare a public notice containing a brief description of the project and scheduled hearing date and publish it in the <Enter Newspaper> once a week for two weeks. Please be advised that after notice has been given any significant changes made in the project may result in the application being deferred until the next monthly meeting.

If I may provide any additional information prior to the public hearing, please contact me at <Enter Phone, Fax and/or E-mail>.

Sincerely,

<Enter Name>
<Enter Title>