

<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>:

Enclosed is the <Enter City/County/Town Name> Wetlands Board permit for your project involving the <Enter Project Description> <Enter Project Address, Project Waterway>.

- (1) Please review these documents.
- (2) Sign two (2) copies before a Notary Public.
- (3) Return all copies to this office in the enclosed self-addressed envelope.

Upon receipt of the above signed documents bearing the proper signatures, the Board will execute your permit and return it to you. The permit is not valid until signed and notarized by the Permittee and the Chair of the Wetlands Board.

Please be advised that the issuance of a wetlands permit does not release you from the responsibility of obtaining all other local, state or federal permits.

If you require additional information, 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>