

<Enter Date>

<Enter Clerk of the Court Name>, Clerk
<Enter Street Address>
<Enter City, State Zip>

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

On behalf of the <Choose City/County/Town> of <Enter City/County/Town Name> Wetlands Board, and at the request of the Chair on the Wetlands Board, pursuant to <Enter City/County/town Wetlands Ordinance Code Citation>, please issue a subpoena to the below-named individual, requiring <Choose him/her> to appear and testify at the <Enter Month> Wetlands Board Public Hearing scheduled for <Enter Day, Date, Time, Location & Address>:

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

Re: Assessment of Civil Charge for Wetlands Violation at
<Enter Project Address & Waterway>

Please forward the subpoena to the appropriate Sheriff, requesting service in accordance with <Enter City/County/Town Code>. The Sheriff should be instructed to make his return to the <Enter City/County/Town Name> Wetlands Board, c/o <Enter Name>, <Choose City/County/Town> Attorney's Office, <Enter Address>, <Enter Phone, Fax and/or Email>.

Thank you for your assistance in this matter.

Sincerely,

<Enter Name>
<Choose City/County/Town> Attorney

cc: