

SAMPLE LETTER TO
CONTIGUOUS PROPERTY OWNERS AND
APPROPRIATE LOCAL OFFICIALS

Tracking No: _____
Division No: _____
Project: _____

Dear _____:

_____(Applicant) has submitted an application to the Wetlands and Waterways Protection Program of the Water and Science Administration (WSA) for a permit to _____(project description) . The project site is located _____(project location) . The proposed work consists of _____(complete description of project).

Since you are a contiguous property owner or an appropriate local official, you are being notified of the proposed project. Persons wishing to review the plans for this project may contact me at the address listed below. If you have any questions concerning the application, please call me at _____(area code and phone number).

Sincerely,

_____(Applicant)

_____(Address)
