

<Place on your Community Letterhead>

Notice of Non-Compliance

DATE

PROPERTY OWNER
ADDRESS LINE 1
ADDRESS LINE 2

Subject: Notice of Non-compliance with [Community] Floodplain Management Ordinance

Property Owner Name & Address:
Location of Property:
Parcel Number:

Dear [PROPERTY OWNER],

[COMMUNITY] has been notified by the Nebraska Department of Water, Energy, and Environment (DWEE) Floodplain Management Division that [DEVELOPMENT] is in violation of [COMMUNITY's] Floodplain Management Ordinance Number [#] Section(s) [#,#,#, etc].

<Provide a narrative describing the violation, including flood zone, dates of inspections, permit number or list that it was unpermitted, or other information related to confirmation of the violation.> This activity is in violation of [COMMUNITY] floodplain management ordinance and is in violation of the Nebraska Administrative Code, Title 455, Chapter 1, Rules and Regulations concerning Minimum Standards for Floodplain Management Programs, and <INSERT FEDERAL VIOLATION HERE IF APPLICABLE>. Specifically, this development is in violation of, <COPY RELEVANT LANGUAGE FROM COMMUNITY ORDINANCE>. <Explain how the development is a violation.>

This document serves as a notice of the violation. It is your responsibility to bring this violation into compliance with [COMMUNITY] regulations. If you fail to bring this violation into compliance, enforcement actions may be required. These actions may include, <Insert language describing remedial actions that will bring the development into compliance.> <COPY RELEVANT LANGUAGE FROM COMMUNITY ORDINANCE RELATED TO ENFORCEMENT / PENALTIES, INCLUDING THE RELEVANT SECTION NUMBERS.>

To prevent enforcement procedures from being activated, please contact me to discuss a reasonable path toward resolution of this violation. <This can also include scheduling an inspection, applying for a permit, or other similar action that can be identified in the letter.>

[PROPERTY OWNER] must contact my office within [XX] working days of this notice discuss the matter and develop a plan to achieve compliance. [PROPERTY OWNER] has [XX] days from the date of this notice to resolve the violation. After this timeframe [COMMUNITY] will evaluate the progress toward resolving the violation. If adequate steps are not taken to rectify this issue, [COMMUNITY] will proceed with activating enforcement procedures. If proper

documentation is provided to my office and the violation is resolved, this notice with [COMMUNITY] will be closed.

Please contact me with any questions at [PHONE #] or [EMAIL]. Your assistance on this matter is greatly appreciated.

Sincerely,

[COMMUNITY FPA NAME]

[TITLE]