

<Place on your Community Letterhead>

DATE

PROPERTY OWNER  
ADDRESS LINE 1  
ADDRESS LINE 2

Subject: Status Update on Non-compliance with [Community] Floodplain Management Ordinance

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

Dear [PROPERTY OWNER],

[COMMUNITY] notified you that [DEVELOPMENT] is in violation of Floodplain Management Ordinance Number [#] Section(s) [#,#,#, etc] on [DATE]. In the notification, you were provided several options to work toward the resolution of the violation and a timeframe of [XX] days to correct the issue. As the end of that timeframe nears, the [CITY/VILLAGE/COUNTY] wanted to officially follow-up to determine the progress toward resolution.

<Provide a narrative describing the violation.>

As a reminder, 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.>

To prevent enforcement procedures from being activated, please contact me within [XX] working days of this letter to discuss any progress you have made toward resolution of this violation. You have [XX] days from the date of this letter to resolve the violation. After this timeframe [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]