



Natural Resources Conservation Service

SAMPLE EASEMENT VIOLATION NOTIFICATION LETTER

CERTIFIED RETURN RECEIPT REQUEST

[Date]

[Landowner's Name]

[Street Address]

[City, State, ZIP Code]

Dear [Landowners]:

This letter is in reference to violation [number] of [number] total violations of Wetlands Reserve Program (WRP) Contract Number __[contract number]__.

A separate letter is being sent in reference to each violation.

During a recent visit to the WRP easement area on your property, NRCS became aware that you have not been in compliance with the terms and conditions of the WRP Warranty Easement Deed (hereafter referred to as "easement deed"). In particular, we have discovered that [description of violation, *such as that recipient is in the process of installing culverts at two locations on the easement area without written authorization from NRCS, as required by parts III and IV of the easement deed*]. We have enclosed a copy of the easement deed for your reference. This action constitutes a violation under the provisions of the easement deed.

You are hereby notified that you must **cease and desist** any further activities related to the [description of reason for cease-and-desist order, *such as installing unauthorized culverts*]. Unless authorized in writing as a compatible use, the easement deed prohibits the [list relevant deed prohibitions, *such as altering or tampering with water control structures or devices; diverting, causing, or permitting the diversion of surface water into, within, or out of the easement area by any means. The easement deed also prohibits building or placing of buildings or structures on the easement area.*].

You are hereby notified that you must correct this violation within 30 days of the date of this notice. This corrective action is independent of any action you may need to take to resolve any potential violation of Federal or State wetland regulations or requirements. Please contact [insert contact information] to notify NRCS when the required corrective action for WRP purposes has been implemented.

If you fail to take corrective action within the time specified, NRCS may [action NRCS may take, *such as removing structures that are not in compliance with the terms and conditions of the easement deed*]. Should such action be taken, NRCS has the right to assess you any such expenses, including any legal or attorney fees incurred.



Sincerely,

[Insert name of State Conservationist]
NRCS State Conservationist

Attachments: Warranty Easement Deed

cc: Director, Easement Programs Division, Washington, DC
Office of General Counsel Regional Attorney
Assistant State Conservationist for Programs
Assistant State Conservationist for Field Operations
District Conservationist

