

Rob Farrell

State Forester

COMMONWEALTH of VIRGINIA

**Department of Forestry**

900 Natural Resources Drive, Suite 800  Charlottesville, Virginia 22903

(434) 977-6555  Fax: (434) 296-2369  www.dof.virginia.gov

Notice of Informal Conference for Failure to Notify VDOF of Commercial Timber Harvest

\*\*Date\*\*

\*\*Name of Landowner/Timber Owner/Operator\*\*

\*\*Address\*\*

\*\*City, State Zip\*\*

REFERENCE: Silvicultural Water Quality Law Enforcement – Failure to Notify

 Harvest ID No.: \*\*Harvest ID Number\*\*

 Case No.: \*\*Case Number\*\*

 Tract No.: \*\*Tract Number\*\*

Dear \*\*Name\*\*:

On \*\*Date\*\* a timber harvesting operation was inspected on a tract belonging to \*\*Landowner Name\*\* located \*\*Location\*\*. The purpose of the inspection was to determine if the tract of cutover timberland is in compliance with the Silvicultural Water Quality Law in regards to Notification of the Commercial Harvesting of Timber.

Our Forest Warden, \*\*Name\*\*, believes the operator(s) did not notify the State Forester of the Commercial Harvesting of Timber as required by the Code of Virginia §10.1-1181.2(H). A copy of the Failure to Notify Form is attached for your reference.

You have the right, in accordance with the Code of Virginia §10.1-1181.2(F), to have a Formal Hearing under the Code of Virginia §2.2-4020 and 2.2-4021 to determine if you failed to Notify the State Forester of the Commercial Harvesting of Timber. You may, however, waive the Formal Hearing and have the matter decided by Informal Conference under the Code of Virginia §2.2-4019 and 2.2-4021.

You also have the opportunity to prepay this civil fine since it is your first offense. The first offense carries a $250 civil fine. To prepay, a check should be made payable to “STATE FORESTER” and mailed to Virginia **Department of Forestry,** \*\*Regional Office Address\*\*. If the civil fine is not prepaid by the scheduled Informal Conference date listed below or you choose to plead your case, the Informal Conference will be held.

The Conference will convene at \*\*Time\*\* on \*\*Date\*\* at \*\*Location\*\* in \*\*City\*\*, Virginia. If you choose to have a Formal Hearing, contact the Department of Forestry before \*\*Date\*\* at \*\*Regional Office Telephone\*\*. Should you need any clarification or if a scheduling conflict exists, you may contact the Department of Forestry at \*\*Area Office Telephone\*\*. The Informal Conference conversation will be recorded to verify the action taken.

Sincerely,

\*\*Name\*\*

\*\*Water Quality Engineer or Specialist\*\*

Enclosure

cc: \*\*Name\*\*, Forest Warden