Locality Name
Address
Phone Number and Fax

RESOURCE PROTECTION AREA BUFFER VIOLATION

OFFICIAL USE ONLY

Violation #: _____ **Fee Collected:** YES NO NA **Amount**: _____

Conditions/Comments: _____
_____

I. GENERAL INFORMATION ON VIOLATION

Date Violation Became Known: _____ *Date of Initial Contact w/ Responsible Party*: _____

Address of Violation:
_____
_____
_____

Name and Address of Responsible Party:
_____
_____
_____

II. NATURE OF VIOLATION (Check all that apply):

Unauthorized Land disturbing in the RPA

- ☐ Removal of vegetation (cutting, clearing, etc.)
- ☐ Land disturbance (grubbing stumps, grading, etc.)
- ☐ Other _____

Unauthorized Construction in the RPA

- ☐ Principal Structure and/or Addition
- ☐ Accessory Structure (shed, pool, etc.)
- ☐ Driveway
- ☐ Other _____

If applicable, specify number cut or removed and species type in the appropriate size category:

Trees Removed or Cut:

DBH	< 2	2” – 6”	6” or greater
Number			
Species			

Shrubs Removed:

	Small Shrubs	Large Shrubs
Number		
Species		

Small shrub: woody plant less than 10 ft in height; large shrub woody plant greater than 10 ft in height

GroundcoverDisturbed:
Type of groundcover disturbed: _____ Area Disturbed: _____ sq ft.

III. REVIEWER CHECKLIST FOR MITIGATION

A. Mitigation Plan for Unauthorized Land Disturbance and/or Removal of Vegetation in RPA

If applicable, has a sketch been submitted which shows location of proposed plantings?	YES	NO
Are proposed plants native and noninvasive?	YES	NO
Are proposed replacement rates consistent with local Bay Act ordinance?	YES	NO
Does the proposed revegetation plan include anticipated planting dates?	YES	NO

If NO is circled for any of the above questions, provide an explanation of proposed plan of action:
_____

B. Mitigation Plan for Unauthorized Construction in the RPA

If applicable, has the concrete or other impervious material been taken up?	YES	NO
If applicable, has the unauthorized accessory structure been removed?	YES	NO
If applicable, has an after-the-fact Exception been applied for?	YES	NO

Date applicant filed for the Exception: _____

Other Comments: _____
_____

IV. VIOLATION FOLLOW UP - INSPECTION OF VEGETATION

Dates of Inspection(s): _____ _____ _____

Does vegetation appear to be healthy and thriving?	YES	NO
Any additional plantings required as a result of previous plants dying?	YES	NO
Has violation been adequately addressed and file can be closed?	YES	NO

Additional comments (if any): _____
_____
_____

Locality Name
Address
Phone Number and Fax

MITIGATION PLAN

VIOLATION # _____

PROPERTY OWNER AND/OR APPLICANT INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Cell/Fax/Other: _____

(Locality Name) Bay Act Ordinance/Overlay District Replacement Ratio: (ratio and caliper)_____

Planting Dates: Trees: _____; Shrubs/Groundcover: _____

Proposed Tree Replacement:

DBH	**Whips**	**< 1”**	**1” to 2 ½”**
Number			
Species			

Note: Riparian Buffer Modification and Mitigation Manual Recommends an increased replacement rate for each 4” DBH. For example, the cutting down of a 12” DBH tree would have a replacement ratio of 3 trees.

Proposed Shrubs Replacement (type and number): _____
_____

Groundcover replaced (area and type): _____
_____

Other including any acceptable alternative plantings: _____
_____

Additional Information
If applicable, date structure or impervious cover must be removed from RPA buffer: _____

If applicable, filing deadline for after-the-fact exception for unauthorized encroachment: _____

Property Owner Statement
I hereby certify that I owe the above described property, that I have the authority to sign for the mitigation plan, that I understand the terms and conditions of the mitigation plan, and will adhere to the planting and other components of the mitigation plan.

_____ _____
Property Owner’s Signature Date

_____ _____
Approved By/Title Date