

Date

**CERTIFIED and FIRST CLASS MAIL**

[Certified Mail #]

First Name Last Name

Street address or PO Box

City, ST ZIP- [+4 - Find extension at [www.usps.com/zip4/](http://www.usps.com/zip4/)]

RE: Notification of Intent to Obtain Custody of the Vessel *Vessel Name*, with Washington Registration #, or USCG #, or unknown registration, at/near location (Optional: Entity assigned file number)

Dear Mr./Ms. Last Name:

Authorized Public Entity (Entity) declared the vessel *Vessel Name* or enter description of vessel with Washington Registration #, or USCG #, or unknown registration as derelict or abandoned. (Optional: The vessel was/is [situation/location of vessel]) We have identified you as the owner of the vessel. If you think you are not the owner, please contact me immediately.

Entity intends to take custody of the vessel on **Date** (**Custody Date**). After taking custody, Entity may use or dispose of it without further notice. As the owner of the vessel, you are responsible for all related costs.

**In order to keep the vessel, before the Custody Date, you must:**

- Get authorization to moor or anchor the vessel in its current location, **or**
- Move it to an anchorage area, moorage facility, or storage location that authorizes the vessel, **or**
- Remove the vessel from the water.

If you want to reclaim the vessel after Entity has custody, or want to challenge Entity's decision to take custody, you must file a written appeal with the Pollution Control Hearings Board (PCHB) and serve a copy on Entity. Addresses are in the boxes below:

<p><b>Pollution Control Hearings Board</b> (send one original and one copy)</p> <p><b>Physical address:</b> 1111 Israel Road, Ste 301 Tumwater, WA 98501</p> <p><b>Mailing address:</b> PO Box 40903 Olympia, WA 98504-0903</p> <p><b>Phone:</b> 360-664-9160</p>	<p><b>Entity Name</b></p> <p>Entity Street Address</p> <p>PO Box</p> <p>City, State ZIP+4</p>
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FirstName LastName

Date

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The appeal must include the following information:

- A copy of this notice.
- Your name and address (mailing and legal, if different) and, if applicable, the name and address of your representative.
- A daytime phone number.
- A brief statement why you are appealing.
- A statement of what you want the Pollution Control Hearings Board to do.
- Your signature or that of your representative. This signature certifies that the content of the appeal is true.

For more information regarding the Pollution Control Hearings Board Appeal Process, see: [http://www.eluho.wa.gov/Global/Reader?title=PCHB%20Appeal%20Process&path=Procedure Appeal\\_PCHB](http://www.eluho.wa.gov/Global/Reader?title=PCHB%20Appeal%20Process&path=ProcedureAppeal_PCHB) or call the PCHB at the number above with appeal questions.

You may submit the appeal immediately, but the PCHB must receive it no later than **Date (Appeal Date)**. **You waive the right to a hearing if the PCHB does not receive an appeal on or before the Appeal Date. You are then liable for any costs incurred by Entity in responding to the vessel.**

These costs may include all administrative costs incurred by **Entity**, removal and disposal costs, and costs associated with environmental damages directly or indirectly caused by the vessel. If there is a lawsuit, the successful party may receive reasonable attorneys' fees and costs.

**Entity** also may pursue any other remedies available under law. For example, **Entity** may take temporary possession of the vessel under the circumstances described in the Revised Code of Washington (RCW) 79.100.040(3).

**Entity** is taking this action under the authority of Chapter 79.100 RCW. You can find a copy of this law online at <http://apps.leg.wa.gov/RCW/default.aspx?cite=79.100> .

For more information regarding this action, contact me at **phone number** or **e-mail address**.

Sincerely,

**Entity signature block**