

[Date]

[Property Owner Name]

[Property Address]

[City, State, Zip Code]

Subject: Important Wildfire Season Preparedness - Defensible Space Requirements

Dear Resident/Property Owner,

As we approach the wildfire season, the safety of our community is our highest priority. To protect your home and minimize the risk of fire spread, we are requiring all property owners to maintain "Defensible Space" around their structures.

Defensible space is the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surrounds it. Please ensure the following actions are completed by [Deadline Date]:

- **Zone 1 (0-5 feet from home):** Remove all dead plants, grass, and weeds. Clear pine needles and leaves from roofs and rain gutters.
- **Zone 2 (5-30 feet from home):** Mow grass to a maximum height of 4 inches. Remove "ladder fuels" by trimming low-hanging tree branches at least 6 feet from the ground.
- **Zone 3 (30-100 feet from home):** Space out trees and shrubs so that crowns do not touch. Remove dead wood and accumulated surface litter.

Properly maintained defensible space significantly increases the chances of your home surviving a wildfire and provides a safer area for firefighters to operate.

Inspections will begin on [Inspection Start Date]. Failure to comply with local fire safety ordinances may result in fines or abatement costs.

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name/Department Name]

[Organization/Local Fire Authority]

[Contact Phone Number]

[Website Address]