

**(Notice of Intent for Solar Energy Project – full PBR projects)**

**COMPANY LETTERHEAD**

[Date]

Ms. Mary E. Major  
Department of Environmental Quality  
P. O. Box 1105  
629 East Main Street  
Richmond, VA 23218  
[mary.major@deq.virginia.gov](mailto:mary.major@deq.virginia.gov)

Dear Ms. Major:

On behalf of **[company/applicant]**, I am providing notice to the Department of Environmental Quality of our intention to submit the necessary documentation for a permit by rule for a small renewable energy project (solar) in **[city/county]**, Virginia, pursuant to Virginia Regulation 9VAC15-60.

**[Applicant should provide a brief description of the proposed project and its location, including the approximate dimensions of the site, approximate number of solar panels, and other key characteristics. Include approximate rated capacity, if known. Projects in this category should have rated capacity >5MW to ≤ 100MW.]**

If the Department has questions regarding this project, please contact **[name]** at **[email address and telephone]**.

Sincerely yours,

**[name]**  
**[title]**

**[Note: Brackets indicate where applicant should provide project-specific information.]**