

DEQ Letterhead

NOPC or Transfer

[Date]

[Permittee Contact's Name]
[Permittee Company Name]
[Permittee Address]
[City, State Zip]

**BY E-MAIL: [email address]
RECEIPT CONFIRMATION REQUESTED**

Re: Virginia Water Protection (VWP) General Permit Tracking Number WP[X-XX-XXXX]
[Project Name], [County], Virginia
[Notice of Planned Change][Approved Transfer of Permit Coverage Letter]

Dear [Permittee Contact's Name]:

The Virginia Department of Environmental Quality (DEQ) received your [Notice of Planned Change OR Transfer of VWP General Permit Coverage Agreement Form] [DATED] for VWP General Permit Tracking Number WP[X-XX-XXXX] on [DATE]. The coverage was issued on [DATE][and revised on [DATE].]

[USE ONLY APPLICABLE SECTIONS]

Transfer of Coverage

DEQ received your Transfer Agreement Form [DATED]. DEQ approves the transfer of VWP General Permit Tracking Number WP[X-XX-XXXX] from [Former Permittee] to [New Permittee], as per conditioned in Part III H. The approved transfer is noted below:

Former Permittee Name: _____

Former Permittee Signature: _____

Former Permittee Address: _____

New Permittee Name: _____

New Permittee Signature: _____

New Permittee Address: _____

Notice of Planned Change

In the request letter [DATED], [you OR name of consultant] requested [indicate reason for planned change per current applicable regulation]. [If applicable: As proposed in your letter, compensation for the additional impacts will be provided through [list proposed compensation]].

[Permittee Contact's Name]

VWP General Permit No. WP[X-XX-XXXX]

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In accordance with your request and pursuant to the VWP General Permit Regulation 9VAC25-[(WP1 660) (WP2 670) (WP3 680) (WP4 690)]-80, DEQ approves the [example: additional impacts].

Coverage under SPGP

IF XX-SPGP-01 authorization exists also: The activities authorized by VWP General Permit 9VAC25-[(WP1 660) (WP2 670) (WP3 680) (WP4 690)] and the associated VWP general permit coverage were also authorized under the U.S. Army Corps of Engineers, Norfolk District State Program General Permit (XX-SPGP-01) and the special conditions, if any, attached to XX-SPGP-01. XX-SPGP-01 expired on [SPGP EXPIRATION DATE], and any applicable authorizations cannot be extended. If you have a current verification of authorization under XX-SPGP-01 [SPGP EFFECTIVE DATE], the requested changes must comply with Part VI of the XX-SPGP-01. [Therefore, DEQ must re-coordinate resource impacts prior to providing re-verification under XX-SPGP-01 for the requested changes.][DEQ has determined that the requested changes do not require re-verification under XX-SPGP-01.][Because you indicated on [DATE] that your project meets the terms and conditions contained in XX-SPGP-01, DEQ is providing a copy of the XX-SPGP-01 for your convenience.]

***IF NO SPGP & NOPC is approved:* You should be aware that no work in newly approved jurisdictional areas can begin until you receive a XX-SPGP-01 determination or verification of eligibility under another type of USACE permit.**

The attached VWP general permit coverage has been modified to reflect the above changes. If you have any questions, please contact [permit writer] at by phone at XXX-XXX-XXXX, email at XXX@deq.virginia.gov, or at the above address.

Respectfully,

[Name]

Regional VWPP Program Manager

Enclosures: [Coverage Letter, or Revised General Permit Authorization Cover Page for pre-2016 coverage], VWP General Permit or VWP General Permit Conditions, Attachment 1 - VWP Permit Construction Status Update Form, Attachment 2 – Monthly VWP Permit Inspection Checklist[,] [XX-SPGP-01,] [XX-SPGP-01 Verification Letter,] [Transfer Agreement Form]

Cc (by e-mail):

[Former Permittee], [Company]

[Agent Name], [Company]

[Contact Name], U.S. Army Corps of Engineers

[Contact Name], Virginia Marine Resources Commission [if applicable]

[Month DD, YYYY]

Minor Modification Bifurcation Summary Sheet

Virginia Water Protection Individual Permit Nos. [Number-original] [Number-new]

[Project Name and County-original], [Project Name and County-new]

The proposed changes qualify for a minor modification of the VWP permit in accordance with VWP Permit Program Regulation 9 VAC 25-210-180.

Processing Dates:

Transfer Agreement Form/Modification Request Received: [Month DD, YYYY]
Request Reviewed: [Month DD, YYYY]
Additional Information Requested: [Month DD, YYYY]
Additional Information Received: [Month DD, YYYY]
Modification/Transfer Approved *[if necessary, insert after management review]*: [Month DD, YYYY]
[Insert Additional Processing Dates as Needed]: [Month DD, YYYY]

Minor Modification Description:

The minor modification is warranted due to *[insert description of the bifurcation]*.

EX/ The minor modification is warranted due to the Permittee's need to bifurcate the VWP permit between two entities. The project permitted under VWP Permit No. [##-####] was originally issued to one permittee, [Permittee Name]. The [Permittee] has purchased a portion of the project area located southwest of Gramercy Park Drive, and it is the desire of both entities that the permit be bifurcated so that each entity is solely responsible for the work conducted on the parcels they own. Each entity accepts the responsibility of the permit for their respective parcels. No additional impacts to surface waters are proposed and all compensation requirements have been completed; therefore, this request is being processed as a transfer of owner for a portion of the property/permit.

Avoidance and Minimization Efforts:

[Insert additional A&M efforts if applicable]

Project Impacts:

Impacts associated with Permit [##-####]:

EX/ Permanent impact of 1.19 acres of surface waters consisting of 0.20 acre of PFO, 0.01 acre of PSS, 0.76 acre of PEM and 0.22 acre (555 linear feet) of stream channel. Impacts map entitled "Exhibit 8: Overall Wetland and Waters of the U.S. Impact Map", dated March 2016, and received April 13, 2016.

Impacts associated with Permit [##-####]:

EX/ Permanent impact of 0.19 acres of surface waters consisting of 0.05 acre of PEM and 0.14 acre (1,188 linear feet) of stream channel. Impacts map entitled "Exhibit 8: Overall Wetland and Waters of the U.S. Impact Map", dated March 2016, and received April 13, 2016.

Project Compensation:

EX/ Compensation for all of the impacts authorized under VWP Permit Nos. [##-####] and [##-####], as outlined above, was completed/satisfied in accordance with VWP Permit [##-####] prior to this modification; therefore, in the [##-####] permit, notations were added to Part I D 15 and 16 indicating compensation has been fulfilled, and Permit

No. [##-####] includes a condition annotating that compensation for the authorized impacts has been provided by [##-####]. The compensatory mitigation is outlined below.

- Wetlands: The purchase of 1.23 wetland credit from the Cedar Run Wetlands Bank.
- Stream Channel: In-lieu fee contribution of \$156,870.00 to The Virginia Wetlands Restoration Trust Fund.

Revisions to Part I - Special Conditions:

Staff revised the following conditions of the permit:

EX/

- Part I A 1 and 2 – revised to reflect changes in authorized impact numbers and information upon which the permit is based upon.
- Part I D 15 and 16 – revised to reflect that compensation was provided.

Transfer of VWP Individual Permit Agreement Form

RE: Transfer of VWP Permit Number: _____

Name of Permitted Facility: _____

City/County: _____

TO: Virginia Department of Environmental Quality

[Staff Name], [Regional Office]

[Address]

I (We), the undersigned, hereby agree to transfer the above referenced VWP Individual Permit Number [XX-XXXX]. The transfer includes any compensation completed to meet the requirements of the referenced permit number, unless explicitly stated otherwise. A modification of the permit is requested to acknowledge this transaction.

Date of Transfer: _____. All completed Compensation to Transfer: Yes No.

Compensation is not completed as of the date of transfer and will be the obligation of the New Permittee.

CURRENT PERMITTEE: I (we) hereby agree to the transfer of the above-referenced VWP Individual Permit Number [XX-XXXX].

Current permittee name as listed on the VWP Permit Cover Page:

Signed*: _____

Date: _____

Printed Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

NEW PERMITTEE: I (we) hereby agree to the transfer of the above-referenced VWP Permit Number [XX-XXXX], and agree to accept all responsibility, authorization, and liability.

Transferred to: _____

Signed*: _____

Date: _____

Printed Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

**This form must be signed by properly authorized individuals as specified in the applicable VWP Permit Regulation(s).*

Transfer of VWP General Permit Coverage Agreement Form

RE: Transfer of VWP General Permit Tracking Number: _____
Name of Permitted Facility: _____
City/County: _____

TO: Virginia Department of Environmental Quality
[Staff Name], [Regional Office]
[Address]

I (We), the undersigned, hereby agree to transfer the above-referenced VWP General Permit Tracking Number WP[X]-[XX-XXXX]. The transfer includes any compensation completed to meet the requirements of the referenced permit number, unless explicitly stated otherwise. *[If applicable: A modification of the general permit coverage is requested to acknowledge this transaction.]*

Date of Transfer: _____. All completed Compensation to Transfer: Yes No.

Compensation is not completed as of the date of transfer and will be the obligation of the New Permittee.

CURRENT PERMITTEE: I (we) hereby agree to the transfer of the above-referenced VWP General Permit Tracking Number WP[X]-[XX-XXXX].

Current permittee name as listed on the VWP General Permit Coverage Letter:

Signed*: _____ Date: _____

Printed Name: _____ Title: _____

Address: _____ Telephone: _____

_____ Email: _____

NEW PERMITTEE: I (we) hereby agree to the transfer of the above-referenced VWP General Permit Tracking Number WP[X]-[XX-XXXX], and agree to accept all responsibility, coverage, and liability, including liability for compliance with the requirements of enforcement activities related to the authorized activity.

Transferred to:

Signed*: _____ Date: _____

Printed Name: _____ Title: _____

Address: _____ Telephone: _____

_____ Email: _____

**This form must be signed by properly authorized individuals as specified in the applicable VWP Permit Regulation(s).*