



**Attachment 1: VWP PERMIT CONSTRUCTION STATUS UPDATE FORM**

Attached to [VWP GENERAL PERMIT TRACKING NUMBER WPX-XX-XXXX]  
 [DATE]  
 [PERMIT ACTION]

Date (check one):

June \_\_\_\_, \_\_\_\_\_

December \_\_\_\_, \_\_\_\_\_

VWP General Permit Tracking Number: \_\_\_\_\_

Project Name and Location: \_\_\_\_\_

Status within each authorized surface water impact location, as identified on **MAP NAME**, dated **MM-DD-YYYY**, with latest revision date of **MM-DD-YYYY**, and received **MM-DD-YYYY**: (check one of the following status options for each impact number/location. Attach additional sheet(s) if needed.)

Authorized impact number	Construction activities not started	Construction activities started	Construction activities started but currently not active	Does this impact involve culvert(s) <sup>1</sup> ?	Construction activities complete <sup>2</sup>

<sup>1</sup> Provide spot elevations of the stream bottom within the thalweg at the beginning and end of the pipe or culvert, extending to a minimum of 10 feet beyond the limits of the impact, with completion of all culvert installations.

<sup>2</sup> If all construction activities and compensatory mitigation requirements are complete, the permittee completes and signs the Termination Agreement section below within 30 days of last authorized activity and/or compensation completion. A completed and signed Agreement serves as Notice of Project Completion (9VAC25-210-130 F).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violation.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

TERMINATION AGREEMENT BY CONSENT – PROJECT COMPLETION

Permittee Name: \_\_\_\_\_

Permittee Mailing Address: \_\_\_\_\_

Permittee Phone: \_\_\_\_\_

I hereby consent to the termination of coverage for VWP General Permit Tracking Number **WPX-XX-XXXX**.

"I certify under penalty of law that all activities and any required compensatory mitigation authorized by the VWP general permit and general permit coverage have been completed. I understand that by submitting this notice of termination I am no longer authorized to perform activities in surface waters in accordance with the VWP general permit and general permit coverage, and that performing activities in surface waters is unlawful where the activity is not authorized by the VWP permit or coverage, unless otherwise excluded from obtaining coverage. I also understand that the submittal of this notice does not release me from liability for any violations of the VWP general permit or coverage."

Permittee Signature: \_\_\_\_\_



**Attachment 2: MONTHLY VWP PERMIT INSPECTION CHECKLIST**

**An inspection of all permitted impact areas, avoided waters and wetlands, and permanently preserved waters, wetlands and upland areas must be conducted at least once every month during active construction activities. Maintain this record on-site and available for inspection by DEQ staff.**

<b>Project Name</b>	<b>VWP Permit #</b>	<b>Inspection Date</b> 5/15/2019
<b>Inspector Name &amp; Affiliation</b>	<b>Phone # &amp; Email Address</b>	

I certify that the information contained in this report is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

PERMIT REQUIREMENT	In Compliance?			Location, Description, Notes & Corrective Action Taken (use additional note space below if needed)	Date Completed
	Yes	No	Not Applicable		
Surface water impacts are limited to the size and locations specified by the permit. No sedimentation impacts and no impacts to upland preservation areas have occurred <sup>1</sup> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Within 50 feet of authorized activities, all remaining surface waters and mitigation (preservation) areas that are inside the project area are clearly flagged or marked to prevent unpermitted impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Authorized temporary impact areas have been restored to original contours, stabilized, and planted or seeded with original wetland vegetation type within 30 days of completing work in each area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
E&S controls consistent with the Virginia ESC Handbook are present and maintained in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exposed slopes/stream banks have been stabilized immediately upon completion of work in each impact area, in accordance with the Virginia ESC Handbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heavy equipment is placed on mats/ geotextile fabric when working in temporary wetland impact areas. Equipment and materials removed immediately upon completion of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Construction activities are not substantially disrupting the movement of aquatic life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
New instream pipes and culverts on <5% slope have been installed to maintain low flow conditions and are countersunk at both ends as follows: ≤ 24" diameter: countersunk 3" > 24" diameter: countersunk 6" or more. Any variations were approved in advance by DEQ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Time-of-year restrictions are being adhered to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

<sup>1</sup> If unauthorized impacts have occurred, you **must** email or fax a copy of this report to DEQ within 24 hours of discovery. Email: [Regional Office]@deq.virginia.gov Fax: [XXX-XXX-XXXX].

PERMIT REQUIREMENT	In Compliance?			Location, Description, Notes & Corrective Action Taken (use additional note space below if needed)	Date Completed
	Yes	No	Not Applicable		
For stream channelization or relocation, work in surface waters is being performed in the dry, with all flows diverted until the new channel is stabilized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Water quality monitoring is being conducted during permanent stream relocations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Streams and wetlands are free from any sheen or discoloration that may indicate a spill of oil, lubricants, concrete or other pollutants. <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Inspection Notes**

<sup>2</sup> Any fish kills or spills of fuels or oils shall be reported to DEQ immediately upon discovery at [REGION PREP PHONE]. If DEQ cannot be reached, the spill or fish kill shall be reported to the Virginia Department of Emergency Management (VDEM) at 1-800-468-8892 or the National Response Center (NRC) at 1-800-424-8802. Any spill of oil as defined in § 62.1-44.34:14 of the Code of Virginia that is less than 25 gallons and that reaches, or that is expected to reach, land only is not reportable, if recorded per § 62.1-44.34:19.2 of the Code of Virginia and if properly cleaned up.



## DEQ-VWP General Permits Threatened & Endangered Species Consultation

**To:**  DGIF, Environmental Review Coordinator  
 U.S. Fish & Wildlife Service, T/E Review  
Coordinator  
 U.S. Army Corps of Engineers Rep.

**From:** [Permit Writer Name, Phone, Email]

**Site Name/Address:**

[Proposed: The Royal Hare at Rabbit Hill Golf Course  
7575 Jack Rabbitt Road  
Anywhere, VA 23556]

**Applicant's Name/Address/Phone Number:**

[Really Fun Construction, Inc.  
1234 Tulips Lane  
Somewhere, Virginia 22212  
Ph. (123) 456-7891  
Mr. Joe Dirt  
Joe.Dirt@reallyfun.com]

**General Project Location and Description:**

[347 acre site; located southwest of the intersection of U.S. Route 43 and State Route 658. Southern boundary bordered by Good Fishing Creek; western boundary bordered by Rabbit Hill subdivision and wooded land. Purpose of the project is to develop an 18-hole golf course with adjacent 400 home residential community surrounding golf course. Attendat infrastructure will include a master stormwater management plan, interior road network, interior utilities, irrigation pond for golf course, and club house.]

**Project/Permit Manager's Comments:**

[Small whorled pogonia and swamp pink surveys were conducted four years ago as part of a comprehensive master plan study. Surveyed species were not observed at that time.]

**Habitat Types Being Impacted:**

Fill this section out as completely as possible to expedite DNH review.

[Several beaver pond complexes exist in wetlands proposed for impacts. One road crossing, with 0.15 acre of forested impacts and 0.60 acres of emergent impacts is proposed. Vegetation in the area of impact is typically green ash, ironwood, eastern sycamore, high-bush blueberry, netted chain fern, poison ivy and Japanese honeysuckle; dense emergent wetlands are located in the center of the beaver pond. Adjacent upland vegetation includes tulip poplar, white oak, persimmon, mountain laurel, partridge berry and ebony spleenwort.]

**Species Search Results (or attach radius map):**

[Info from DGIF database and DNH maps identified no T&E animals, but 2 endangered plants (small whorled pogonia and swamp pink. OR [See attached radius map]

**Date Sent:**

**Date Needed:** [15 days from "Date Sent"]

**DEQ Project Number:** WP\_ -\_-\_\_\_\_\_

**Locality:** [New Kent County]

**ATTACHED USGS Quadrangle:** [Roxbury]

**Latitude/Longitude:** [DD/MM/SS, DD/MM/SS]

**Waterway:** [Goose Creek, UT]

**Authorized Agent's Name/Address/Phone Number:**

[What A Day Consulting, LLC.  
567 Day Brak Lane  
Sunshine, Virginia 22354  
Ph.  
Ms. Ann Fun  
Afun@Wataday.com]

**General Habitat Types Present On-Site:**

[Majority of site is second growth mixed deciduous hardwoods with scattered pines. A 50-acre portion of the NE property corner is a fallow agricultural field. Several small, intermittent drainageways, separating broad, flat ridgetops, merge to form a large perennial stream that bisects the site. Intermittent drainageways contain side slope discharge wetlands and a beaver pond complex occurs on the perennial stream.]

**Proposed Compensation:**

[1.0 acres of wetland creation/preservation is proposed on-site along an intermittent drainageway. Mitigation will include 0.60 acre of emergent wetland (1:1) and 0.30 acre of forested wetland (2:1). Additionally, 0.10 acre of upland buffer will be preserved around the mitigation area.]

DEQ Regional Letterhead

[Date]

[Permittee Contact's Name]

[Permittee Company Name]

[Permittee Address]

[City, State, Zip]

**SENT VIA E-MAIL: [enter email address]  
RECEIPT CONFIRMATION REQUESTED**

Re: Virginia Water Protection (VWP) General Permit Tracking Number WP[#-##-####]

**Permittee:**

**Address:**

**Project Name:**

**Project Location:**

**Project Description:** The project consists of XXXXX.

Dear X,

The Virginia Department of Environmental Quality (DEQ) has reviewed your application dated [DATE], received on [DATE], and additional information materials received through [DATE]. Based on DEQ's review, the proposed "[PROJECT NAME]" project qualifies for coverage under the VWP General Permit Number WP[#] in accordance with 9 VAC 25-(660) (670) (680) (690)-10 et seq.

The permittee shall comply with all conditions, limitations, and other requirements of the VWP general permit; any requirements included in this coverage; the Clean Water Act, as amended; and the State Water Control Law and regulations adopted pursuant to it. Nothing in this VWP general permit or coverage shall be construed to relieve the permittee of the duty to comply with all applicable federal and state statutes, regulations, and toxic standards and prohibitions.

The VWP General Permit [WP1, WP2, WP3, WP4] expires on August 1, 2026. [IF REPORTING-ONLY, INSERT: VWP General Permit Special Conditions Part I, Part II (Sections B; E 1-4; and E 7-11), and Part III are applicable to this project. VWP General Permit Special Conditions Part II, Sections A; C; D; E 5; and E 6, are not applicable to this project since compensation is not required for impacts of less than or equal to 0.10 acre of wetlands or open water, or for stream channel impacts less than or equal to 300 linear feet.] If the covered activity/activities has/have not been completed and the permittee wishes to complete the work, the permittee must reapply for coverage under a VWP general permit in effect at that time or a VWP individual permit. Activities in surface waters requiring a permit shall not continue until such VWP general permit coverage is granted or until such VWP individual permit is issued by the board. If you have any questions, please contact [PERMIT WRITER] by phone at [PHONE] or by email at [EMAIL].

[Type here]

1. This coverage authorizes the [permanent impact of [AMOUNT] acre of [TYPE] wetlands and [AMOUNT] linear feet (LF) of stream bed; the permanent conversion of [AMOUNT] acre of [TYPE] wetlands to [TYPE] wetlands; and the temporary impact of [AMOUNT] acre of wetland and [AMOUNT] LF of stream bed.

*[Use below paragraph or select from the examples provided at the end of the template.]*

2. Authorized surface water impacts shall be as depicted on the impacts map entitled [FINAL IMACTS MAP NAME] dated [DATE] with latest revision date of [DATE], and received [DATE].

3. The permittee shall compensate for the authorized surface water impacts as follows:

*[Use below paragraph(s) or select from the examples provided at the end of the template.]*

- a. As compensation for permanent wetland impacts, the permittee shall purchase \_\_\_\_\_ wetland mitigation credits. As compensation for permanent stream impacts, the permittee shall purchase \_\_\_\_\_ USM stream mitigation credits. All compensatory mitigation credits shall be purchased from a DEQ approved mitigation bank, an approved in-lieu fee (ILF) program, or a combination thereof as specified below. The bank or program must be authorized and approved by DEQ to sell credits in the area in which the impacts will occur and have credits available (as released by DEQ). Any credit sale shall be in accordance with the approved Mitigation Banking Instrument or ILF Program Instrument. Purchase of required mitigation credits shall occur first through the purchase of available released credits followed by the purchase of advance credits. Multiple banks may be used to fulfill compensation requirements.
- b. To fulfill mitigation requirements of this permit, the permittee shall first purchase available mitigation bank released credits. The permittee shall then fulfill its remaining credit obligation through the purchase of released mitigation credits from an ILF program. The permittee shall then fulfill its remaining credit obligation through the purchase of advance mitigation credits from an ILF program.
- c. If the permittee proposes to purchase credits from an ILF program, no more than 45 days prior to initiating work within impact areas authorized by the permit, the permittee shall determine the availability of any mitigation bank released credits with a service area that covers the project and submit its proposed mitigation credit sources to DEQ for approval. Within 15 calendar days of receipt, DEQ shall review and provide any objections to the proposal, or the proposal shall be deemed approved.
- d. Documentation of the purchase of \_\_\_\_\_ wetland and \_\_\_\_\_ USM stream mitigation credits shall be submitted to and received by DEQ prior to initiating work in the impact areas authorized by this permit.

**[FOR ALL WPI COVERAGES THE FOLLOWING MUST BE ADDED TO THE COMPENSATION COVERAGE CONDITION:**

- e. The permittee shall not initiate work in permitted impact areas until documentation of the mitigation bank credit purchase or of the in-lieu fee program credit purchase has been submitted to and received by the Department of Environmental Quality.

[Type here]

4. *[As applicable: When countersinking culverts in streams, the permittee shall comply with all other conditions of this permit, including Part I B 2, and shall install the structure and any riprap or ancillary features in a manner to ensure reestablishment of the stream channel within 15 days post construction. When installing culverts in any surface water, the permittee shall install the culvert and ancillary features in a manner that will maintain the pre-construction hydrologic regime. Surface water depth within the impact area shall be consistent with depths upstream and downstream of the impact area.]*
5. *[If applicable insert condition to protect threatened or endangered species. Example conditions to protect T&E are provided at the end of this template.]*

Respectfully,

[Name]

Regional VWP Permit Program Manager

Enclosures: VWP General Permit, Attachment 1 - *VWP Permit Construction Status Update Form*, Attachment 2 - *Monthly VWP Permit Inspection Checklist*, [YY-SPGP-01 Verification Letter, YY-SPGP-01]

cc: [Agent], [Company] – VIA EMAIL  
[Contact Name], U.S. Army Corps of Engineers, [XXXX] Field Office – VIA EMAIL  
[Contact Name], Virginia Marine Resources Commission – VIA EMAIL

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## Examples of coverage conditions summarizing authorized impacts

*Ex of a project with multi impact type using a table*

DEQ authorizes surface water impacts as identified in Table 1 below. Authorized surface water impacts shall be as depicted on the impacts map entitled [FINAL IMACTS MAP NAME] dated [DATE] with latest revision date of [DATE], and received [DATE].

Table 1.

Impact Type	Surface Water Type	DEQ-Authorized Impact	
		Acres	Linear Feet
Permanent	Palustrine Forested Wetland (PFO)	0.30	N/A
	Palustrine Scrub-Shrub Wetland	0.17	N/A
	Palustrine Emergent Wetland (PEM)	0.32	N/A
	Isolated palustrine X	X	N/A
	Open Water	0.1	N/A
	Stream Channel	N/A	560
	<i>Subtotal</i>	<i>0.90</i>	<i>560</i>
Conversion	PFO to PEM	0.05	N/A
	<i>Subtotal</i>	<i>0.05</i>	<i>N/A</i>
Temporary	PFO	0.02	N/A
	Isolated palustrine X	X	N/A
	Stream Channel	N/A	52

[Type here]

Impact Type	Surface Water Type	DEQ-Authorized Impact	
		Acres	Linear Feet
	<i>Subtotal</i>	<i>0.03</i>	<i>52</i>
	<b>TOTAL</b>	<b>0.98</b>	<b>612</b>

*Ex of a complex project where best to refer to the impacts table in the JPA/add info, (if using this option, ensure subsequent attachments are appropriately numbered)*

DEQ authorizes the acreage and linear feet of surface water impacts as identified in the “Surface Water Impact Table” dated [DATE], and received [DATE], and attached to this permit coverage as Attachment 1. Authorized surface water impacts shall be as depicted on the impacts map entitled [FINAL IMACTS MAP NAME] dated [DATE] with latest revision date of [DATE], and received [DATE].

### **Examples of coverage conditions for Compensation**

#### *Ex of permittee-responsible wetland compensation*

Compensation for permanent wetland impacts shall be provided through the on-site creation of [AMOUNT] acres of palustrine forested wetland. Development of a final mitigation plan in accordance with Parts II and III shall be based upon the approved conceptual mitigation plan entitled [TITLE] dated [DATE].

#### *Ex of permittee-responsible stream compensation*

Compensation for permanent stream impacts shall be provided through the on-site restoration of [AMOUNT] linear feet of [WATER BODY(IES)] and the preservation of the associated variable width riparian buffer ranging from [AMOUNT] feet wide ([AMOUNT] acres). Development of a final mitigation plan in accordance with Parts II and III shall be based upon the approved conceptual mitigation plan entitled [TITLE] dated [DATE].

*[Include the following statement if permittee-responsible compensation is required (such as preservation, creation, buffer planting, or restoration).]*

The permittee shall comply with the following compensation requirements in addition to the conditions of the general permit coverage:

Proof of recordation shall include the recorded survey or plats and a GIS compatible shapefile. The recorded easement plat shall be signed and sealed by a Land Surveyor or Professional Engineer licensed in the Commonwealth of Virginia and shall contain a minimum of two (2) coordinate pairs (grid ticks or property / easement corners) per sheet. If the permittee provides GIS compatible shapefiles, the shapefiles should :

- i. be referenced to the Virginia Coordinate System of 1983, North Zone, U.S. Survey Feet (FIPS 4501 or 4502);
- ii. contain a projections (.prj) file for each shapefile; and
- iii. be closed polygons with attribute data detailing the county of recordation, recorded deed acreage, date of recordation, and instrument number or deed book and page number.

### **Examples of Threatened or Endangered Species Conditions of Coverage**

#### *Ex instream work TOYR*

September 2019

[Type here]

No instream work in any stream channel shall occur from [DATE RANGE] of any year to protect [SPECIES]. *[IF APPLICABLE: Construction activities conducted in a dry channel or within the confines of a cofferdam are not included within this Time-of-Year Restriction.]*

*Ex bat TOYR*

The permittee shall comply with the following Time-of-Year Restriction (TOYR): No tree clearing shall occur from [DATE RANGE] of any year, in order to protect the Northern Long-Eared Bat (*Myotis septentrionalis*), a species listed as Threatened under the Federal Endangered Species Act. The permittee may elect to perform a survey, in accordance with the survey guidelines at <http://www.fws.gov/northeast/virginiafield/pdf/endspecies/2015IndianaBatSummerSurveyGuidelines01April2015.pdf>, for the Northern Long-Eared Bat within the project boundary and coordinate results with the U.S. Fish and Wildlife Service (the Service). Should the survey document the absence of the species within the project boundary, this TOYR is removed.

*Ex wood turtle TOYR*

The permittee shall inform all employees and contractors prior to the commencement of work the possible presence of the State Threatened wood turtle on the project site. The permittee shall distribute the attached information sheet (Attachment [#]) to all contractors and employees to inform those working on the site of the wood turtles' appearance, status and life history. Any wood turtles encountered and found in jeopardy during the development or construction of the project shall be immediately relocated to suitable habitat in or near the closest perennial stream channel. Any relocations are to be reported to and the wood turtle observation form completed (Attachment [#]) and submitted to the Virginia Department of Game and Inland Fisheries (attention Mr. J.D. Kleopfer, Region I Terrestrial Biologist at 804-829-6580).

**Examples of Other:**

*DREDGING:*

The following is an example condition to be used for dredging projects that are located on a public lake or private lake that may be owned by a Home Owners Association or multiple riparian landowners (example: Lake Anna or Lake Jackson). The permittee shall utilize a turbidity curtain for the duration of the proposed dredging activities in order to minimize sediment transport from the project area to the adjacent surface water.

*IN-STREAM ACCESS:*

The Department of Environmental Quality authorizes the use of heavy equipment within the stream channel for the purposes of [example purpose: accessing the abutment].

*Example below for automatic 30- or 45-day issuance*

The Virginia Department of Environmental Quality (DEQ) has reviewed your application dated [DATE] and received on [DATE] and determined that the proposed [PROJECT NAME] project qualifies for coverage under the VWP General Permit Number WP[#]. The application was deemed complete on [DATE].

*Use one of these statements:*

*For non-VDOT projects* [In accordance with 9 VAC 25-[(660) (670) (680) (690)]-60 D, this letter constitutes your authorization to proceed with the project as described in the submitted Joint Permit Application because the Board failed to act within 45 days of receiving a complete application.]

[Type here]

*For VDOT-only projects*[In accordance with 9 VAC 25-680-60 D, this letter constitutes your authorization to proceed with the project as described in the submitted Joint Permit Application because the Board failed to act within 30 days of receiving a complete application.]  
This VWP general permit coverage letter and attached copy of the VWP General Permit WP[#] contains the applicable limits, reporting requirements and other conditions of coverage.

**VWP General Permit Project Summary Sheet**

**Permit No:** WPX-XX-XXXX *[add if applicable: reporting porting-only]*

**Project Name:**

**County:**

**Permittee Name & Address:**

Company  
Address  
Address  
Phone #  
Contact Name  
Email address

**Consultant Name & Address:**

Company  
Address  
Address  
Phone #  
Contact Name  
Email address

**Project Location:**

*[Example: The project site is located in the northeast corner of the intersection of Ryan Road (Route 772) and Evergreen Mills Road (Route 621) in Loudoun County, Virginia.]*

**Project Description:**

*[Describe proposed activity(ies).]*

**Avoidance and Minimization:**

*[Include statement about A&M, discuss specific measures.]*

*[Example: Avoidance and minimization to surface waters was accomplished during the planning and design phases of the project. Due to the topography of the site and the location of Reader’s Branch, the location of the stormwater pond is the most feasible and avoids direct impacts to Reader’s Branch. The widening of the road was necessary to adhere to Goochland County’s requirements. Based upon staff’s review of the JPA and supporting materials, staff has determined that the proposed project has avoided and minimized impacts to surface waters to the maximum extent practicable. The relevant documentation is located under Appendix 8 of the JPA and additional information response dated DATE and received DATE.]*

*[Example: Seven crossings of streams are required to complete the project. The applicant included two bridge crossings with no stream impact in the application to reduce stream impacts. The applicant revised the application to locate all areas of a new parking outside of wetlands.]*

**Impacts Map:** “MAP TITLE”, DATED and received on DATE

*[Example: “Impacts to Wetlands & WOUS Map”, dated February 27, 2019, with latest revision date of June 13, 2019, and received June 14, 2019, and Plan View, 6 sheets, dated June 2019, and received June 14, 2019.]*

**Comments/Issues/Delays/Rationale for Coverage Conditions Added:**

*[Note reasons why JPA was suspended; any unique or controversial issues involved; any public inquiry or comment impacting decisions made; etc..]*

DEQ Regional Letterhead

[Date]

[Permittee Contact's Name]

[Permittee Company Name]

[Permittee Address]

[City, State, Zip]

**SENT VIA E-MAIL: [enter email address]  
RECEIPT CONFIRMATION REQUESTED**

Re: Virginia Water Protection (VWP) General Permit Tracking Numbers

WP[#-##-#####]
WP[#-##-#####]
WP[#-##-#####]

[Permittee:]

[Address:]

Project Name, Project Location, and Project Description: See Attachment 3 – Monthly Reporting of Impacts Less Than or Equal to One-Tenth Acre [SPREADSHEET MONTH and YEAR]

The Virginia Department of Environmental Quality (DEQ) has reviewed your application(s) included on Attachment 3, received on [IACM DATE], and additional information materials received through [DATE (WP[#-##-#####]); DATE (WP[#-##-#####]); ETC.]. Based on DEQ's review, the proposed projects on Attachment 3 qualify for coverage under the VWP General Permit Number WP[#] in accordance with [9VAC25-(660 for WP1), (670 for WP2), (680 for WP3), (690 for WP4)].

Compliance with the following requirements, limits, and other conditions, in addition to those contained in VWP General Permit [#], is required by Va. Code §62.1-44.15:20 A and 9VAC25-[(660), (670), (680), (690)]-30 A 3:

1. This coverage authorizes 0 (zero) impacts to wetlands or open water.
2. This coverage authorizes [AMOUNT - less than or equal to 300 linear feet] linear feet of stream bed. [When stream bed impacts occur, add this sentence: Authorized surface water impacts shall be as depicted on the impacts map entitled [FINAL IMACTS MAP NAME] dated [DATE] with latest revision date of [DATE].]
3. VWP General Permit Part I, Part II (Sections B, E 1-4, 7-11), and Part III are applicable to the projects listed on Attachment 3. VWP General Permit Part II (Sections A, C, D, E 5 and E 6) are not applicable to this project since compensation is not required for impacts

of less than or equal to 0.10 acre of wetlands or open water, or stream channel impacts less than or equal to 300 linear feet. Attachments 1 and 2 are used for the purposes of reporting compliance.

4. *[Insert other conditions as applicable]*

Example 1 – in-stream access:

WP[#-##-####]: The Department of Environmental Quality authorizes the use of heavy equipment within the stream channel for the purposes of *[Insert purpose, such as accessing the abutment]*.

Example 2 – culverts:

When countersinking culverts in streams, the permittee shall install the structure and any riprap or ancillary features in a manner to ensure reestablishment of the stream channel within 15 days post construction. When installing culverts in any surface water, the permittee shall install the culvert and ancillary features in a manner that will ensure that the movement of aquatic organisms is not impeded and maintain the pre-construction hydrologic regime. Surface water depth within the impact area shall be consistent with depths upstream and downstream of the impact area.

5. The permittee shall notify DEQ within 24 hours of discovering impacts to surface waters (including wetlands) that are not authorized by this permit. The notification shall include photographs, estimated acreage and/or linear footage of impacts, and a description of the impacts.

The VWP General Permit *[WP1, WP2, WP3, WP4]* expires on August 1, 2026. If the covered activity/activities has/have not been completed and the permittee wishes to complete the work, the permittee must reapply for coverage under a VWP general permit in effect at that time or a VWP individual permit. Activities in surface waters requiring a permit shall not continue until such VWP general permit coverage is granted or until such VWP individual permit is issued by the board. If you have any questions, please contact *[DEQ PERMIT WRITER]* by phone at *[PHONE]* or by email at *[EMAIL]*.

Respectfully,

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*[Name]*, Regional VWPP Program Manager

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Date

Enclosures: VWP General Permit; Attachment 1 - *VWP Permit Construction Status Update Form*; Attachment 2 - *Monthly VWP Permit Inspection Checklist*; Attachment 3 – Monthly Reporting of Impacts Less Than or Equal to One-Tenth Acre *[SPREADSHEET MONTH and YEAR]*; *[YY-SPGP-01 Verification Letter]*; *[YY]-SPGP-01]*

cc: *[Agent]*, *[Company]* – VIA EMAIL  
*[Contact Name]*, U.S. Army Corps of Engineers, *[NAME]* Field Office – VIA EMAIL  
*[Contact Name]*, Virginia Marine Resources Commission – VIA EMAIL