

Can also be sent as an email. Cut and paste into body of the email

DEQ Letterhead

Date

By e-mail: [email address]

Name

County Executive or County Administrator

Address

Address

RE: Virginia Water Protection (VWP) Individual Permit Number **XX-XXXX**
Project Name, Name County, Virginia
Notification of Proposed Permit Major Modification

Dear **Name**:

This letter has been sent to your attention as required by Chapter 3.1, Section 62.1-44.15:4.D. of the Code of Virginia.

The Department of Environmental Quality (DEQ) has received a request for a major modification of the VWP Permit No. **XX-XXXX** for the “[**Project Name**]” project located in the vicinity of your property. The permittee, [**Permittee Name**], requested the major modification for the additional impact of [**Describe Impacts – EX: 0.02 acre of palustrine forested (PFO) wetland and 0.01 acre (30 linear feet) of stream channel**] associated with the [**name of watershed**] watershed.

DEQ will review the application and may draft a VWP individual permit for this project. If DEQ prepares a draft permit, the applicant will be required to post a public notice in a newspaper that is circulated in the vicinity of the project site and invites the public to make technically sound comments on the proposed project. The public comment period will be **30 calendar days** from the date the public notice is published in the newspaper. During the comment period, the public is welcome to review the permit application and draft permit at the appropriate DEQ office by scheduling an appointment during normal business hours.

If you have any questions, please contact me by phone at **XXX-XXX-XXXX**, by email at **XXX@deq.virginia.gov**.

Respectfully,

Name

VWP Permit Writer

Enclosure: USGS topographic map

These notifications may be sent via email

DEQ Letterhead

[Date]

[Land Owner Name(s)]

[Address]

[Address]

RE: Virginia Water Protection (VWP) Individual Permit Number **XX-XXXX**
Project Name, **Name** County, Virginia
Notification of Proposed Permit Major Modification

Dear [Name(s)]:

This letter has been sent to your attention as required by Chapter 3.1, Section 62.1-44.15:4.D. of the Code of Virginia.

The Department of Environmental Quality (DEQ) has received a request for a major modification of the Virginia Water Protection (VWP) individual permit for the “[Project Name]” project located in the vicinity of your property. The permittee, [Permittee Name] requested the major modification for the additional impact of [Describe Impacts – EX: 0.02 acre of palustrine forested (PFO) wetland and 0.01 acre (30 linear feet) of stream channel] associated with the [Name of watershed] watershed.

DEQ will review the application and may draft a VWP individual permit for this project. If DEQ prepares a draft permit, the applicant will be required to post a public notice in a newspaper that is circulated in the vicinity of the project site and invites the public to make technically sound comments on the proposed project. The public comment period will be **30 calendar days** from the date the public notice is published in the newspaper. During the comment period, the public is welcome to review the permit application and draft permit at the appropriate DEQ office by scheduling an appointment during normal business hours.

Issuance of a permit for the proposed project in no way conveys property rights to the VWP individual permit applicant, his/her agent, or DEQ.

If you have any questions, please contact me by phone at **XXX-XXX-XXXX**, by email at **XXX@deq.virginia.gov** or at the above letterhead address.

Respectfully,

[Permit Writer]

VWP Permit Writer

Enclosure: Location Map

THIS CAN BE SENT VIA EMAIL IF YOU HAVE OR LOOK UP THE APPROPRIATE RECIPIENT

[Date]

[County Administrator]

[Address]

[Address]

RE: Virginia Water Protection (VWP) Individual Permit Number [##-####]
[Route 250 Widening, Goochland] County, Virginia
Notification of Public Notice of Draft Permit Modification

Dear [Administrator]:

The Department of Environmental Quality (DEQ) has received a request for a major modification of VWP Permit No. [##-####] for the above-referenced project. Attached is a copy of the Public Notice for the proposed permit action for your review pursuant to Section 62.1-44.15:01 of the Code of Virginia. Notice of the proposed action will also be published in a newspaper circulated in the vicinity of the project site. The publication will establish a 30-calendar day public comment period for this proposal. If you wish to comment on this proposed action, please respond to DEQ at the above address.

If no response is received within the 30-day public comment period, DEQ will assume that you have no objections to the proposed action. If you have any questions, please contact me by phone at XXX-XXX-XXXX or by email at XXXX@deq.virginia.gov.

Respectfully,

[Permit Writer]

VWP Permit Writer

Enclosure: Public Notice

THIS CAN BE SENT VIA EMAIL IF YOU HAVE OR LOOK UP THE APPROPRIATE RECIPIENT

[Date]

Chairman of Board of Supervisors

[Address]

[Address]

RE: Virginia Water Protection (VWP) Individual Permit Number [##-####]
[Route 250 Widening, Goochland] County, Virginia
Notification of Public Notice of Draft Permit Modification

Dear Chairman:

The Department of Environmental Quality (DEQ) has received a request for a major modification of VWP Permit No. [##-####] for the above-referenced project. Attached is a copy of the Public Notice for the proposed permit action for your review pursuant to Section 62.1-44.15:01 of the Code of Virginia. Notice of the proposed action will also be published in a newspaper circulated in the vicinity of the project site. The publication will establish a 30-calendar day public comment period for this proposal. If you wish to comment on this proposed action, please respond to DEQ at the above address.

If no response is received within the 30-day public comment period, DEQ will assume that you have no objections to the proposed action. If you have any questions, please contact me by phone at XXX-XXX-XXXX or by email at XXXX@deq.virginia.gov.

Respectfully,

[Permit Writer]

VWP Permit Writer

Enclosure: Public Notice

THIS CAN BE SENT VIA EMAIL IF YOU HAVE OR LOOK UP THE APPROPRIATE RECIPIENT

Use this website to determine which planning district to notify: <http://www.vapdc.org/?page=10>

[Date]

Chairman of Regional Commission

[Address]

[Address]

RE: Virginia Water Protection (VWP) Individual Permit Number [##-####]
[Route 250 Widening, Goochland] County, Virginia
Notification of Public Notice of Draft Permit Modification

Dear Name:

The Department of Environmental Quality (DEQ) has received a request for a major modification of VWP Permit No. [##-####] for the above-referenced project. Attached is a copy of the Public Notice for the proposed permit action for your review pursuant to Section 62.1-44.15:01 of the Code of Virginia. Notice of the proposed action will also be published in a newspaper circulated in the vicinity of the project site. The publication will establish a 30-calendar day public comment period for this proposal. If you wish to comment on this proposed action, please respond to DEQ at the above address.

If no response is received within the 30-day public comment period, DEQ will assume that you have no objections to the proposed action. If you have any questions, please contact me by phone at XXX-XXX-XXXX or by email at XXXX@deq.virginia.gov.

Respectfully,

[Permit Writer]

VWP Permit Writer

Enclosure: Public Notice

These notifications may be sent via email

[Date]

[Land Owner Name(s)]

[Address]

[Address]

RE: Virginia Water Protection (VWP) Individual Permit Number **XX-XXXX**
Project Name, Name County, Virginia
Notification of Proposed Permit Minor Modification

Dear [Name(s)]:

This letter has been sent to your attention as required by Chapter 3.1, Section 62.1-44.15:4.D. of the Code of Virginia.

The Department of Environmental Quality (DEQ) has received a request for a minor modification of the Virginia Water Protection (VWP) individual permit for the “[Project Name]” project located in the vicinity of your property. The permittee, [Permittee Name] requested the minor modification for the additional impact of [Describe Impacts – EX: 0.02 acre of palustrine forested (PFO) wetland and 0.01 acre (30 linear feet) of stream channel] associated with the [Name of watershed] watershed.

DEQ will review the request and may issue the minor modification for this project. If you wish to comment on this proposed action, please respond to DEQ at the above address or via email at vwp.nro@deq.virginia.gov by [DATE – typically 30 days].

If you have any questions, please contact me at **XXX-XXX-XXXX** or **XXXX@deq.virginia.gov**.

Respectfully,

[Permit Writer]

VWP Permit Writer

Enclosure: Location Map

DEQ Letterhead

Date

Name

County Executive or County Administrator

Address

Address

RE: Virginia Water Protection (VWP) Individual Permit Number **XX-XXXX**
Project Name, Name County, Virginia
Notification of Proposed Permit Minor Modification

Dear **Name**:

This letter has been sent to your attention as required by Chapter 3.1, Section 62.1-44.15:4.D. of the Code of Virginia.

The Department of Environmental Quality (DEQ) has received a request for a minor modification of the Virginia Water Protection (VWP) individual permit for the “[**Project Name**]” project located in the vicinity of your property. The permittee, [**Permittee Name**] requested the minor modification for the additional impact of [**Describe Impacts – EX: 0.02 acre of palustrine forested (PFO) wetland and 0.01 acre (30 linear feet) of stream channel**] associated with the [**Name of watershed**] watershed.

DEQ will review the request and may issue the minor modification for this project. If you wish to comment on this proposed action, please respond to DEQ at the above address or via email at vwpp.nro@deq.virginia.gov by [**DATE – typically 30 days**].

If you have any questions, please contact me by phone at **XXX-XXX-XXXX** or by email at **XXXX@deq.virginia.gov**.

Respectfully,

Name

VWP Permit Writer

Enclosure: USGS topographic map

DEQ Regional Letterhead

**MODIFY BASED UPON WHETHER YOU HAVE ONE OR MORE OF FOLLOWING:
MINOR MOD, Extension, or Change of Ownership**

[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) Individual Permit Number [XX-XXXX]
[Project Name], [County], Virginia
Approval of [Minor Modification/Permit Extension/Change of Ownership]

Dear [Permittee Contact's Name]:

The Virginia Department of Environmental Quality (DEQ) received a [Minor Modification/Permit Extension/Change of Ownership] request for VWP Individual Permit No. [XX-XXXX]. The permit was issued on [Date. OR Date and revised on Date.]

[USE APPLICABLE SECTIONS]

Change of Ownership

In the letter dated and received [Date], [you OR name of consultant] requested a transfer of the permit to a new permittee. DEQ approves your request to transfer VWP Individual Permit No. [XX-XXXX] from [Former Permittee] to [New Permittee], as per Part II H of the permit and VWP Permit Program Regulation 9 VAC 25-210-180 E 4. Accordingly, the new permittee agrees to abide by all conditions of this issued authorization. The approved transfer of ownership is noted below:

Former Permittee Name: _____

Former Permittee Signature: _____

Former Permittee Address: _____

New Permittee Name: _____

New Permittee Signature: _____

New Permittee Address: _____

Permit Extension

In the letter dated and received [Date], [you OR name of consultant] requested an extension of the permit [indicate reason]. In accordance with your request and pursuant to the VWP Permit

[Permittee Contact's Name]

VWP Individual Permit No. [XX-XXXX]

Page 2 of 2

Program Regulation 9 VAC 25-210-185, DEQ approves the extension of the permit term. The new expiration date is [Date]. [USE ONE OF THE FOLLOWING: An additional extension of the permit may not occur as the permit term cannot exceed the maximum of 15 years. Re-issuance of the permit may be necessary if any portion of the authorized activities or any permit requirement (including compensatory mitigation provisions) are not complete at the end of the 15 year permit term. OR if term is less than 15 years: The permit term, including any extensions, cannot exceed 15 years. The extension may be requested through written notification to the Department of Environmental Quality, XXX Regional Office.]

Minor Modification

In the request letter dated [Date] and received [Date], [Date], [you OR name of consultant] requested [indicate reason for the modification OR for CMR change: to change the impact site construction monitoring for VWP Permit Number XX-XXXX from photographic monitoring and scheduled submission of construction monitoring reports to on-site completion of the *Monthly VWP Permit Inspection Checklist* and the semiannual submission of a *VWP Permit Construction Status Update Form*]. [If applicable: As proposed in your letter, compensation for the additional impacts will be provided through [list proposed compensation].

In accordance with your request and pursuant to the VWP Permit Program Regulation 9VAC25-210-180 and § 401 of the Clean Water Act Amendments of 1977, Public Law 95-217, DEQ approves your request to modify the above referenced permit. DEQ has determined that this request qualifies for a Minor Modification in accordance with VWP Permit Program Regulation 9 VAC 25-210-180 E [#]. [list all conditions revised in permit] [Example: Part I A 1 and Part D 2 and 4 of the VWP Permit No. XX-XXXX were modified to reflect the Minor Modification.]

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have **30 calendar days** from the date of service (the date you actually received this decision or the date it was e-mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period. Refer to Part 2A of the Rules of the Supreme Court of Virginia for additional requirements governing appeals from administrative agencies.

Alternatively, an owner may request a formal hearing for the formal taking of evidence upon relevant fact issues under Section 2.2-4020 of the Administrative Process Act. A petition for a formal hearing must meet the requirements set forth in 9VAC25-230 of the Virginia Administrative Code. In cases involving actions of the board, such petition must be filed within 30 calendar days after notice of such action is sent to such owner by certified mail.

Please note that this letter is an official component of the permit. Please retain this letter in your files and replace the original Permit Cover Page and Part I Special Conditions with the revised Permit Cover Page and Part I Special Conditions provided herein.

Should you have any questions, please contact [permit writer] at by phone at XXX-XXX-XXXX, email at XXXX@deq.virginia.gov, or at the above address.

[Permittee Contact's Name]

VWP Individual Permit No. [XX-XXXX]

Page 2 of 2

Respectfully,

[Name]

Regional VWPP Program Manager

Enclosures: [Modified] Permit Cover Page, [Modified] Part I – Special Permit Conditions, Part II - General Conditions, [Modified] Attachment 1 - VWP Permit Construction Status Update Form, [Modified] Attachment 2 - Monthly VWP Permit Inspection Checklist[, XX-SPGP-01 [Re-]Verification Letter, XX-SPGP-01][, 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]

[Date]

Minor Modification Summary Sheet

Virginia Water Protection Individual Permit No. **XX-XXXX**

[Project Name, County]

DEQ has reviewed the application for modification of the Virginia Water Protection (VWP) Individual Permit Number **XX-XXXX** and has determined that the project qualifies for a Minor Modification in accordance with VWP Permit Program Regulation 9 VAC 25-210-180 E [#].

The following details the minor modification application review process.

1. Processing Dates: *[Including this section is optional – does not replace event data entry in CEDS]*

Modification Request Received: [Date]

Request Reviewed: [Date]

If additional impacts to surface waters are authorized in the minor modification, add the following dates:

Letter(s) sent to Local Government(s): [Date]

Commissioner of Revenue Contacted: [Date OR N/A if able to use previous RLO information or locality website]

Obtained RLO information: [Date]

Letters sent to Riparian/Adjacent Land Owners: [Date]

End of 30-day Informal Response Period: [Date]

Minor Modification Issued *[enter date that permit is issued]:* [Date]

2. Minor Modification Description:

The modification is warranted due to the *[Summarize modification activities and provide final impact totals, if applicable.]*

3. Project History: *[Add if determined necessary for understanding the project.]*

4. Avoidance and Minimization Efforts:

[Summarize all avoidance and minimization efforts for the Minor Modification activities only. Don't include avoidance and minimization efforts for original permit.]

5. Project Impacts:

Impacts Associated with Minor Modification

The **XX** (1st, 2nd, 3rd, etc.) minor modification proposes...

[List all surface water impacts in this order: PFO, PSS, PEM, POW, R3, R4]

[Include acres of stream impacts if applicable – used for fee calculation and for VDOT permits]

Overall Impacts *[If the project is complex and clarification is needed, then complete this section.]*

This permit authorizes the total impact of...

[List all surface water impacts in this order: PFO, PSS, PEM, POW, R3, R4. EX: This permit authorizes the total impact of 6.36 acres of surface waters, consisting of 5.14 acres of permanent impacts and 1.22 acres of temporary impacts. Permanent impacts are to 4.15 acres of palustrine forested (PFO) wetland, 0.40 acre of palustrine emergent (PEM) wetland, 0.26 acre of open water and 0.33 acre (6,380 linear feet) of stream channel. Temporary impacts are to 0.06 acre of PEM wetland, 0.18 acre of tidal emergent wetland, 0.51 acre of open water, and 0.47 acre (308 linear feet) of stream channel.]

[Include acres of stream impacts if applicable – used for fee calculation and for VDOT permits]

6. Compensation for Unavoidable Impacts:

Compensation Associated with Minor Modification

[Summarize all compensation activities associated with modification, including description of any changes. EX. Compensation for the additional permanent wetland impacts shall be provided through allocation of 0.17 acre of the 0.33 acre of wetland creation surplus, consisting of 0.05 acre of PFO creation, 0.04 acre of PSS creation, and 0.08 acre of PEM creation.]

[If compensation follows Code of Virginia (bank/trust fund), include the following:

The compensation package complies with § 62.1-44.15:21 and § 62.1-44.15:23 of the Code of Virginia.]

Overall Compensation

[If the project is complex and clarification is needed, then complete this section]

[Summarize all compensation activities for final totals (for example, include compensation for both original permit and Major Modification activities.)

EX. WETLAND The permittee shall compensate for permanent wetland and open water impacts through the purchase of 0.12 wetland credit from the Pandora Farms Wetland Mitigation Bank in Fauquier County, Virginia. OR IF BANK IS NOT SPECIFIED, USE FOLLOWING: through the purchase of X wetland credits from a DEQ approved mitigation bank, an approved in-lieu fee fund, or a combination thereof that is authorized and approved by DEQ to sell credits in the area in which the impacts will occur and has credits available (as released by DEQ). The credit sale shall be in accordance with the approved Mitigation Banking Instrument for the mitigation bank. Purchase of required mitigation credits shall occur first through the purchase of available released credits followed by the purchase of advance credits.

EX. STREAM The permittee shall compensate for permanent stream impacts through the on-site stream channel restoration and riparian buffer reforestation along 3,900 linear feet of Accokeek Creek and the on-site preservation along both sides of an additional 3,455 linear feet of perennial stream

channel and 1,060 linear feet of intermittent stream channels and the associated riparian buffer (approximately 50 acres). On-site stream mitigation activities shall be in accordance with the “Colonial Forge Conceptual Stream Compensation Plan” dated August 2005 and received September 13, 2005, Page 5A of 6 dated June 2005 and received December 15, 2005 and the “Colonial Forge Onsite Preservation Area Map” dated December 2005 and received December 15, 2005 or the most recent DEQ approved plan. **OR IF BANK IS NOT SPECIFIED, USE FOLLOWING:** through the purchase of X stream credits from a DEQ approved mitigation bank, in-lieu fee fund, or a combination thereof that is authorized and approved by DEQ to sell credits in the area in which the impacts will occur and has credits available (as released by DEQ). The credit sale shall be in accordance with the approved Mitigation Banking Instrument for the mitigation bank. Purchase of required mitigation credits shall occur first through the purchase of available released credits followed by the purchase of advance credits.]

7. Riparian/Adjacent Landowner Notification:

[Only include information for the Minor Modification, if applicable – not the original permit]

Staff notified riparian landowners located adjacent to the impact area and within one-half mile [*one-quarter mile up- and downstream for tidal areas*] downstream of each distinct impact area by letter dated [Date]. Notifications of riparian and adjacent landowners were conducted in accordance with DEQ’s Guidance Memorandum No. 11-2005 (Revised Local Government, Riparian Property Owner, Adjacent Property Owner or Resident, and General Public Notification Procedures for VPDES, VPA and VWP Permit Applications and Draft Permits).

[Summarize significant responses, or insert if applicable: The applicant owns the property adjacent to and within one-half mile downstream of each distinct impact area.]

8. Revisions to Part I - Special Conditions:

[Only include information for the Minor Modification – not the original permit.]

[A copy of the permit showing the modifications made to the permit in track changes is attached to this Summary.

OR

Staff revised the following conditions of the permit: *(Identify the condition modified and a brief explanation of the change.)*

EX.Part I A 1 and 2 – revised to reflect changes in authorized impact numbers and updated impacts map and information upon which the permit is based upon.

Part I I 1 and 2 – revised wetland and stream compensation requirements to reflect the revisions approved in this minor modification of the permit.]

9. General Conditions:

The general conditions specified in the effective VWP Permit Program Regulation 9VAC25-210 apply to all VWP individual permits.

10. General Criteria (9VAC25-260-20 A):

State waters, including wetlands, shall be free from substances attributable to sewage, industrial waste, or other waste in concentrations, amounts, or combinations which contravene established standards or interfere directly or indirectly with designated uses of such water or which are inimical or harmful to human, animal, plant, or aquatic life.

Specific substances to be controlled include, but are not limited to: floating debris, oil, scum, and other floating materials; toxic substances (including those which bioaccumulate); substances that produce color, tastes, turbidity, odors, or settle to form sludge deposits; and substances which nourish undesirable or nuisance aquatic plant life. Effluents which tend to raise the temperature of the receiving water will also be controlled. Conditions within mixing zones established according to 9VAC25-260-20 B do not violate the provisions of this subsection.

11. Staff Findings:

- In compliance with § 401 of the Clean Water Act, as amended (33 USC § 1341) and the State Water Control Law and regulations adopted pursuant thereto, the board has determined that there is a reasonable assurance that this VWP permit, if complied with, will protect instream beneficial uses, will not violate applicable water quality standards, and will not cause or contribute to a significant impairment of state waters or fish and wildlife resources. In issuing this VWP permit, the board has not taken into consideration the structural stability of any proposed activities.
- The proposed permit conditions address no net loss of wetland acreage and no net loss of functions in all surface waters, through the avoidance and minimization of wetland impacts to the maximum extent practicable, compensatory mitigation, and compensation monitoring and reporting. Permitted wetland impacts have been inventoried in evaluating this proposed permit.

DEQ Letterhead

[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) Individual Permit Number [XX-XXXX]
[Project Name], [County], Virginia
Notice of Permit Extension Denial

Dear [Permittee Contact's Name]:

The Virginia Department of Environmental Quality (DEQ) received your request to extend the permit term for VWP Individual Permit No. [XX-XXXX]. In the letter dated and received [Date], [you OR name of consultant] requested an extension of the permit [indicate reason].

In accordance with and pursuant to the VWP Permit Program Regulation 9 VAC 25-210-185, DEQ is denying the term extension for this permit because [give reason]. The current permit expiration date of [Date] is valid. Please note that this letter is an official component of the permit.

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have **30 calendar days** from the date of service (the date you actually received this decision or the date it was mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period. Refer to Part 2A of the Rules of the Supreme Court of Virginia for additional requirements governing appeals from administrative agencies.

Alternatively, an owner may request a formal hearing for the formal taking of evidence upon relevant fact issues under Section 2.2-4020 of the Administrative Process Act. A petition for a formal hearing must meet the requirements set forth in 9VAC25-230 of the Virginia Administrative Code. In cases involving actions of the board, such petition must meet the requirements set forth in 9VAC25-230. In cases involving actions of the board, such petition must be filed within **30 calendar days** after notice of such action is sent to such owner by certified mail.

Should you have any questions, please contact [permit writer] by phone at XXX-XXX-XXXX, email at XXX@deq.virginia.gov, or at the above address.

Respectfully,

[Name]
Regional VWPP Program Manager

[Permittee Contact's Name]

VWP Individual Permit No. [XX-XXXX]

Page 2 of 2

Cc (by e-mail):

[Agent Name], [Company]

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

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

Change of Authorized Agent Agreement Form

RE: Change of Authorized Agent VWP Permit No.: _____
Name of Permitted Facility: _____
City/County: _____

TO: Virginia Department of Environmental Quality

[Staff Name], [Regional Office]

[Address]

[City, State Zip]

I (We), the undersigned, hereby request a change in the Authorized Agent for the above referenced VWP Permit.

Date of Change: _____

CURRENT PERMITTEE: I (We), _____, hereby certify that I (we)
NAME(S)

have authorized _____ to act on my (our) behalf to take all
NEW AGENT’S NAME(S)

actions necessary for application processing, permit issuance and modification, and compliance with any and all associated conditions, liabilities, and responsibilities.

Signed: _____ Date: _____

Printed Name: _____ Title: _____

Address: _____

Phone: _____

Email: _____

NEW AUTHORIZED AGENT: I (We) hereby agree, as the Authorized Agent(s), to act on the permittee’s(permittees’) behalf to take all actions necessary for application processing, permit issuance and modification, and compliance with any and all associated conditions, liabilities, and responsibilities.

New Authorized Agent(s): _____

Signed: _____ Date: _____

Printed Name: _____ Title: _____

Address: _____

Phone: _____

Email: _____

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

DEQ Letterhead

Date

By e-mail: [email address]

Permittee Contact Name

Company Name

Address

Address

RE: Virginia Water Permit (VWP) Individual Permit Number ##-####
Project name, County/City, Virginia
Additional Information and Permit Application Fee Request Letter

Dear Permittee:

The Virginia Department of Environmental Quality (DEQ) received your request dated [Insert Date] to modify the permit for the above-referenced project on [Date]. DEQ is evaluating your application under the Virginia Water Protection (VWP) Permit Program in accordance with 9 VAC 25-210-10 *et seq.* The following information is required to complete your application:

1. [If applicable: Please complete and return the attached Property Access Agreement for all property owners.]
2. insert each item of information needed
3. For Permit Fee (Modification), pick the appropriate fee request:
 - a. A permit fee is required for the proposed activity and to complete the modification request. Once the proposed impact information has been determined, DEQ will notify you of the fee amount.
 - b. Based upon the revised proposed impact information, a supplemental permit application fee of [\$] is required for the modification of the permit. A draft, modified permit cannot be issued until the required fee is deposited by the DEQ Receipts Control department. Checks or money orders should be made payable to the Treasurer of Virginia. Do not send cash. Please complete the enclosed Permit Application Fee Form and mail with the designated fee to the following address: DEQ, Receipts Control, P.O. Box 1104, Richmond, Virginia 23218.

Please submit the requested information to my attention by **DATE** [which should be 30 calendar days of the date of this letter] so that DEQ can continue to process your permit modification. Please be advised that upon receipt of the requested information, additional information may still be required for DEQ to reach a final permit decision.

IF SPGP – IF NO SPGP, DELETE ALL REFERENCES TO SPGP

Your application also requests verification that the proposed activities qualify for authorization under the U.S. Army Corps of Engineers' (USACE) State Program General Permit (12-SPGP-01). In order for DEQ to determine if your project qualifies for XX-SPGP-01, the following information is required:

1. Please submit a letter from the USACE approving the jurisdictional determination and submit the approved jurisdictional map and associated data sheets.

[Applicant Contact Name]

VWP Permit No. ##-####

DATE

Page 2 of 2

2. DEQ requests that a survey be conducted for the federally listed [threatened/endangered] [species name] due to the potential presence of suitable habitat and the proximity of proposed activities. Please perform the survey and submit the results to DEQ. DEQ requests that you request us to temporarily suspend processing of the permit application while survey is being completed.

In accordance with the XX-SPGP-01, DEQ will initiate the following coordination with the appropriate agencies:

1. The XX-SPGP-01 permit requires that any authorized work comply with Section 106 of the National Historic Preservation Act (NHPA) and Section 7 of the Endangered Species Act. Once that review is complete, DEQ will advise you if project modification(s) or further coordination will be necessary.

If >0.50 acre and >300 LF

2. DEQ will coordinate your project with the U.S. Environmental Protection Agency, the U.S. Fish and Wildlife Service, and the USACE because the proposed permanent impacts associated with your project are greater than ½ acre of wetlands and/or 300 linear feet of stream. DEQ will inform you if additional information or project modification(s) will be necessary to address these agencies' comments.

Verification that your project qualifies for XX-SPGP-01 cannot be completed until all of the information requested in this letter is submitted and all necessary coordination is completed. Please submit the requested information to my attention by **DATE** [should be 30 calendar days of the date of this letter]. All inquiries on the status of the coordination required under XX-SPGP-01 should be directed to my attention.

Please contact me by phone at XXX-XXX-XXXX or by email at XXXX @deq.virginia.gov if you have any questions or concerns regarding this request. Thank you for your cooperation in this matter.

Respectfully,

Permit Writer
VWP Permit Writer

Enclosure: Property Access Agreement [if applicable]; Permit Application Fee Form [if applicable]

Cc (by e-mail):

[Agent Name], [Company]

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

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

[Date]

FACT SHEET

Modification of Virginia Water Protection Individual Permit No. **XX-XXXX**

[Project Name, County]

DEQ has reviewed the application for modification of the Virginia Water Protection (VWP) Individual Permit Number **XX-XXXX** and has determined that the project qualifies for Major Modification in accordance with VWP Permit Program Regulation 9 VAC 25-210-[#].

The following details the major modification application review process.

1. Contact Information:

Permittee Legal Name and Address:

[Name and Address]

Owner Legal Name and Address [*Only use if different from Permittee. If more than one: See Section XX of the Joint Permit Application (JPA)*]

[Name and Address]

Agent Legal Name and Address (if applicable):

[Name and Address]

2. Processing Dates: *[Including this section is optional – does not replace event data entry in CEDS]*

Received Application:	[Date]
Received VMRC Number:	[Date]
Application Complete:	[Date]
Permit Fee Deposited by Accounting:	[Date]
Processing Deadline (120 days from Complete Application):	[Date]
1 st Request for Additional Information Sent:	[Date]
Final Request for Additional Information Received:	[Date]
Section 106 SPGP Coordination Initiated (if applicable):	[Date]
Section 7 SPGP Coordination Initiated (if applicable):	[Date]
Request for comments sent to USACE, USEPA and USFWS (if applicable):	[Date]
Completion of SPGP coordination (if applicable):	[Date]
Notification of JPA sent to Local Government(s):	[Date]
Commissioner of Revenue Contacted (if applicable): <i>previous RLO information or locality website]</i>	[Date OR N/A if able to use
Request for comments sent to VDH, VDGIF, VDCR, VMRC:	[Date]
Letters sent to Riparian Land Owners:	[Date]
Draft Permit Modification Package Issued:	[Date]
Copy of Public Notice sent to DEQ Central Office:	[Date]
Copy of Public Notice sent to Local Gov't and Planning District:	[Date]
Public Notice Published:	[Date]
End of 30-Day Public Comment Period:	[Date]
Received Verification of Publication:	[Date]
Public Meeting or Hearing (if applicable):	[Date]
Modification Authorized <i>[enter date that permit is issued]:</i>	[Date]

3. Project Location:

Provide project location. **[EX: The project is located in the northwest quadrant of the intersection of Dulles Greenway (Route 267) and Loudoun County Parkway (Route 607) in Loudoun County, Virginia.]**

City/County:
Waterbody:
Basin:
Subbasin:
Section:
Class:
Special Standards:
HUC:
Latitude & Longitude:
U.S.G.S. Quadrangle:

State Watershed No.:

[Include only if Permittee-Responsible Mitigation provided] Off-site Compensation:

Site Name:

City/County:

Waterbody:

Basin:

Subbasin:

Section:

Class:

Special Standards:

HUC:

Latitude & Longitude:

U.S.G.S. Quadrangle:

State Watershed No.:

4. Project Description:

The permittee proposes *[Detail the purpose and need of the proposed project and all activities that impact surface waters: EX. The permittee proposes to construct a residential subdivision with associated infrastructure, on an approximately 23 acre parcel, known as “The Reserve at Hoadly Forest.”]*

5. Major Modification Description:

This action is a major modification to the permit issued on [Date], which addressed the proposed [construction of the Clarksville Bypass]. The modification is warranted due to the *[Summarize Major Modification activities and provide final impact totals, if applicable. EX: addition of 0.30 acres of emergent wetlands and 0.7 acres of scrub/shrub wetlands due to a change in the design of drainage structures and impacts not included in the original permit. The finalized project activities result in the impact of approximately 0.50 acres of emergent wetlands and 1.40 acres of scrub/shrub wetlands].*

6. Project History: *[Add if determined necessary for understanding the project.]*

7. Avoidance and Minimization Efforts:

[Summarize all avoidance and minimization efforts for the Major Modification activities only, including efforts made by applicant, including both off-site and on-site analysis. Also, summarize staff's review of the effort and conclusion. No need to include avoidance and minimization efforts for original permit. Example: The drainage structure was shifted approximately 2,000 feet north to avoid an additional 0.85 acres of forested wetlands.]

For additional information, see page XX of the JPA dated [DATE] [OR of the additional information response dated XX].

Based upon staff review, the proposed plan represents the least environmentally damaging and practicable alternative, and all unavoidable permanent impacts will be adequately mitigated through the proposed compensation plan.

8. Project Impacts:

Impacts Associated with Major Modification

The XX (1st, 2nd, 3rd, etc.) major modification proposes...

[List all surface water impacts in this order: PFO, PSS, PEM, POW, R3, R4]

[Include acres of stream impacts if applicable – used for fee calculation and for VDOT permits]

Overall Impacts

This permit authorizes *[Summarize total impacts here and then in the bullets, identify the specific impacts, as applicable. EX.;* the total impact to 3 acres of surface waters, consisting of 2 acres (2,000 linear feet) of permanent impacts and 1 acre (500 linear feet) of temporary impacts.]

[Include acres of stream impacts if applicable – used for fee calculation and for VDOT permits]

- Permanent impacts consist of....
- Conversion impacts consist of...
- Temporary impacts consist of....
- Authorized surface water impacts described under this condition shall be as depicted on the impacts map entitled FINAL IMACTS MAP NAME dated MM-DD-YYYY with latest revision date of MM-DD-YYYY, and received MM-DD-YYYY.

9. Compensation for Unavoidable Impacts:

Compensation Associated with Major Modification

[Summarize all compensation activities associated with modification, including description of any changes. EX. Compensation for the additional permanent wetland impacts shall be provided through allocation of 0.17 acre of the 0.33 acre of wetland creation surplus, consisting of 0.05 acre of PFO creation, 0.04 acre of PSS creation, and 0.08 acre of PEM creation.]

[If compensation follows Code of Virginia (bank/trust fund), include the following:

The compensation package complies with § 62.1-44.15:21 and § 62.1-44.15:23 of the Code of Virginia.]

Overall Compensation

[Summarize all compensation activities for final totals (for example, include compensation for both original permit and Major Modification activities.)

EX WETLAND. The permittee shall compensate for permanent wetland and open water impacts through the purchase of 0.12 wetland credit from the Pandora Farms Wetland Mitigation Bank in Fauquier County, Virginia. OR IF BANK IS NOT SPECIFIED, USE FOLLOWING: through the purchase of X wetland credits from a DEQ approved mitigation bank, an approved in-lieu fee fund, or a combination thereof that is authorized and approved by DEQ to sell credits in the area in which the impacts will occur and has credits available (as released by DEQ). The credit sale shall be in accordance with the approved Mitigation Banking Instrument for the mitigation bank. Purchase of required mitigation credits shall occur first through the purchase of available released credits followed by the purchase of advance credits.

EX STREAM. The permittee shall compensate for permanent stream impacts through the on-site stream channel restoration and riparian buffer reforestation along 3,900 linear feet of Accokeek Creek and the on-site preservation along both sides of an additional 3,455 linear feet of perennial stream channel and 1,060 linear feet of intermittent stream channels and the associated riparian buffer (approximately 50 acres). On-site stream mitigation activities shall be in accordance with the “Colonial Forge Conceptual Stream Compensation Plan” dated August 2005 and received September 13, 2005, Page 5A of 6 dated June 2005 and received December 15, 2005 and the “Colonial Forge Onsite Preservation Area Map” dated December 2005 and received December 15, 2005 or the most recent DEQ approved plan. OR IF BANK IS NOT SPECIFIED, USE FOLLOWING: through the purchase of X stream credits from a DEQ approved mitigation bank, in-lieu fee fund, or a combination thereof that is authorized and approved by DEQ to sell credits in the area in which the impacts will occur and has credits available (as released by DEQ). The credit sale shall be in accordance with the approved Mitigation Banking Instrument for the mitigation bank. Purchase of required mitigation credits shall occur first through the purchase of available released credits followed by the purchase of advance credits.]

10. Site Inspection:

[Only include information for the Major Modification – not the original permit.]

A site visit was conducted on [Date]. *[Summarize observations and note problems or concerns that warranted Special Conditions in the individual permit. OR state...]* The site visit confirmed the site description provided in the applications materials accurately characterized the surface waters on the site.] A summary of the site inspection is located in VWP Permit File No. **XX-XXXX**.

11. Relevant Regulatory Agency Comments:

[Only include information for the Major Modification – not the original permit.]

As part of the application review process, DEQ contacted the appropriate state regulatory agencies [and coordinated with various federal regulatory agencies, including the U.S. Army Corps of Engineers (USACE)]. Any relevant agency comments were addressed in the [OR No comments received required a change to] VWP individual permit Part I - Special Conditions.

Therefore, the staff anticipates no adverse effect on water quality and fish and wildlife resources provided the applicant adheres to the permit conditions.

Summary of State Agency Comments and Actions

By email/letter dated [DATE], comments were requested from the following state agencies: Virginia Department of Game and Inland Fisheries (DGIF), Virginia Department of Conservation and Recreation (DCR), Virginia Marine Resources Commission (VMRC), and Virginia Department of Health (VDH). Failure to provide comments within 45 calendar days of the DEQ request for comments infers that the agency has no comments on the project activities. *[If comments not received from an agency: Comments were not received from XXXX.]*

[USE THE BELOW AS APPLICABLE – ONLY SUMMARIZE THOSE COMMENTS FOR THE MAJOR MOD. INCLUDE HOW THE COMMENTS EITHER WILL OR WILL NOT BE ADDRESSED.]

DCR

DCR provided the following comments in a memorandum dated [DATE], and transmitted by email on [DATE]:

- Recommends the implementation of and strict adherence to applicable state and local erosion and sediment control/storm water management laws and regulations.

Oversight of stormwater management and erosion and sediment control measures is the responsibility of DEQ-Stormwater Management or the locality, if such responsibility has been delegated. Any such requirements will be implemented under the oversight of that program.

- Recommends coordination with [DGIF and U.S. Fish and Wildlife Service] as those agencies have regulatory authority for the management and protection of the identified threatened and endangered species.

Staff requested comments from DGIF on the proposed project on [DATE].

DGIF

DGIF provided comments to DEQ by email dated [DATE].

- Recommended conducting any in-stream activities during low or no-flow conditions, using non-erodible cofferdams or turbidity curtains to isolate the construction area, blocking no more than 50% of the streamflow at any given time, stockpiling excavated material in a manner that prevents reentry into the stream, restoring original streambed and streambank contours, revegetating barren areas with native vegetation, and implementing strict erosion and sediment control measures.

The special conditions of the permit address these activities.

- Recommend coordination with DCR's Department of Natural Heritage as the project is located within 2 miles of a documented occurrence of a state or federal threatened or endangered plant or insect species and/or other Natural Heritage coordination species.

Staff requested comments from DCR on the proposed project on [DATE].

- Recommend that the permittee avoid and minimize impacts to undisturbed forest, wetlands, and streams to the fullest extent practicable to minimize overall impacts to wildlife and our natural resources. DGIF also recommended maintaining undisturbed naturally vegetated buffers of at least 100 feet in width around all on-site wetlands and on both sides of all perennial and intermittent streams.

Staff reviewed the proposed impacts to surface waters and determined those proposed have been minimized to the maximum extent practicable.

- Recommended that the stormwater controls for this project be designed to replicate and maintain the hydrographic condition of the site prior to the change in landscape.

Oversight of stormwater management and erosion and sediment control measures is the responsibility of DEQ-Stormwater Management or the locality, if such responsibility has been delegated. Any such requirements will be implemented under the oversight of that program.

- Recommended that all tree removal and ground clearing adhere to a time of year restriction protective of resident and migratory songbird nesting from March 15 through August 15 of any year.

This time of year restriction was not included in the permit as it's not associated with a threatened or endangered species. The recommendation was forwarded to the permittee for their consideration.

- Recommended adherence to erosion and sediment controls during ground disturbance.

Oversight of stormwater management and erosion and sediment control measures is the responsibility of DEQ-Stormwater Management or the locality, if such responsibility has been delegated. Any such requirements will be implemented under the oversight of that program.

VDH

VDH provided comments in a memorandum dated [DATE], and transmitted by email on [DATE]...

VMRC

VMRC provided comments in a letter dated and transmitted by email on [DATE]....

Summary of Federal Agency Comments and Actions

[The project qualifies for a modification of the U.S. Army Corps of Engineers (USACE) individual permit, which the USACE public noticed on [DATE].

OR

The U.S. Army Corps of Engineers modified Individual Permit No. XXX-XXXX on XXXXX.

OR

SPGP – *use appropriate statement.*]

12. Riparian Landowner Notification:

[Only include information for the Major Modification, if applicable – not the original permit.]

Staff notified riparian landowners located adjacent to the impact area and within one-half mile *[one-quarter mile up- and downstream for tidal areas]* downstream of each distinct impact area by letter dated [Date]. Notifications of riparian and adjacent landowners were conducted in accordance with DEQ.

[Summarize significant responses, or insert if applicable: The applicant owns the property adjacent to and within one-half mile downstream of each distinct impact area.]

13. Changes in Permit Part I - Special Conditions Due to Public Comments:

[Only include information for the Major Modification – not the original permit.]

The public notice was published in *[Name of Newspaper and Date Published]* on [DATE]. The public comment period ran from [DATE] to [DATE].

[No public comments were received during the public comment period. Therefore, no changes have been made to the permit conditions.

OR

[Four] public comment letters were received. However, no substantial or disputed issues were presented that warranted revisions to the draft conditions of the permit.

OR

[Seven] responses were received from the public: two opposed the permit and five requested protection of wetlands. Due to the public response, a public hearing was held on [Date.]

[Summarize hearing events and comments.]

XX. State Water Control Board Meeting Summary:

[Add this section if required to present permit to the SWCB for a permit decision.

EX (See 10-1256)The project was presented before the State Water Control Board (SWCB) on [DATE].....]

14. Special Conditions:

The following conditions were developed to protect instream beneficial uses, to ensure compliance with applicable water quality standards, to prevent significant impairment of state waters or fish and wildlife resources, to provide for no net loss of wetland acreage, and to provide no net loss of functions in all surface waters through compensatory mitigation and success monitoring and reporting.

[The intent of any unique permit condition should be adequately explained under this section. This section provides the rationale and purpose of each condition. Citations to regulatory sections may be included for clarification or emphasis, as well as an explanation of staff's interpretation of the purpose of a particular condition.]

[Copy this section from original permit issuance fact sheet or most recent modification fact sheet to ensure conditions are accurately reflected. Then update those as needed.]

15. General Conditions:

The general conditions specified in the effective VWP Permit Program Regulation 9VAC25-210 apply to all VWP individual permits.

16. General Criteria (9VAC25-260-20 A):

State waters, including wetlands, shall be free from substances attributable to sewage, industrial waste, or other waste in concentrations, amounts, or combinations which contravene established standards or interfere directly or indirectly with designated uses of such water or which are inimical or harmful to human, animal, plant, or aquatic life.

Specific substances to be controlled include, but are not limited to: floating debris, oil, scum, and other floating materials; toxic substances (including those which bioaccumulate); substances that produce color, tastes, turbidity, odors, or settle to form sludge deposits; and substances which nourish undesirable or nuisance aquatic plant life. Effluents which tend to raise the temperature of the receiving water will also be controlled. Conditions within mixing zones established according to 9VAC25-260-20 B do not violate the provisions of this subsection.

17. Staff Findings and Recommendations:

- In compliance with § 401 of the Clean Water Act, as amended (33 USC § 1341) and the State Water Control Law and regulations adopted pursuant thereto, the board has determined that there is a reasonable assurance that this VWP permit, if complied with, will protect instream beneficial uses, will not violate applicable water quality standards, and will not cause or contribute to a significant impairment of state waters or fish and wildlife resources. In issuing this VWP permit, the board has not taken into consideration the structural stability of any proposed activities.

- The proposed permit conditions address no net loss of wetland acreage and no net loss of functions in all surface waters, through the avoidance and minimization of wetland impacts to the maximum extent practicable, compensatory mitigation, and compensation success monitoring and reporting. Permitted wetland impacts have been inventoried in evaluating this proposed permit.

- The draft permit reflects the required consultation with and full consideration of the written recommendations of VMRC, VDH, DCR and DGIF. [The staff invited, but did not receive, comments from XXX.]

Staff recommends VWP Individual Permit Number **XX-XXXX** be modified as proposed.

DEQ Regional Letterhead

[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) Individual Permit Number **XX-XXXX**
[Project Name], [County], Virginia
Approval of Major Modification of VWP Individual Permit

Dear [Permittee Contact's Name]:

Pursuant to the VWP Permit Program Regulation 9VAC25-210-10 of the Virginia Administrative Code and § 401 of the Clean Water Act Amendments of 1977, Public Law 95-217, the Department of Environmental Quality has granted a Modification of the VWP individual permit for the “[Project Name]” project.

[Summarize the Modification activities. EX: This major modification is warranted to include additional impacts to surface waters associated with final engineering changes.]

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have **30 calendar days** from the date of service (the date you actually received this decision or the date it was e- mailed to you, whichever occurred first) within which to appeal this decision by filing a notice of appeal in accordance with the Rules of the Supreme Court of Virginia with the Director, Department of Environmental Quality. In the event that this decision is served on you by mail, three days are added to that period. Refer to Part 2A of the Rules of the Supreme Court of Virginia for additional requirements governing appeals from administrative agencies.

Alternatively, an owner may request a formal hearing for the formal taking of evidence upon relevant fact issues under Section 2.2-4020 of the Administrative Process Act. A petition for a formal hearing must meet the requirements set forth in 9 VAC 25-230 of the Virginia Administrative Code. In cases involving actions of the board, such petition must be filed within 30 calendar days after notice of such action is sent to such owner by certified mail.

Please note that this letter is an official component of the permit. Please retain this letter in your files and replace the original Permit Cover Page and Part I Special Conditions with the revised Permit Cover Page and Part I Special Conditions provided herein.

Should you have any questions, please contact [permit writer] by phone at **XXX-XXX-XXXX**, email at XXX@deq.virginia.gov, or at the above address.

[Permittee Contact's Name]

VWP Individual Permit No. XX-XXXX

Page 2 of 2

Respectfully,

[Name]

Regional VWPP Program Manager

Enclosures: [Modified] Permit Cover Page, [Modified] Part I - Special Conditions, Part II - General Conditions, [Modified] Attachment 1 - VWP Permit Construction Status Update Form, [Modified] Attachment 2 - Monthly VWP Permit Inspection Checklist[, XX-SPGP-01 Re-verification Letter, XX-SPGP-01]

Cc (by e-mail):

[Agent Name], [Company]

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

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

DEQ Letterhead

[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) Individual Permit Number [XX-XXXX]
[Project Name], [County], Virginia
Draft Major Modification and Public Notice

Dear [Permittee Contact's Name]:

Enclosed for your review are the Virginia Department of Environmental Quality (DEQ) Public Notice and draft Major Modification of VWP Individual Permit Number [XX-XXXX]. If you have any questions, comments, or objections concerning the Public Notice or draft permit, please contact me within **14 calendar days** of the date of this letter. Once the Public Notice is published, changes cannot be made to the permit unless public comments warrant a change.

Acceptance of the permit is evidenced by publishing the enclosed Public Notice, which must be done once at your (the applicant's) expense in a newspaper of general circulation in the area of the project. Publication of the Public Notice initiates the required 30-calendar day comment period. Day 1 of the comment period begins the day following its publication. It is your responsibility to ensure that the comment period stated on the public notice is for a full 30-calendar day period and that the final day of the comment period ends on a state business day. DEQ requires proof of publication of the Public Notice. Please instruct the publisher to complete the attached sworn verification statement and forward the statement to my attention at the address on this letterhead.

Please notify me via email when the public notice is published in the paper. If the Public Notice is not published within **14 calendar days**, DEQ will suspend processing of your Modification request until evidence of publication is received.

Should you have any questions, please contact me by phone at XXX-XXX-XXXX, email at XXXX@deq.virginia.gov, or at the above address. Thank you for your cooperation in this matter.

Respectfully,

[Permit Writer]
VWP Permit Writer

Enclosures: Public Notice, Public Notice Verification Form, [Modified Draft] Permit Cover Page,
[Modified Draft] Part I - Special Conditions, Part II - General Conditions, [Modified]
Attachment 1 - VWP Permit Construction Status Update Form, Attachment 2 - Monthly
VWP Permit Inspection Checklist

Use this link to determine who to contact: <http://www.vacomrev.com/contact-us/spreadsheet/>

[Date]

The Honorable [Commissioner Name or equivalent]

Commissioner of the Revenue

[Address]

RE: Virginia Water Protection (VWP) Individual Permit Number [##-#####]

Project Name, County, Virginia

Local Government Request for Land Owner Information

Dear Commissioner [Name]:

The Department of Environmental Quality (DEQ) has received a request for a major modification of a Permit No. XX-XXXX for the “[Project Name]” project located in the vicinity of your locality. The project location is identified on the attached topographic map.

Section 62.1-44.15:4.D of the Code of Virginia requires DEQ to notify landowners in the vicinity of the proposed project and to obtain their names and addresses from local tax rolls maintained by the Commissioner of the Revenue or tax assessor. I respectfully request the names and mailing addresses of all land owners a distance of one-half mile downstream [or ¼ mile upstream and ¼ mile downstream from the point of water withdrawal associated with this project] from the points of the discharge associated with the proposed project. The stream reaches applicable to this project are highlighted red on the map attached.

Please send this information to my attention at the above address at your earliest convenience. Thank you in advance for your cooperation. If you have any questions, you may contact me by phone at XXX-XXX-XXXX or by email at XXXX@deq.virginia.gov.

Respectfully,

[Name]

VWP Permit Writer

Enclosure: USGS Topographic Map

September 2019

[Permittee Contact's Name]

VWP Individual Permit No. [XX-XXXX]

Page 2 of 2

Cc (by e-mail):

[Agent Name], [Company]

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

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

This notification may be sent via email

[Date]

Mr. Hugh J. Eggborn
Virginia Department of Health
Office of Drinking Water
400 South Main St, 2nd Floor
Culpeper, Virginia 22701

For Projects in Louisa County:

Virginia Department of Health
Office of Drinking Water
131 Walker Street
Lexington, Virginia 24450-2431

RE: Virginia Water Protection (VWP) Individual Permit Number [##-####]
[Route 250 Widening, Goochland County], Virginia
Request for Agency Comments

Dear Mr. Eggborn [Address to "VDH Staff" if project is in Louisa County]:

The Virginia Department of Environmental Quality (DEQ) has received a request for a major modification of VWP Permit No. [XX-XXXX]. DEQ respectfully requests your agency comments on the proposed project pursuant to Section 62.1-44.15:20.C. of State Water Control Law. A copy of the pertinent project information **IF MODIFICATION, ADD:** [and a copy of comments your agency provided during the original permit process] is/are attached. [attach excerpts from Joint Permit Application that detail project description and impacts]

Please submit written comments or concerns to my attention at the above address or by email at XXXX@deq.virginia.gov by [date 45 calendar days from date of this letter]. If written comments are not received by this date, DEQ will infer that your agency has no comments on this permit application and proposed activity(ies).

Please contact me by phone at XXX-XXX-XXXX or by email XXXX@deq.virginia.gov if you require additional information.

DEQ Letterhead

Respectfully,

[Name]

VWP Permit Writer

Enclosures: Project Summary, Location Map, [Previous Comments if Mod, whole JPA in IP involves water withdrawals]