1. When the project is to be covered under a Nationwide Permit (NWP), or proposes impacts to state surface water which are not regulated by the USACE as Waters of the United States, the agent or owner may complete the checklist and attach it to the Joint Permit Application.
2. **Answering Yes to All of the Checklist Items**, identifies the project as a lower priority and once the VMRC number is received staff should complete the following steps.
	1. Staff should notify the applicant, copying the owner, the USACE, and VMRC, no later than 15 days after receipt of the numbered JPA from VMRC using the template notification email.
	2. The notification email will include a link to the applicable VWP General Permit Regulation and the CSU and Self Inspection Forms will be attached to the email.
	3. The email will include the exact date on which permit coverage takes effect. No further correspondence from DEQ will occur.

 CEDS and ECM

* 1. Staff should enter the *Facility* record and *Permit* record into CEDS.
	2. Staff should make a note in the comments field on the *General* tab that the permit was issued in accordance with VA Code. Also select “Coverage 45-linear” (WP1 or WP3) or “Coverage 45-other” (WP2 or WP4) for the Activity Type.
	3. Complete the following *Event codes and/or fields*:
		1. JPA Received
		2. Permit Issued – *NOTE: DTEFF cannot be entered as a future date in CEDS. One option is to complete as much data entry as possible, then set a Google Calendar reminder on the 45th day to go back into CEDS and ender DTEFF, which flips record from Application to Active Classification. Please do not enter fake data into CEDS as a work-around.*
		3. Project Status due dates
		4. Add a note to the comment field for the DTEFF Event code that this was authorized via the 45-day coverage process.
	4. Staff should save all documents and any related correspondence in ECM. Staff should upload the JPA as received and does not have to breakout impact maps or delineation packages.
1. Notice of planned change
	1. Additional temporary impacts - Staff should request an updated checklist for confirmation that temporary impacts do not exceed 0.50 acre of wetlands, and/or 300 linear feet of stream channel, as consistent with the 45-day GP Coverage issuance checklist. In no case may the additional impacts exceed the total allowed by the applicable General Permit (total permanent and temporary). Ten days after receipt of temporary impact notification, staff should email the permittee stating that the temporary impacts are deemed approved.
	2. Additional permanent impacts - Staff should request an updated checklist for confirmation that permanent impacts do not exceed 0.10 acre of wetlands, and/or 300 linear feet of stream channel, as consistent with the 45-day GP Coverage issuance checklist. In no case may the additional impacts exceed the total allowed by the applicable General Permit (total permanent and temporary). After receipt of a checklist with all yeses, staff can send a new notification email.
	3. If additional permanent impacts exceed the thresholds of 9VAC25-XXX-50.A, notify the permittee that the NOPC request cannot be authorized as proposed due to exceeding the applicable general permit limits (reporting-only limits). The permittee may decrease the requested impacts in order to qualify for a NOPC; may reapply for coverage under the same of a different general permit, if activities meet the permit’s criteria; or may apply for an individual permit. If the existing coverage must be revoked or terminated, and a new coverage or permit issued for the total impacts, a new application, application fees, and/or compensation may be required.
	4. Transfer of coverage - Staff should send notification email to the new permittee and agent, if applicable; update CEDS Core data with new permittee and/or agent.
	5. Change in project plans or use (9VAC25-XXX-80.B.3) - Staff should email permittee and/or agent acknowledging receipt and save revised information to the file.