**TEMPLATE EMAIL TO AGENT/PERMITTEE FOR INFORMAL APPROVAL OF DOR/COVENANT AMENDMENT.**

Use when formal approval of a vacation is not necessary.

**Copy and paste the below text into the body of an email.**

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Dear Agent/Permittee,

The Virginia Department of Environmental Quality (DEQ) has reviewed the proposed [description of activities causing the amendment – example: permanent waterline easement project] depicted on the plans entitled ”Title”, received on Month Date, Year (# page(s)). The proposed activities will encroach into a conservation area recorded in association with VWP Permit No(s). Number(s) (Deed attached).

In accordance with Item # of the Covenants and Restrictions portion of the Deed, certain activities are prohibited except as necessary on a case‐by‐case basis with prior written approval by DEQ and USACE.

This email shall serve as DEQ’s written approval of the proposed activities with the following conditions:

1. Proper restorative efforts to include permanent stabilization in all areas; herbaceous seeding and/or

tree plantings (if the affected area is forested) in [identify areas – example: the areas outside of the #-foot permanent easement];

[if applicable, include compensation requirement]2. Compensatory mitigation, in the form of bank credits, is provided for the encroachment into the conservation area. DEQ approves the # credit amount.

Please be advised that prior authorization for the proposed activities and written approval regarding the Deed of Restrictions is also required from the U.S. Army Corps of Engineers. Name of Corps PM is copied on this email.

Please contact me if you have any questions.

Respectfully,