Date

Applicant Contact Person Name **SENT VIA EMAIL:** email address

Applicant Legal Name **RECEIPT CONFIRMATION REQUESTED**

Address

City, State Zip

Re: Joint Permit Application No. ##-####

 Project Name, County/City, Virginia

 Notice of Administratively Withdrawn Application

Dear Applicant Contact Person First and Last Names:

The Virginia Department of Environmental Quality (DEQ) has administratively withdrawn your application because DEQ has not received the information necessary to complete your application, as communicated to you and your agent in DEQ’s Additional Information Request Letter(s) and/or Notice of Pending Administrative Application Withdrawal Letter on Date(s) [Choose an item.].

Attempting to conduct the same or a similar project will require a new permit application and VWP permit application fee, unless otherwise excluded or exempt from the need to submit an application and/or fee per state law or regulations. Please be advised that impacts to surface waters taken without a VWP permit may be a violation of state law.

Please contact DEQ at [select processing office email and phone #] Choose an item. or Choose an item. if you have any questions.

Respectfully,

Name

VWP Permit Writer

cc: Authorized Agent Name, Company

 Name, U.S. Army Corps of Engineers

 Beth Howell, Virginia Marine Resources Commission, Building 96, 380 Fenwick Road, Ft.

Monroe, VA 23651, or jpa.permits@mrc.Virginia.gov