Date

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

Applicant Legal Name

Address

City, State Zip

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

 Project Name, County/City, Virginia

 Notice of Pending Administrative Application Withdrawal

Dear Applicant Contact Person First and Last Names:

The Virginia Department of Environmental Quality (DEQ or department) received your application on Date, for the above-referenced project. Upon review, DEQ found that additional information was required to complete your application and continue the permit process. Our letter dated Date, [latest written information request] (copy enclosed) notified you of this deficiency and the need to provide the requested information in a timely manner.

This letter provides notice of DEQ’s intent to administratively withdraw your incomplete application. Prior to DEQ’s decision to administratively withdraw an incomplete application, an applicant is entitled to an informal fact finding conference or proceeding in accordance with the provisions of the Administrative Process Act (APA) at § [2.2-4019](https://law.lis.virginia.gov/vacode/title2.2/chapter40/section2.2-4019/) of the Code of Virginia, unless the applicant and DEQ consent to waive such a conference or proceeding to go directly to a formal hearing. Please indicate your desire to participate in an informal fact finding conference or proceeding by responding to DEQ at the email or phone below by **Date [15 days from date of the template letter]**. **If your reply or the requested additional information is not received by this date, the application will be administratively withdrawn in accordance with** Choose an item..

Attempting to conduct the same or a similar project after your application is withdrawn will require a new permit application and VWP permit application fee, unless otherwise excluded or exempt from the need to submit an application and/or fee per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.

DEQ is willing to meet with you to discuss the required additional information as summarized in the above-referenced letter and to assist you in obtaining this information. 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

Enclosure: DEQ Additional Information Request Letter

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