Date [Can also be sent via email]

First and Last Names

County Administrator or City Manager

County or City Name

Address

City, State Zip

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

 Project Name, County/City, Virginia

 Notification of Proposed Project

Dear Administrator or Manager Last Name:

The Virginia Department of Environmental Quality (DEQ) has received an application for a Virginia Water Protection (VWP) individual permit for the above-referenced project, as identified on the attached project location map. The applicant, Applicant Legal Name, proposes to [describe project – Ex.: construct a residential subdivision and associated infrastructure]. The proposed project will [describe impacts – Ex.: impact 1.75 acres of nontidal wetlands] associated with the Name watershed.

As a local government in which this activity is occurring, this letter is being sent to you for your information as required by § 62.1-44.15:4.D of the Code of Virginia.

DEQ will review the application and may prepare a draft 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. This public comment period will run for 30 days from the date the notice first appears in the newspaper. The notice will also be posted on our webpage at

<https://www.deq.virginia.gov/permits/public-notices/water/wetlands-streams-vwp>. In the meantime, the public is welcome to view the permit application via electronic transmittal or on a computer by appointment at our office during normal business hours.

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: Location Map

Date [Can also be sent via email]

First and Last Names

Board of Supervisors Chairperson or City Mayor

County or City Name

Address

City, State Zip

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

 Project Name, County/City, Virginia

 Notification of Proposed Project

Dear Chairperson or Mayor Last Name:

The Virginia Department of Environmental Quality (DEQ) has received an application for a Virginia Water Protection (VWP) individual permit for the above-referenced project, as identified on the attached project location map. The applicant, Applicant Legal Name, proposes to [describe project – Ex.: construct a residential subdivision and associated infrastructure]. The proposed project will [describe impacts – Ex.: impact 1.75 acres of nontidal wetlands] associated with the Name watershed.

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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: Location Map