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 Public Notice of Draft Permit

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. Attached is a copy of the public notice for the proposed permit action for your review pursuant to § 62.1-44.15:01 of the Code of Virginia.

This notice will be published in a newspaper circulated in the vicinity of the project site and also on our webpage at <https://www.deq.virginia.gov/permits/public-notices/water/wetlands-streams-vwp>. The publication will establish a 30-calendar day public comment period for this proposal.

If no response is received within the 30-day public comment period, DEQ will assume that you have no objections to the proposed action. 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: Public Notice

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 Public Notice of Draft Permit

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. Attached is a copy of the public notice for the proposed permit action for your review pursuant to § 62.1-44.15:01 of the Code of Virginia.

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If no response is received within the 30-day public comment period, DEQ will assume that you have no objections to the proposed action. 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: Public Notice

[*Use this website to determine which planning district to notify:* [*https://www.dhcd.virginia.gov/pdcs*](https://www.dhcd.virginia.gov/pdcs)]

Date [Can also be sent via email]

First and Last Names

Executive Director

Planning District Commission Name

Address

City, State Zip

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

 Project Name, County/City, Virginia

 Notification of Public Notice of Draft Permit

Dear Director 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. Attached is a copy of the public notice for the proposed permit action for your review pursuant to § 62.1-44.15:01 of the Code of Virginia.

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If no response is received within the 30-day public comment period, DEQ will assume that you have no objections to the proposed action. 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: Public Notice