Date

Applicant Contact Person Name **SENT VIA E-MAIL:** email address

Applicant Legal Name **RECEIPT CONFIRMATION REQUESTED**

Address

City, State Zip

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

Project Name, County/City, Virginia

Draft Permit and Public Notice

Dear Applicant Contact Person First and Last Names:

Enclosed for your review are the Virginia Department of Environmental Quality (DEQ) public notice and draft Virginia Water Protection (VWP) individual permit to be issued for the above-referenced project. Please review all conditions provide herein.

Acceptance of the permit is evidenced by publishing the enclosed public notice, which must be done once at your (the applicant’s) expense in a newspaper of general circulation in the area of the project. Once the public notice is published, changes cannot be made to the permit unless public comments warrant a change. Publication of the public notice initiates the required 30-calendar day comment period. To complete the public comment period dates, follow these instructions: The first day of the public comment period is the date of the publication of the notice. However, when counting days to the end of the public comment period, start with the day after publication. If the last day of the public comment period falls on a Saturday, Sunday or Holiday, set the close of the comment period on the first business day after the Saturday, Sunday or Holiday. It is your responsibility to ensure that the comment period stated on the public notice is for a minimum of 30 days (additional days may occur as noted above). *Failure to do so may result in the extension of the comment period and permit delays.*

DEQ requires proof of publication of the public notice. Please instruct the publisher to complete the attached sworn verification statement and forward the statement to my attention. Please also notify me via email as soon as a publication date is known (9VAC25-210-55).

If you have any questions, comments, or objections concerning the public notice or draft permit, please contact me within **14 calendar days** of the date of this letter. If the public notice is not published within 14 days of this letter, DEQ will suspend processing of your permit application until the notice is published (9VAC25-210-140). Failure to execute submittal of a public notice in accordance with regulations or to submit verification of the publication date may cause project delays and may result in denial of the application (9VAC25-210-230).

[Insert if compensation is required: Please be advised that mitigation involves the requirement to compensate for any unavoidable impacts to State Waters, and compensatory mitigation credits required for permit issuance could comprise a significant portion of project costs. Credit prices are derived by individual mitigation bank sponsors, not DEQ, and are subject to market fluctuations. Applicants should inquire with any approved mitigation banks or in-lieu fee programs in the watershed in which impacts are proposed to determine the availability and current price of mitigation credits. Mitigation banking information can be found on the U.S. Army Corps of Engineers’ [RIBITS](https://ribits.ops.usace.army.mil) website (<https://ribits.ops.usace.army.mil/>), or through a general internet search.]

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

Virginia Department of Environmental Quality

Office

Address

Enclosures: Public Notice, Public Notice Verification Form, Draft Permit Cover Page, Draft Part I - Special Conditions, Part II - General Conditions, Attachment 1-*VWP Permit Construction Status Update Form*, Attachment 2-*Monthly VWP Permit Inspection Checklist*

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](mailto:jpa.permits@mrc.Virginia.gov)