Public Notice – Environmental Permit

Purpose of notice: To seek public comment on a draft permit from the Department of Environmental Quality that would allow impacts to [Choose all that apply: wetlands, stream channel, open water] in County/City, Virginia

Public comment period: **Month Day, Year** to **Month Day, Year**

Permit name: Virginia Water Protection Permit issued by DEQ pursuant to applicable water laws and regulations

applicant Name, address and permit number: Legal Name of Applicant; Legal Address, City, State Zip; VWPP Permit [Application] No. ##-####

Project description: The applicant has applied for a [Choose: new, modified, reissuance of a] permit for the Project Name project. The project is located [State the location in sufficient detail such that the specific location may be easily identified] in County/City, Virginia. The proposed activity is the [Insert brief description of the business or activity to be conducted at the proposed activity site]. [The modification to the permit would authorize [insert description Ex.: additional surface water impacts associated with the changes in the site plan.]] The proposed activity would affect [Choose all that apply-acres and linear feet are sum of permanent and temporary: # acre(s) of wetlands, # acre(s) open water, # linear feet of stream channel]. The proposed activity would affect Name of Waterbody in the Name watershed. To compensate for the surface waters affected, the applicant would [Choose all that apply: purchase # wetland mitigation credit(s) and # USM stream mitigation credits or # Stream Condition Units (SCUs) or describe permittee responsible mitigation.] DEQ’s tentative decision is to deny the permit application or to issue the permit.

HOW TO COMMENT AND/OR REQUEST A PUBLIC HEARING: DEQ accepts written comments and requests for public hearing by hand-delivery, e-mail, or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses or email addresses of the commenter/requester and of all persons represented by the commenter/requester. A request for public hearing must also include: 1) The reason why a public hearing is requested. 2) A brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requestor, including how and to what extent such interest would be directly and adversely affected by the permit. 3) Specific references, where possible, to terms and conditions of the permit with suggested revisions. A public hearing may be held, including another comment period, if public response is significant based on individual requests for a public hearing, and there are substantial, disputed issues relevant to the permit.

Contact for public comments, document requests and additional information: DEQ Contact Name; Name Regional Office, Address, City, Virginia Zip; Phone: ###-###-####; E-mail: XXX@deq.virginia.gov. The public may review the draft permit and application at the DEQ office named above by appointment or may request copies of the documents from the contact person listed above.

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**INSTRUCTIONS** *[****REMOVE ALL INSTRUCTIONAL TEXT ABOVE and BELOW BEFORE SENDING TO APPLICANTS]***

Example public notice templates are developed by the Office of Regulatory Affairs and Outreach (ORAO) to provide consistency and brevity in the notices published in the newspaper. This template was adapted specifically for VWPPP purposes after collaboration with ORAO. The template sections cover the minimum content requirements of the law and regulations. The template does not address other requirements such as the duration of comment periods, what newspapers to use or the frequency of publication. These items are addressed in the applicable law, regulations and permit manuals.

Of particular note:

**Modifying the Template**: Some minor modifications can be made to the templates to address specific cases. If you have questions on making modifications, contact ORAO.

**Public Comment Period**: The public comment period begins on the date of 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. (If a holiday occurs, for example due to inclement weather, on the scheduled closing date, comments must be accepted through the next business day.) Also, do not put a time of day. All email comments are due by 11:59 p.m., and hand-delivery or postal comments are due at close of business. Example: A newspaper states it will publish the notice on August 1, 2021. The applicable notice should state the comment period as August 1, 2021 to August 31, 2021. Staff begin counting the 30 days on August 2nd to identify the ending date of August 31st (lands on a week day that is not a holiday). If the newspaper misses the stated publication date, the comment period end date is extended until the required 30 days is provided. This is generally reconciled by the paper publishing a correction for the revised comment period dates. Anyone notified of the original comment period should be re-notified of the revised comment period. Agency web pages and the Virginia Town Hall site will also require corrections.