Date

Current Land Owner [*do not list specific names*; use mail merge tool if more than a few RLO/APO address]

Address

City, State Zip

Re: Virginia Water Protection (VWP) Individual Permit No. ##-####

 Project Name, County/City, Virginia

 Notification of Permit Modification Request

Dear Owner:

The Virginia Department of Environmental Quality (DEQ) has received a modification request for the above-referenced project, as identified on the attached project location map. The permittee, Permittee Legal Name, requested the modification for the additional impact of [Describe Impacts – Ex.: 0.02 acre of palustrine forested (PFO) wetland and 0.01 acre (30 linear feet) of stream channel] associated with the Name watershed.

[For riparian landowners]

Because you own property abutting water or wetlands within one half mile downstream [for tidal projects use: one quarter mile up and downstream] of the proposed activity, this letter has been sent to you for your information as required by § 62.1-44.15:4 D of the Code of Virginia.

[Or for adjacent property owners]

Because you own property adjacent to the proposed project, this letter is being sent to you for your information.

DEQ will review the modification request and may prepare a draft major permit modification for this project. If DEQ prepares a draft major permit modification, a notice will appear in your local newspaper announcing our intention to issue the modified permit and inviting the public comment on its content. 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-regulations/public-notices/water/wetlands-streams>. 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