Date

Permittee Contact Person First and Last Names **SENT VIA E-MAIL:** email address

Permittee Legal Name (Permittee) **RECEIPT CONFIRMATION REQUESTED**

Address

City, State Zip

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

Project Name, County/City, Virginia

Draft Major Permit Modification and Public Notice

Dear Permittee Contact Person First and Last Names:

Enclosed for your review are the Virginia Department of Environmental Quality (DEQ) public notice and draft major permit modification of the above-referenced project. Please review all conditions provide herein.

Acceptance of the modified permit is evidenced by publishing the enclosed public notice, which must be done once at your (the permittee’s) expense in a newspaper of general circulation in the area of the project. Publication of the Public Notice initiates the required 30-calendar day comment period. Day 1 of the comment period begins the day following its publication. It is your responsibility to ensure that the comment period stated on the public notice is for a full 30-calendar day period and that the final day of the comment period ends on a state business day.

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 via email listed below. 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 modification, 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).

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

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