Date

Permittee Contact Person First and Last Names **SENT VIA EMAIL:** email address

Permittee Legal Name (Permittee)

Address

City, State Zip

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

 Project Name, County/City, Virginia

 Modification Additional Information and Permit Application Fee Request Letter

Dear Permittee Contact Person First and Last Names:

On Date, the Virginia Department of Environmental Quality (DEQ) received your modification request dated Date, for the above-referenced project. DEQ is evaluating your request in accordance with VWP Permit Program Regulation 9VAC25-210-10 *et seq*. The following information is required to complete your modification request:

1. [If applicable:]Complete and submit the attached Property Access Agreement for all property owners.
2. [Insert each item of information needed for a complete request.]
3. [For permit application fee, pick one of the below:]
	1. A permit application fee of $ is required to complete the modification request. DEQ will continue processing the modification request; however, a modified draft individual permit cannot be issued until the required permit application fee is deposited by the DEQ Receipts Control department. Checks or money orders should be made payable to the Treasurer of Virginia. Do not send cash. Please complete the enclosed Permit Application Fee Form and mail with the designated fee to the following address: DEQ, Receipts Control, P.O. Box 1104, Richmond, Virginia 23218.
	2. A permit application fee is required for the proposed activity and to complete the modification request. Once the proposed impact information has been determined, DEQ will notify you of the fee amount.
	3. [Use when incorrect fee is submitted prior to modification review or if impacts change during modification review] Based upon the revised proposed impact information received Date, a supplemental permit application fee of $ is required for the proposed activity and to complete the modification request. DEQ will continue processing the modification request. However, a modified draft individual permit cannot be issued until the required permit application fee is deposited by the DEQ Receipts Control department. Checks or money orders should be made payable to the Treasurer of Virginia. Do not send cash. Please complete the enclosed Permit Application Fee Form and mail with the designated fee to the following address: DEQ, Receipts Control, P.O. Box 1104, Richmond, Virginia 23218.

[Separate Add Info Request section if item is not required to complete the JPA:] In addition to the above information required to complete the modification request, the following information is necessary to assist in DEQ’s review of the modification request:

1. [Insert each item of information needed for your technical review and permit decision.]

Please submit the requested information by Date, [which should be 15 calendar days of the date of this letter] so that DEQ can continue to process your permit modification. Please be advised that upon receipt of the requested information, additional information may still be required for DEQ to reach a permit decision.

**[If SPGP**, keep next section, insert SPGP type where indicated. **If no SPGP**, delete all references to SPGP.]

Your modification requests verification that the proposed activities qualify for authorization under the U.S. Army Corps of Engineers’ (USACE) State Program General Permit (Choose an item.). [Include if PSF form states that Federal coordination is complete and delete the remainder of the SPGP text: Verification that your project qualifies for the Choose an item. shall be provided concurrently with the VWP coverage decision.]

[If **SPGP** app is incomplete (delete section if **SPGP** app is complete):

In order for DEQ to determine if your project qualifies for Choose an item., the following information is required:

1. Please submit a signed jurisdictional determination letter from the USACE, and the approved delineation map and associated data sheets or a completed Preliminary Screening Form.
2. [Insert each item of information needed for a complete application.]

In accordance with the Choose an item., DEQ will coordinate the JPA/Modification request with the USACE when the SPGP application is received or has coordinated the JPA/Modification request with the USACE. The USACE will review the project for federal coordination, including Section 106, Federal Endangered Species Act, Tribal, Section 408, and EPA, in accordance with USACE policies and procedures.

Verification that your modified project qualifies for the Choose an item. cannot be completed until [delete if SPGP app is complete: all of the information requested in this letter is submitted and] all necessary coordination is completed. DEQ requests that you respond by Date [15 calendar days of the date of this letter]. All inquiries on the status of the coordination should be directed to the assigned USACE project manager.

[If mitigation required: Please note that this project appears to require compensatory mitigation based on the information provided in the application. If the purchase of mitigation credits is required, 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.* DEQ recommends purchasing credits as soon as possible. DEQ also encourages applicants to avoid and minimize impacts as much as possible, which may ultimately affect the amount of mitigation required and thus the cost of mitigating those impacts. 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.]

Thank you for your cooperation in this matter. 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(s): Property Access Agreement [if applicable], Permit Application Fee Form [if applicable]

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