Date

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

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

Address

City, State Zip

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

Project Name, County/City, Virginia

Notice of Permit Extension Denial

Dear Permittee Contact Person First and Last Names:

The Virginia Department of Environmental Quality (DEQ or department) received your request to extend the permit term on Date, for the above-referenced project. In the letter dated Date, you or Agent name requested an extension of the permit [indicate reason].

In accordance with and pursuant to 9VAC25-210-185, DEQ is denying the term extension for this permit because [give reason]. The current permit expiration date of Date remains valid. Please note that this letter is an official component of the permit.

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have **30 calendar days** from the date of service (the date you actually received this decision or the date it was e-mailed to you, whichever occurred first) within which to file with the Director, Department of Environmental Quality, a notice of appeal in accordance with the Rules of the Supreme Court of Virginia. In the event that this decision is served on you by mail, three days are added to that period. Refer to Part 2A of the Rules of the Supreme Court of Virginia for additional requirements governing appeals from administrative agencies.

Alternatively, an owner may request a formal hearing for the formal taking of evidence upon relevant fact issues under Section 2.2-4020 of the Administrative Process Act. A petition for a formal hearing must meet the requirements set forth in Procedural Rule No. 1 - Public and Formal Hearing Procedures (9VAC25-230 *et seq.*). In cases involving actions of the department, such petition must be filed within **30 calendar days** after notice of such decision is sent to such owner by certified mail.

Please contact DEQ at [select processing office email and phone #] Choose an item. or Choose an item. if you have any questions.

Respectfully,

Name

Regional VWPP Program Manager

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)