Date [Can also be sent via email]

First and Last Names

County Administrator or City Manager

County or City Name

Address

City, State Zip

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

 Project Name, County/City, Virginia

 Notification of Permit Minor Modification Request

Dear Administrator or Manager Last Name:

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.

As a local government in which this activity is occurring, this letter is being sent to you for your information as required by § 62.1-44.15:4.D of the Code of Virginia.

DEQ will review the request and may issue a minor permit modification for this project. Please contact DEQ at [select processing office email and phone #] Choose an item. or Choose an item. by Date [Typically 30 days] if you have any comments regarding this proposed action.

Respectfully,

Name

VWP Permit Writer

Enclosure: Location map

Date [Can also be sent via email]

First and Last Names

Board of Supervisors Chairperson or City Mayor

County or City Name

Address

City, State Zip

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

 Project Name, County/City, Virginia

 Notification of Permit Modification Request

Dear Chairperson or Mayor Last Name:

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.

As a local government in which this activity is occurring, this letter is being sent to you for your information as required by § 62.1-44.15:4.D of the Code of Virginia.

DEQ will review the request and may issue a minor permit modification for this project. Please contact DEQ at [select processing office email and phone #] Choose an item. or Choose an item. by Date [Typically 30 days] if you have any comments regarding this proposed action.

Respectfully,

Name

VWP Permit Writer

Enclosure: Location map