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 waters 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 landowners]

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

DEQ will review the request and may issue the 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