**Minor Modifications including Permit Transfer and Permit Extension**

Date

Permittee Contact Person First and Last Names [Use New Permittee Info for Permit Transfer]

Permittee Legal Name (Permittee) **SENT VIA EMAIL:** email address

Address **RECEIPT CONFIMRATION REQUESTED**

City, State Zip

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

 Project Name, County/City, Virginia

Approval of Minor Permit Modification [if applicable, choose: for Permit Transfer or Permit Extension]

Dear Permittee Contact Person First and Last Names:

The Virginia Department of Environmental Quality (DEQ or department) received a minor modification request for permit transfer and/or a Transfer Agreement Form on Date or permit extension on Date, for the above-referenced project. The permit was issued on Date. [, and modified on Date list date(s) of previous modification(s)].

[Use Applicable Sections

Permit Transfer

In accordance with 9VAC25-210-180.E.4, and Part.II.D of the permit, and the attached Transfer Agreement Form, DEQ approves your requested transfer as noted below. The new permittee agrees to abide by all conditions of this permit.

Former Permittee: Permittee Legal Name, Legal Address, City State Zip

New Permittee: Permittee Legal Name, Legal Address, Address

Permit Extension

In the letter dated Date, you or Agent Name requested an extension of the permit term [indicate reason]. In accordance with your request and pursuant to 9VAC25-210-185, DEQ approves the extension of the permit term. The new expiration date is Date. [If new permit term is the maximum of 15 years: Re-issuance of the permit may be necessary if any portion of the authorized activities or any permit requirement (including compensatory mitigation provisions) are not complete at the end of the permit term. Or if new permit term is less than 15 years: An additional extension of the permit may be necessary if any portion of the authorized activities or any permit requirement (including compensatory mitigation provisions) are not complete at the end of the permit term. The permit term, including any extensions, cannot exceed 15 years. The extension may be requested through written notification to DEQ.]

Minor Modification

In the letter dated Date, you or Agent Name requested [indicate reason for the modification including any impact changes]. [If applicable: As proposed in your letter, compensation for the additional impacts will be provided through [list proposed compensation].[For CMR change: to change the impact site construction monitoring for VWP Individual Permit No. ##-#### from photographic monitoring and scheduled submission of construction monitoring reports to on-site completion of the *Monthly VWP Permit Inspection Checklist* and the semiannual submission of a *VWP Permit Construction Status Update Form*.]

In accordance with your request and pursuant to 9VAC25-210-180 and § 401 of the Clean Water Act (33 U.S.C. § 1341), DEQ approves your request to modify the above referenced permit. DEQ has determined that this request qualifies for a minor modification in accordance with 9VAC25-210-180.E.#. [List all permit conditions revised - Ex.: Part I.A.1, Part I.D.2 and 4 of the VWP Individual Permit No. ##-#### were modified to reflect the minor permit modification.]

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 note that this letter is an official component of the permit, retain this letter in your files. 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

Enclosures: Modified Permit Cover Page, Modified Part I – Special Permit Conditions, Part II - General Conditions, Modified Attachment 1 - *VWP Permit Construction Status Update Form*, Modified Attachment 2 - *Monthly VWP Permit Inspection Checklist*, Transfer Agreement Form [For Transfers]

cc: Former Permittee Contact Person Name, Company [For Transfers]

 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