Date

Permittee Contact Person First and Last Names  **SENT VIA E-MAIL:** email address

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

Address

City, State Zip

Re: Virginia Water Protection (VWP) General Permit Tracking Nos. WP#-##-#### and WP#-##-####

Project Name, County/City, Virginia

 Concurrent Termination and Issuance of VWP General Permit Coverage

Dear Permittee Contact Person First and Last Names:

The Virginia Department of Environmental Quality (DEQ or department) received a request on Date, to terminate existing general permit coverage and reapply for new general permit coverage for the above-referenced project.

The request dated Date, is due to [Explain reason – Ex.: modifications to the project that no longer qualify under NOPC]. DEQ has concurrently terminated VWP General Permit Tracking No. WP#-##-#### in accordance with Choose an item.-90.A, and issued VWP General Permit Tracking No. ##-#### in accordance Choose an item.-10 *et seq*., effective on the date of this letter. The applicable limits, reporting requirements, and other conditions for coverage are enclosed.

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

Enclosures: Coverage Letter, VWP General Permit, Attachment 1 - *VWP Permit Construction Status Update Form*, Attachment 2 – *Monthly VWP Permit Inspection Checklist*

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