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 No. WP#-##-#### and VWP Individual Permit No. ##-####

Project Name, County/City, Virginia

 Concurrent Termination of VWP General Permit Coverage and Issuance of Final VWP Individual Permit

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 issue an individual permit for the above-referenced project.

The request dated Date, is due to [Explain reason – Ex.: modifications to the project that no longer qualify under VWP General Permit coverage]. DEQ has concurrently terminated VWP General Permit Tracking No. WP#-##-#### in accordance with Choose an item.-90.A, and issued VWP Individual Permit No. ##-#### in accordance with VWP Permit Program Regulation 9VAC25-210 and § 401 of the Clean Water Act (33 U.S.C. § 1341), effective on the date of this letter. The applicable limits, reporting requirements, and other conditions are enclosed.

This permit is valid for # years from the date of issuance. [If 15 yr term: A new permit may be necessary if any portion of the authorized activities or any permit requirement (including compensatory mitigation provisions) is not complete at the end of the maximum 15 year permit term. Or If term is less than 15 years: A permit extension may be necessary if any portion of the authorized activities or any permit requirement (including compensatory mitigation provisions) is not complete at the end of the permit term. The permit term, including any extensions, cannot exceed 15 years. An extension of the permit may be requested through written notification to DEQ.]

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: Permit Cover Page, Part I - Special Conditions, Part II - General Conditions, 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