**NOPC for Partial Transfer of Coverage**

[cc the original permittee on new coverage issuance]

[The new coverage should use the most recent general permit regulation template]

Date

Original Permittee Contact Person First and Last Names [New Permittee will be Cc’d and receive new coverage]

Original Permittee Legal Name (Original Permittee) **SENT VIA E-MAIL:** email address

Address **RECEIPT CONFIRMATION REQUESTED**

City, State Zip

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

 Original Project Name and New Project Name, County/City, Virginia

 Approval of Notice of Planned Change for Partial Transfer of Permit Coverage

Dear Original Permittee Contact Person First and Last Names:

The Virginia Department of Environmental Quality (DEQ or department) received your partial transfer of coverage request on Date. In the letter dated Date, you or Agent Name requested to transfer coverage for a portion of the impacts currently authorized by VWP General Permit Tracking No. WP#-##-#### to New Permittee Legal Name.

In accordance with Choose an item.-80, Part III.H of the general permit, and the attached Transfer Agreement Form, DEQ approves the requested transfer as noted below. Accordingly, New Permittee Legal Name agrees to abide by all conditions of the new coverage. [Describe compensation, if applicable- Ex.: Each permittee will be responsible for their respective compensation. Or: The compensatory mitigation is outlined within each permit coverage letter; however, DEQ received documentation of compensation purchase for all authorized impacts on Date(s).]

| VWP General Permit Tracking No. WP#-##-#### |
| --- |
| Project Information | Impacts: [list impacts][expand table as necessary] |
| Project Name: | Project name | Permanent/Temporary | Impact # & Type |
|  | Permittee Legal Name | Permanent/Temporary | Impact # & Type |
| Permittee: [original] | Legal Address |  |  |
|  | City, State Zip |  |  |
|  |
| VWP General Permit Tracking No. WP#-##-#### |
| Project Information | Impacts: [list impacts][expand table as necessary] |
| Project Name: | Project name | Permanent/Temporary | Impact # & Type |
|  | Permittee Legal Name | Permanent/Temporary | Impact # & Type |
| Permittee: [new] | Legal Address |  |  |
|  | City, State Zip |  |  |

DEQ has determined that this request qualifies for a notice of planned change in accordance with Choose an item.-90. The attached VWP general permit coverage has been modified to reflect all of the above changes.

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.

This letter is an official component of the general permit coverage, please 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: Coverage Letter, or Revised Cover Page [for pre-2016 coverage], VWP General Permit or VWP General Permit Conditions [for pre-2016 coverage], Attachment 1 - *VWP Permit Construction Status Update Form*, Attachment 2 – *Monthly VWP Permit Inspection Checklist*, Transfer Agreement Form

cc: New Permittee, Company

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