

SAMPLE MINOR PERMIT MODIFICATION REQUEST

VWP Permit No. _____

Project Name: _____

Current Permittee: _____

I hereby request a minor modification of the VWP permit listed above to change the construction monitoring requirements for this project. I understand that the requirements below will replace the Construction Monitoring Reports currently required by my permit. These new monitoring requirements will become effective when I receive my modified permit. I understand that other monitoring and notification requirements in my permit will **not** change.

New Construction Monitoring Requirements

- 1) A semi-annual construction status update shall be completed in June and December of every year during the term of this permit. The construction status update shall include reference to the VWP Permit number and one of the following statements: a) Construction activity in authorized impact areas has not yet commenced; b) Construction activity within authorized impact areas has commenced; c) Construction activity authorized impact areas has commenced but is currently suspended; or d) All authorized impacts are complete. The updates shall be submitted electronically to vwp.nro@deq.virginia.gov mailed to the appropriate DEQ office, and **must be received by DEQ no later than January 10 and July 10 of every year.**

- 2) Site inspections shall be conducted by the permittee or the permittee’s qualified designee at least once every calendar month during active construction within authorized impact areas. All authorized permanent and temporary impact areas; all avoided surface waters, including wetlands, within 50 feet of any land disturbing activity; and all on-site areas designated for permanent preservation must be inspected. The “VWP Construction Inspection Checklist” shall be completed in its entirety for each inspection, and this checklist shall be kept on-site and made available for review by DEQ staff during normal business hours.

- 3) The permittee shall notify DEQ within 24 hours of discovering impacts to surface waters (including wetlands) that are not authorized by this permit. Notification shall consist of the “VWP Construction Inspection Checklist” that was completed when the impacts were discovered, photographs, estimated acreage and/or linear footage of impacts, and a narrative description of the impacts.

Authorized Signature

Date

Print Name

Title