

Sample: Letter to General Permit Holders

Dear Permittee,

In order to reduce the burden of construction monitoring on permittees, and enable better project tracking by DEQ, a new option for VWP permit construction monitoring has been developed. Your permit currently requires that you submit detailed Construction Monitoring Reports, which consist of:

- a narrative description of work in each impact area;
- properly labeled photographs of each impact area (or an aerial photograph);
- descriptions of compliance activities and problems encountered during construction;
- an anticipated construction schedule; and
- a site map with construction progress and photo locations.

The monitoring reports must be submitted to DEQ at months 1, 2, 3 and every 6 months thereafter for the life of construction activity in authorized impact areas.

Beginning **August 1, 2013**, with a permit change, you may opt to discontinue Construction Monitoring Reports, and instead submit a one-page Construction Status Update to DEQ twice per year. If you choose this option, Construction Status Updates will due to DEQ on January 10th and July 10th of every year throughout the life of the permit.

**In order to switch to the new option, you must sign and submit the enclosed Notice of Planned Change for your permit.** The request must be signed by a person authorized to sign on behalf of the permittee. This change to your permit will not require a permit fee or public notice. DEQ will review your request to ensure your project qualifies, and if so, you can expect your modified permit 30 to 60 days from DEQ's receipt of your request.

**If we do not receive your signed request for a notice of planned change, your monitoring requirements will not change.** Construction monitoring reports will continue to be due at the intervals specified in your current permit.

Sincerely,

NRO VWP Program Manager

encl: Notice of Planned Change Request  
Sample Construction Status Update