

Letter to Individual 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 a designated frequency for the life of construction activity in authorized impact areas.

Beginning **August 1, 2013**, with a permit modification, you may opt to discontinue Construction Monitoring Reports. In place of these reports, a one-page Construction Status Update must be submitted to DEQ twice per year and monthly self-inspections must be completed during active construction. If you choose this option, the new Construction Status Updates will be due to DEQ on January 10th and July 10th of every year throughout the life of the permit. Monthly self-inspections will follow a 1-page, DEQ-provided checklist (see enclosed sample). Completed checklists must be kept on-site, but need not be submitted to DEQ unless unauthorized impacts are observed. (Please note that this new option for construction monitoring cannot be used to replace special water quality monitoring, project-specific operations monitoring, monitoring to ensure endangered species protection, or certain other project-specific monitoring requirements deemed necessary by DEQ.)

In order to switch to the new option, you must sign and submit the enclosed request for a permit modification. The request must be signed by a person authorized to sign on behalf of the permittee. This modification is a minor modification, and 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 permit modification, 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 Permit Program Manager

encl: Permit Modification Request
Sample Self-Inspection Checklist
Sample Construction Status Update

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