

**Vermont Wetlands Program
Major Amendment Application**

Under Section 9.7
of the Vermont Wetland Rules



VWP File# _____ Issue Date: _____

1. Eligibility Checklist:

If you cannot verify each of the following, stop and proceed to fill out a minor amendment or new permit application. For complex amendments, contact your District Wetlands Ecologist to determine if you should use the full individual permit application.

- ☐ The changes are for an Individual Permit. General Permit authorizations are not eligible to apply for a Major Amendment
- ☐ There are no changes to the overall project purpose.
- ☐ The changes do not qualify for a minor or administrative amendment.

2. Detailed project description and previous permit number *Provide overall project description as well as details of proposed changes and purpose of those changes.*

3. Wetland and/or Buffer Type Proposed for new or different impact *Describe soils, plants and hydrology*

4. Changes in Wetland Impacts

Check here if there are **after the fact** impacts included

Wetland Name:	Permitted Impact	Proposed Additional Impact (this number should only include NEW impacts, and no previously permitted impacts)
Permanent Wetland Fill	s.f.	s.f.
Temporary Wetland Impact	s.f.	s.f.
Other Permanent Wetland Impact <i>(this number includes clearing of woody vegetation, dredging, and does not include fill)</i>	s.f.	s.f.
Total Wetland Impact:	s.f.	s.f.

Describe in detail the proposed impact to wetlands. Provide dimensions of structures such as road.

For example: 16' wide fill for 12' road crossing, temporary impacts for 5' trench and fill related to utility installation.

5. Changes in Buffer Impacts

Wetland Name:	Permitted Impact	Proposed Additional Impact (this number should only include NEW impacts, and no previously permitted impacts)
Temporary Buffer Impact	s.f.	s.f.
Permanent Buffer Impact	s.f.	s.f.
Total Buffer Impact:	s.f.	s.f.

Describe in detail the proposed impact to buffer zones. Provide dimensions of structures such as road.

For example: Addition of fill along roadway embankment extending into buffer zone an additional three feet.

6. Mitigation sequence narrative *describe how avoidance, minimization, restoration and compensation have been considered in regards to the project changes.*

7. Attachments *check all that apply*

- ☐ [Required] Location Map
- ☐ [Required] Site plan(s) associated with original permit
- ☐ [Required] Updated site plan(s) labeled _____
- ☐ Updated management plan(s) labeled _____
- ☐ [Required] ACOE Forms for any new wetlands
- ☐ [Required] Vermont Wetland Evaluation Forms for any new wetlands
- ☐ Photographs of any new areas
- ☐ Other _____

The Secretary may require a person applying for a Major Amendment to use the full Individual Permit application. **Contact your District Ecologist to verify eligibility before submittal.**

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**Refund Policy**

- If an application is modified, withdrawn or denied after technical review has commenced, all fees are retained.
- If an application is withdrawn prior to administrative review, all fees will be refunded.
- If an application is withdrawn after administrative review but prior to commencement of technical review, deemed administratively incomplete and returned to the applicant, or determined that a permit is not required; administrative fees are retained, and permit application review fees will be refunded.

☐ **By checking this box, the applicant certifies that they have read and understands the refund policy**

Applicant Information: *If the applicant is someone other than the landowner, the landowner information must be included below*

Applicant Name:			
Address:	City/Town:	State:	Zip:
Phone Number:	Email Address:		
(Required to receive notices via Environmental Notice Bulletin)			

Applicant Certification:

By signing this application, you are certifying that all information contained within is true, accurate, and complete to the best of your knowledge.

- ☐ **By checking this box, the applicant certifies that all adjoining landowners have been provided an official notice via US mail prior to the submission of this application**

Applicant Signature: _____ Date: _____

Landowner Information: *Landowner must sign the application. If landowner is different from the applicant this section must be filled out*

☐ **Check this box if landowner is the same as the applicant**

Landowner Name:			
Address:	City/Town:	State:	Zip:
Phone Number:	Email Address:		
(Required to receive notices via Environmental Notice Bulletin)			

Landowner Easement: *Attach copies of any easements, agreements, or other documents conveying permission, and agreement with the landowner stating who will be responsible for meeting the terms and conditions of the permit. List the attachment for this information in this section. Describe the nature of the agreement or easement in the space provided below:*

Landowner Certification:

By signing this application, you are certifying that all information contained within is true, accurate, and complete to the best of your knowledge. Original signature is required.

Landowner Signature: _____ Date: _____

Application Preparer Information: *Consultant, engineer, or other representative that is responsible for filling out the application, if other than the applicant or landowner.*

Application Preparer Name:			
Address:	City/Town:	State:	Zip:
Phone Number:	Email Address:		
(Required to receive notices via Environmental Notice Bulletin)			

Application Preparer Certification:

By signing this application, you are certifying that all information contained within is true, accurate, and complete to the best of your knowledge. Original signature is required.

Application Preparer Signature: _____ Date: _____

Wetland Review Fee Calculations: <i>Round to the nearest square foot. Fees will auto-calculate.</i>		
Total Proposed Wetland Impact (minus linear clearing, including ATF)	square feet (s.f.)	Calculated at \$0.75 per square foot \$
Total Proposed Wetland Clearing (qualified linear projects only)	square feet (s.f.)	Calculated at \$0.25 per square foot \$
After-The-Fact Wetland Impact (To correct a violation)	square feet (s.f.)	Calculated at \$1.50 per square foot (Required for after the fact permit applications) \$
Total Buffer Zone Review Fee Calculations: <i>Round to the nearest square foot</i>		
Total Proposed Buffer Zone Impact	square feet (s.f.)	Calculated at \$0.25 per square foot \$
Additional Fees		
		Administrative Fee: \$
Total Review Fee Amount:		\$

Application Submittal Instructions
<p>Please submit your permit application and fee payment via our secure online application portal: https://anr.vermont.gov/app/?allowAnonymous=true#/formversion/7addf10d-2c62-447b-bb80-ec5dba88bc99. Scroll to the bottom of the landing page, click 'begin form entry,' in blue, and proceed with the 'permit application' option. Make sure you specify that the permit application is for the Wetlands Program.</p> <p><i>Using our online form is the most efficient and secure way to submit applications and payments. Mailing in an application or check may cause delays. You will receive an email notification once your application has been processed.</i></p> <p>For application questions contact: ANR.WSMDWetlands@vermont.gov</p>

The Vermont Agency of Natural Resources operates its programs, services, and activities without discrimination on the basis of race, religion, creed, color, national origin (including language), ancestry, place of birth, disability, age, marital status, sex, sexual orientation, gender identity, or breastfeeding. We will not tolerate discrimination, intimidation, threats, coercion, or retaliation against any individual or group because they have exercised their rights protected by federal or state law. To file a discrimination complaint, for questions, free language services, or requests for reasonable accommodations, please contact ANR's Nondiscrimination Coordinator at ANR.CivilRights@vermont.gov or visit [ANR's online Notice of Nondiscrimination](#).

Questions or Complaints/Free Language Services | SERVICES LINGUISTIQUES GRATUITS | भाषासम्बन्धी निःशुल्क सेवाहरू | SERVICIOS GRATUITOS DE IDIOMAS | 免費語言服務 | BESPLATNE JEZIČKE USLUGE | БЕСПЛАТНЫЕ УСЛУГИ ПЕРЕВОДА | DỊCH VỤ NGÔN NGỮ MIỄN PHÍ | 無料通訳サービス | ነጻ የቋንቋ አገልግሎቶች | HUDUMA ZA MSAADA WA LUGHA BILA MALIPO | BESPLATNE JEZIČKE USLUGE | အခမဲ့ ဘာသာစကား ဝန်ဆောင်မှုများ | ADEEGYO LUUQADA AH OO BILAASH AH | خدمات لغة مجانية: anr.civilrights@vermont.gov or 802-636-7827.

OFFICIAL NOTICE

Hello Neighbor,

This letter is to let you know that _____ plans to apply for permits from the Agency of Natural Resources, Department of Environmental Conservation (DEC). As your property borders where this activity will happen, Vermont law requires that you be informed about the application(s).

Once the application is accepted by the DEC, it will be posted on the DEC Environmental Notice Bulletin (ENB) website at [ENB.VERMONT.GOV](https://enb.vermont.gov). You can sign up there to get updates as the application goes through the review process. Even if the application hasn't been sent in yet, you can still register for notifications in your area. Instructions can be found on the next page.

You may contact the property owner/applicant with questions about the activity. The contact information is listed below. The permit process includes a time for public comments and a chance to ask for a public meeting. This can be done through the ENB website once the applications are posted. Note that to appeal the final permit decision, you must submit a comment during the public comment period.

For more information, please visit [DEC.VERMONT.GOV/PERMITS/ENB/GENERAL](https://dec.vermont.gov/permits/enb/general). If you have questions or need help signing up on the ENB, call the DEC at (802) 828-1556 with the information below.

PROPERTY OWNER(S)/APPLICANT(S) NAME

PROPERTY OWNER(S)/APPLICANT(S) CONTACT INFORMATION (MUST PROVIDE TELEPHONE NUMBER AND/OR EMAIL)

PROPOSED ACTIVITY STREET ADDRESS/ROUTE

PROPOSED TOWN(S)

PERMIT TYPE(S) (INDICATE FOR EACH PERMIT TYPE NEW OR RENEWAL)

DATE NOTICE GENERATED

Understanding when permit applications will be shown on the ENB

- Permit applications are posted on the ENB website after all necessary information is received by the DEC. This means it might take a few weeks for the noticed activity to show up on ENB. Nearby property owners should check the website again one or two weeks after getting a notice in the mail. You can also sign up on the ENB to get updates about new activities in your town.

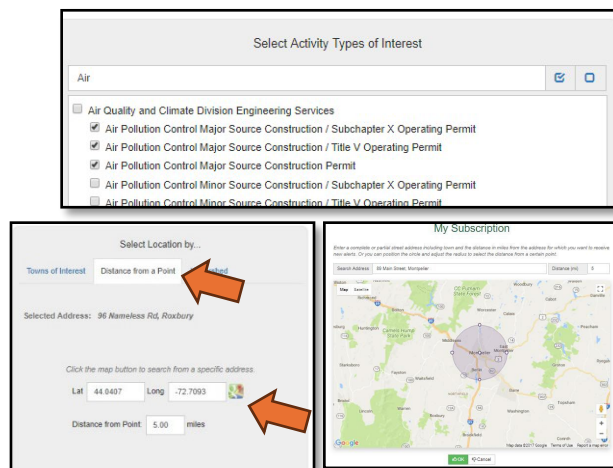
Register with the ENB

To register on the ENB and set up your subscription: please go through the following steps. There are illustrated instructions on Page 16 of [the ENB User Guide](#):

- Go to ENB.VERMONT.GOV
- Click **Register** on the upper right-hand side of the home page
- Enter the required information (name, email address and create password) and click **Register**
- You will receive an email confirmation for your email address. Once confirmed you will be able to log-in and set up your subscription.

Subscribe to ENB Notifications for New Activities in your Area

- Log into ENB and then click **My Subscription** at the top left-hand side of the home page
- Click **Modify Alerts** on the My Subscription page
- Click **Edit** for Alert #1
- Check the box next to the permits you are interested in receiving alerts for from the **Select Activity Types of Interest** list.
- Next, click the **Distance from a Point** tab under **Select Location by...** and click the **map** icon to set your location.
- Enter your own address in the **Search Address** field. Set the distance large enough to capture the project activity (1 mile, 5 miles, etc.)
- Click **OK** once the radius has been set
- Click **SAVE** on the next page, then Click **OK** to return the main subscription page.
- Once you receive an alert for an activity, you can choose to **Follow** the activity from your subscription page on the ENB




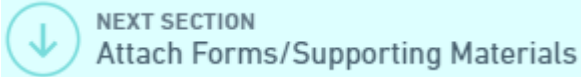

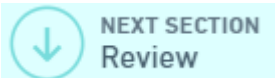
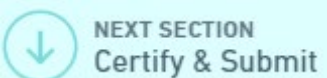

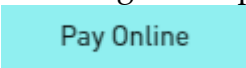

For additional instructions see the **User Guide** on ENB.VERMONT.GOV.

For help with registration please contact the ENB Administrator: ANR.ENBAdministrator@vermont.gov.

SUBMIT AND PAY ONLINE TO SPEED UP YOUR APPLICATION PROCESSING!

You can submit your application and pay fees online. To start, visit:

https://anronline.vermont.gov/?formtag=WSMD_Intake

1. Scroll to the bottom of the page and click the  button.
2. Log in to an account, sign up for an account, or continue as a guest user.
3. Fill out each field in the General Information Section.
 - Type the name of the contact person, phone, and email address.
 - Select the Watershed Management Division Program. *The program name is written at the top the application.*
 - Select 'Permit Application' as the submission type.
 - Click the  button at the bottom of the page.
4. Click "Choose File" and select your application, plans, maps, or compliance notifications.
 - Click the  button at the bottom of the page.
5. Type the application fee amount.
 - Click the  button at the bottom of the page.
6. Review your data.
 - Click the  button at the bottom of the page.
 - Click the  button at the bottom of the page.
7. Sign in or continue as a guest to pay the application fee.
 - Click the  button.
8. Enter your credit/debit card or eCheck information.
 - Click the  button at the bottom of the page. *Note: You must provide your email address in the billing information section if you want a receipt emailed.*
 - Your submission will now show the fee has been paid. You may print a confirmation/receipt from here if needed.

