

## OFFICIAL NOTICE

Hello Neighbor,

This letter is an official notice that \_\_\_\_\_ intends to apply for one or more permits from the Agency of Natural Resources, Department of Environmental Conservation (DEC). Because your property borders the location of the activity as described below, Vermont law requires the applicant to provide you with notice of the application(s).

Once each application has been submitted and deemed complete by DEC to begin the review, it will be posted to the DEC Environmental Notice Bulletin (ENB) at [ENB.VERMONT.GOV](http://ENB.VERMONT.GOV), where you may register to receive notifications to stay informed as each application moves through the review process. Although the application(s) may not yet be received or processed by the DEC upon receipt of this letter from the applicant below, you may register now to receive notifications using a specified mile/distance radius from your address location (*see next page for detailed instructions on how to register*).

In the meantime, you may also contact the property owner/applicant with questions about the activity using the contact information provided below. For background, the permit process includes a public comment period and an opportunity to request a public meeting, all which can be done through the ENB link above once permit applications are posted. Note that to appeal a final permit decision you must submit comments during the public comment period.

For additional information please visit the following website: [DEC.VERMONT.GOV/PERMITS/ENB/GENERAL](http://DEC.VERMONT.GOV/PERMITS/ENB/GENERAL). For general questions or assistance with registering on the ENB please call DEC's main line at (802) 828-1535 and plan to provide the permit types that are being applied for as listed 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)**

To register on the ENB and set up your subscription: please go through the following steps. There are illustrated instructions on Page 12 of [the ENB User Guide](#):

1. Go to [ENB.VERMONT.GOV](http://ENB.VERMONT.GOV)
2. Click **Register** on the upper right-hand side of the home page
3. Enter the required information (name, email address and create password) and click Register
4. You will receive an email confirmation for your email address. Once confirmed you will be able to log-in and set up your subscription.
5. Log into ENB and then click **My Subscription** at the top left-hand side of the home page
6. Click **Modify Alerts** on the My Subscription page
7. Click **Edit** for Alert #1
8. Choose the permits being applied for from the **Activity Types of Interest** list by checking the check boxes.
9. Next, choose the location using **Distance from a Point** and click the map icon to set your location.
10. Enter your own address, including Town in the **Search Address** field and set the distance large enough to capture the project activity (1 mile, 5 miles, etc.)
11. Click **OK** once the radius has been set
12. Click **SAVE** on the next page, then Click **OK** to return the main subscription page.
13. Once you receive an alert for an activity, you can choose to **Follow** the activity from your subscription page.
14. For additional instructions see the **User Guide** on [ENB.VERMONT.GOV](http://ENB.VERMONT.GOV).
15. For help with registration please contact the ENB Administrator: [ANR.ENBAdministrator@vermont.gov](mailto:ANR.ENBAdministrator@vermont.gov).