

## Source Water and Groundwater Withdrawal Permit Application Process

*Effective Immediately*

- There are new application forms for all Source Permit related Applications and Groundwater Withdrawal Permit Applications, so please discard all old Permit Application forms you may have on file. Only use the Application forms that are currently posted to the Drinking Water and Groundwater Protection Division (DWGPD) web page: <http://www.drinkingwater.vt.gov/pcwsapps.htm> Each time a Source Permit Application is submitted please download it from this website. *Please note:* Each type of public water system has a specific Application form: Public Community (PCWS); Non-Transient, Non-Community (NTNC); Transient, Non-Community (TNC); and Domestic Bottled or Bulk water system. Groundwater Withdrawal Permit Applications can be found at <http://www.drinkingwater.vt.gov/gwwithdrawal.htm>
- The Permit Application information fields in each of the Application forms must be completely filled with the requested information or be referenced to a related attachment. If an information field is not applicable, please enter "Not Applicable" or "N/A" in it, otherwise the Application may be considered incomplete and could be returned because of presumed missing information. A completed Application will help expedite our review and processing of the application and eliminate unnecessary delays for the applicant.
- **Please electronically submit the completed application to our FTP documents site:**

### **INSTRUCTIONS:**

If you are using Windows, the best and simplest way to submit documents to the FTP site is to paste the following link: <ftp://ftp.anr.state.vt.us/Public%20Water%20Supply/> into the Windows Explorer address bar (**NOT** Internet Explorer or some other web browser). If you are using a MAC, paste the link into the address bar in Finder.

Use the following credentials to log onto the FTP site when prompted:

**User:** watersupply **Password:** C0mm@nd (note the **zero** in the password, not the letter "O")

Uploading or submitting files to the FTP site is as easy as "copying and pasting" or "clicking and dragging" as you would with any document and folder on your own computer. The Division has created instructions to set up and use the FTP site, so if you have trouble with getting on the FTP site, please consult: <http://www.drinkingwater.vt.gov/pws/pdf/ftpinstructions.pdf>

Following the steps above should take you to the FTP site. You will add your document(s) to one of the four drinking water-related folders identified as "Source Documents and Permits". Please make sure to place your documents into the correct folder for the given project. You may create a new sub-folder within each of the four folders for your specific project if you are submitting multiple project documents. If you create a sub-folder, please be sure to identify the new folder name clearly with the Project Name, Town it is located within, and Project Identification Number (PIN) if known.

**IMPORTANT:** Once a document is placed into the FTP folder, it **CAN NOT** be opened from that location, so please make sure the submission is correct and complete before copying it to the FTP site. Division staff will remove documents daily from the FTP site and open it on their own computers in order to view and process the documents.

Contact John Sears at [john.sears@state.vt.us](mailto:john.sears@state.vt.us) or 802-585-4887 if you have questions pertaining to use of the Division FTP site.

We are requesting all Source Permit Applications, Source Testing Review Applications, Source Evaluation Reports, Groundwater Withdrawal Permit Applications, Construction Permit Applications, Source Protection Plans, Operation & Maintenance Manuals, and Construction Drawings, be submitted electronically to this site.

- The Application fee must be paid by check or money order payable to the **State of Vermont**. Please also reference the project name, applicant's name, and town on the check or money order and mail or deliver it to:

Helen Banevicius  
Drinking Water & Groundwater Protection Division  
1 National Life Drive, Main 2  
Montpelier, VT 05620-3521.

- The Source Testing Review Application form <http://www.drinkingwater.vt.gov/pws/pdf/sourcetestingapp.pdf> is to be submitted for any public water system, bottled/bulk water system, and for large groundwater withdrawal source permit applications in order to initiate approval of any source testing.
- Please complete the appropriate Well ID Sheets for the Production Well <http://www.drinkingwater.vt.gov/pws/pdf/wellidsheetproductionwell.pdf> and for Observation Wells <http://www.drinkingwater.vt.gov/pws/pdf/wellidobservationwell.pdf> when a pumping test is performed and submit them with the Source Evaluation Report.
- Please submit the Source Evaluation Report after all testing and studies has been completed. Submitting all of the required information at the same time and in a consistent format (outlined in the Source Testing Review Application Instructions) will reduce the risk of delays in the report review and the permit issuance.
- The Division will send an application receipt letter following initial receipt of the complete application and correct fee.

If you have any questions about submitting source water or groundwater withdrawal permit applications, you may contact Rodney Pingree at [Rodney.pingree@state.vt.us](mailto:Rodney.pingree@state.vt.us) or by calling 802-585-4912.

This fact sheet/form/application and related environmental information are available electronically via the internet. For information visit us directly through the Drinking Water and Groundwater Protection Division homepage at

<http://www.drinkingwater.vt.gov/>

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