

Guidance Document 2020-01

Filing an Application Without the Book and Page

The Wastewater System and Potable Water Supply Rules, § 1-305 Applications for Permits, Subsection (a)(1) states applications for a permit shall be submitted using a form provided by the Secretary. The application form prepared by the Secretary asks for the Parcel SPAN, Parcel ID, and Book and Page for the deed recorded in the land records. With Governor Scott's stay home directive, it's anticipated Town Clerk Offices are closed to the public and, while employees in the Town Clerk's Office may still be working, work schedules are often reduced. Therefore it may not be possible to search the land records to obtain the Parcel SPAN, Parcel ID, and Book and Page for the deed.

We will accept an application without the Book and Page Number for the deed when it is stated in the application:

1. the information is not available from the owner;
2. the Town Clerk's Office is not open to the public; and
3. the Town Clerk is unable to perform the deed research.

Applications will require the Parcel SPAN and the Parcel ID which can be found using the Vermont Atlas or the Vermont Open Geodata Portal at

https://geodata.vermont.gov/datasets/e12195734d38410185b3e4f1f17d7de1_17

This Guidance to allow an application without a Book and Page for the deed shall terminate when the Governor lifts the stay home directive and Town Clerk Offices open to the public or Town Clerk employees are able to perform the deed research.

Date: April 7, 2020