

Process for Applying for a Wastewater System and Potable Water Supply Permit WW permit

1. We only have one form – available at our website www.wastewater.vt.gov/poregionaloffices.htm (see Section Permits/ApplicationsFees)
2. Amending a permit is the same process as applying for a new project.
3. Application form filled out, signed by landowner and Licensed Designer.
4. Basis of design for water and wastewater flows by Licensed Designer.
5. Need allocation letters from the municipality (Town/City/Village) for water and wastewater gallons per day. (for projects served by municipal water and sewer services)
6. If project served by a soil-based system, test pit logs, system design and details prepared by Licensed Designer.
7. If project is served by a private well, water quality tests and water quantity tests may be needed, as well as system design and details prepared by a Licensed Designer.
8. Accurate site plan and details for the project (See Appendix 6-A of Rules), (2 copies) signed by a Licensed Designer
9. When amending a permit, if there need to be any changes to the lot, footprint of building, water or wastewater lines, addition of an exterior grease trap, then we need plans signed by a Licensed Designer.
10. If no exterior changes and if we have site plans in our file that have everything required in our Rules, we don't need new site plans. Some of the older permitted projects don't have plans with everything we need (plan drawn to scale, lot line dimensions, footprint of building, exterior water and wastewater lines including size and materials).
11. Act 145 Form signed by landowner.
 - a. If notification required, then need send notification and appropriate form to affected landowners, need to submit copies of receipts that it was sent via certified mail, need form stating notification was sent with landowners names and mailing address, and need to wait 7 days from date notification is sent via certified mail before application can be submitted to Regional Office.
 - b. If project is exempt from notification need to submit form signed by landowner.(Form 5 – stating project is exempt from notification because project served by municipal water and sewer services)
12. Fee – Check or Money Order made out payable to State of Vermont.
13. When application materials are submitted, they are checked to see if they are administratively complete. If so, they are logged in and assigned to technical staff for review of technical information.
14. Projects have a Permit Expediting Program (PEP) standard to be reviewed and approve/denied within either with 30 days (design flows of 500 gallons per day or less) or 45 days (projects with design flows of more than 500 gpd).
15. If the project utilizes a soil-based wastewater disposal system, technical staff will often visit the site, either pre- application or post-application submittal to confirm the soils and site conditions.
16. If project meets the minimum requirements of the Rules a permit is issued, mailed out to the landowner with instruction to record it in the Land Records.
17. If there is missing, incomplete, or incorrect information, a review letter or email is sent. This “stops the clock” until all items have been address.
18. Projects are processed in the order they are received with priority given to “failed water supplies or wastewater systems”