

Drinking Water & Groundwater Protection Division - Permit Application

Wastewater System & Potable Water Supply

**For Office Use Only:**

Application#	PIN#	Date Complete Application Received
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Authority:

10 V.S.A. Chapter 64, the Environmental Protection Rules, Chapter 1, Wastewater System & Potable Water Supply Rules, and Chapter 21, Water Supply Rules, Appendix A. Part 11 – Small Scale Water Systems.

General Information:

The organization and/or content of this form may not be altered, however, the form may be expanded to allow additional information to be entered. Changes in the organization and/or content of the form may result in an invalid application or permit.

In most cases a licensed designer will be required for your project and to help complete this application form. There are also line-by-line instructions available to assist with completing this form.

NOTE: We strongly suggest referring to the application instructions while completing this application form.

Part I Applicant (Landowner) Information

Section A – Applicant Details (if Landowner is an Individual or Individuals)

Note: There is space provided in this section for two Landowners. If there are more than two Landowners shown on the property deed, please provide a separate sheet listing each additional Landowner, their mailing address, signature and date.

1 Last Name		2 First Name	
3 Mailing Address Line 1		4 Mailing Address Line 2	
5 Town/City	6 State/Province	7 Country	8 Zip/Postal Code
9 Email Address			10 Telephone

Additional Landowner (if applicable)

☐ Check if address/contact information of second Landowner is the same as above and then enter only Last Name and First Name information below. Otherwise, complete all information for the second Landowner.

11 Last Name		12 First Name	
13 Mailing Address Line 1		14 Mailing Address Line 2	
15 Town/City	16 State/Province	17 Country	18 Zip/Postal Code
19 Email Address			20 Telephone

Section B – Applicant Details (if Landowner is other than an Individual or Individuals)

1 Registered Legal Entity or Organization Name			2 Telephone
3 Mailing Address Line 1		4 Mailing Address Line 2	
5 Town/City	6 State/Province	7 Country	8 Zip/Postal Code

Certifying Official

The Certifying Official must be a person who has signatory authority for the legal entity or organization that is the Applicant.

9 Certifying Official Last Name		10 Certifying Official First Name	
11 Certifying Official Title			
12 Email Address			13 Telephone

Section C – Primary Contact Information (if other than Applicant)

1 Last Name		2 First Name	
3 Mailing Address Line 1		4 Mailing Address Line 2	
5 Town/City	6 State/Province	7 Country	8 Zip/Postal Code
9 Email Address			10 Telephone

Section D – Building/Business Owner Information

1 Last Name		2 First Name	
3 Mailing Address Line 1		4 Mailing Address Line 2	
5 Town/City	6 State/Province	7 Country	8 Zip/Postal Code
9 Email Address			10 Telephone

Part II Certifying Designer Information**Section A – Certifying Designer 1**

1 Designer Last Name		2 Designer First Name	
3 Designer License #	4 Company Name		
5 Mailing Address Line 1		6 Mailing Address Line 2	
7 Town/City	8 State/Province	9 Country	10 Zip/Postal Code
11 Email Address			12 Telephone
13 Designer Role(s) (check all that apply) <input type="checkbox"/> Water Supply Designer <input type="checkbox"/> Wastewater Disposal System Designer			

Section B – Certifying Designer 2 (if applicable)

1 Designer Last Name		2 Designer First Name	
3 Designer License #	4 Company Name		
5 Mailing Address Line 1		6 Mailing Address Line 2	
7 Town/City	8 State/Province	9 Country	10 Zip/Postal Code
11 Email Address			12 Telephone
13 Designer Role(s) (check all that apply) <input type="checkbox"/> Water Supply Designer <input type="checkbox"/> Wastewater Disposal System Designer			

Part III	Property Location Information
Section A – Property Location	
1 Please provide the property Town and the property address or a brief description of the location.	
(a) Town or City	(b) Street or Road Location
Section B – Center of Property GPS Coordinates	
1 Enter the approximate center of property coordinates using GPS set for NAD83 or as derived from map (map must be based on NAD83).	
(a) Latitude (in decimal degrees to five decimal places, ex. 44.38181°)	(b) Longitude (in decimal degrees to five decimal places, ex. 72.31392°)
N °	W (-) °

Part IV	Project Information
Section A – General Project Information & Questions	
1 Project Name (if applicable)	2 Total Acreage of Property
3 Business Name (if applicable)	
4 Detailed Project Description	
5 (a) Were all existing buildings or structures, campgrounds, and their associated potable water supplies and wastewater systems substantially completed before January 1, 2007? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(b) Were all existing improved and unimproved lots in existence before January 1, 2007?..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
6 Does this application include subdividing the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7 Has anyone from the Drinking Water & Groundwater Protection Division's Regional Office been to the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the answer to question 7 is Yes, enter the staff person's name and the date of the visit:	
(a) Name of Staff Person	(b) Date of Visit (m/d/yyyy)
8 Will any construction occur within 50 feet of a wetland boundary, mapped or designated?..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, contact the Wetlands Program of the Watershed Management Division at (802) 338-4835.	
9 Will more than one acre be disturbed during the entire course of construction, including all lots and phases?..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, contact the Stormwater Program of the Watershed Management Division at (802) 241-4320.	
10 Will there be any stream crossings by roads, utilities, or other construction?..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, contact the River Corridor Mgmt. Program of the Watershed Management Division at:	
Central & Northwest Vermont (802) 879-5631	
Southern Vermont..... (802) 786-5906	
Northeastern Vermont..... (802) 751-0129	

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Section D - Existing Project Lot/Building Details

Please provide the existing project details. This section is used to describe what is existing for the project. For example, if you are subdividing an undeveloped 21-acre parcel, you would list the existing parcel. If you are revising the boundary lines of two commercial lots in an industrial park, and constructing an addition to an existing building you would list the existing lot numbers, existing acres, existing buildings, existing uses, construction date(s), prior permits, and answer the compliance questions. Repeat this page as many times as necessary to describe all of the existing Lots/Buildings.

1 Lot#	2 Lot Size (acres)	3 Existing Use of the Lot		
4 Provide the following information for each building on the lot				
(a) Building ID	(b) Existing Use	(c) Date Construction of Building Substantially Complete	(d) Prior Permits	(e) In compliance with existing permits?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Lots/Buildings...

1 Lot#	2 Lot Size (acres)	3 Existing Use of the Lot		
4 Provide the following information for each building on the lot				
(a) Building ID	(b) Existing Use	(c) Date Construction of Building Substantially Complete	(d) Prior Permits	(e) In compliance with existing permits?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

1 Lot#	2 Lot Size (acres)	3 Existing Use of the Lot		
4 Provide the following information for each building on the lot				
(a) Building ID	(b) Existing Use	(c) Date Construction of Building Substantially Complete	(d) Prior Permits	(e) In compliance with existing permits?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

1 Lot#	2 Lot Size (acres)	3 Existing Use of the Lot		
4 Provide the following information for each building on the lot				
(a) Building ID	(b) Existing Use	(c) Date Construction of Building Substantially Complete	(d) Prior Permits	(e) In compliance with existing permits?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Section E - Proposed Project Lot/Building Details

This section is used to describe what you are proposing to do in this project. For example, if you were going to create 4 lots for construction of single family residences, you would list each lot, proposed acreage, proposed buildings, and proposed use. Repeat this page as many times as necessary to describe all of the proposed Lots/Buildings.

1 Lot#	2 Lot Size (acres)	3 Proposed Use of the Lot	
4 Is the lot being created as part of a subdivision? <input type="checkbox"/> Yes <input type="checkbox"/> No 5 Are you requesting that the Blood, Marriage, or Civil Union special fee be applied to this lot? <input type="checkbox"/> Yes <input type="checkbox"/> No 6 If the lot is exempt, please indicate the specific exemption from the Wastewater System and Potable Water Supply Rules: _____ 7 Provide the following information for each building on the lot			
(a) Building ID	(b) If bldg is exempt, indicate exemption	(c) Construction or increased flow?	(d) Proposed Use
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Additional Lots/Buildings...

1 Lot#	2 Lot Size (acres)	3 Proposed Use of the Lot	
4 Is the lot being created as part of a subdivision? <input type="checkbox"/> Yes <input type="checkbox"/> No 5 Are you requesting that the Blood, Marriage, or Civil Union special fee be applied to this lot? <input type="checkbox"/> Yes <input type="checkbox"/> No 6 If the lot is exempt, please indicate the specific exemption from the Wastewater System and Potable Water Supply Rules: _____ 7 Provide the following information for each building on the lot			
(a) Building ID	(b) If bldg is exempt, indicate exemption	(c) Construction or increased flow?	(d) Proposed Use
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

1 Lot#	2 Lot Size (acres)	3 Proposed Use of the Lot	
4 Is the lot being created as part of a subdivision? <input type="checkbox"/> Yes <input type="checkbox"/> No 5 Are you requesting that the Blood, Marriage, or Civil Union special fee be applied to this lot? <input type="checkbox"/> Yes <input type="checkbox"/> No 6 If the lot is exempt, please indicate the specific exemption from the Wastewater System and Potable Water Supply Rules: _____ 7 Provide the following information for each building on the lot			
(a) Building ID	(b) If bldg is exempt, indicate exemption	(c) Construction or increased flow?	(d) Proposed Use
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Part V	Water Supply Information
Section A – Water Supply Screening Questions	
1	Are you proposing a new water supply or water service line or changes to a permitted but not constructed water supply or water service line for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Are you proposing changes to an existing water supply or water service for this project (including changes to location, design flows, or operational change)? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Is there an existing connection to a water supply or water service line for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Complete Part V if you answered Yes to any of the above questions. A project with no existing or proposed water supply may skip to Part VI.</i>
Section B – General Water Supply Questions	
1	Does this project involve a failed water supply? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Will any of the proposed water sources serve 25 or more people or have 15 or more service connections?..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, the Applicant must contact Drinking Water & Groundwater Protection Division at (802) 241-3400 for source, construction, and an operating permit.</i>
3	Are any of the existing or proposed water sources located within a special flood hazard area? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Are any of the existing or proposed water sources located within a floodway? <input type="checkbox"/> Yes <input type="checkbox"/> No
5	Are any of the proposed water sources located within 1 mile of a hazardous waste site as designated by the Waste Management Division and identified on the Agency mapping website?..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please submit additional information on the site. The Waste Management Division can be reached at (802) 241-3888.</i>
6	Does your project require an approval letter from the Drinking Water & Groundwater Protection Division for the construction of a public water system, municipal water line extension over 500 feet, or hydrants or sprinkler systems? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please submit a copy of the approval letter from the Drinking Water & Groundwater Protection Division.</i>
7	Does the proposed or existing water supply(ies) use a water treatment device to obtain compliance with the quality requirements in the Water Supply Rule?..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please submit addition information regarding the constituent(s) that exceeds the standards and plans, details, and specifications of the treatment device.</i>
8	Is any portion of the proposed water supply located in or near a Water Source Protection Area as designated by the Drinking Water & Groundwater Protection Division?..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If in areas of known interference issues, please contact the Drinking Water & Groundwater Protection Division at (802) 241-3400.</i>

Please provide the following information for each of the existing and proposed water supply(ies) serving a building or structure, or campground on the property. Many projects have only one water supply, such as a municipal water service connection or one drilled well. However, if the project in this application has more than one water supply, please repeat this Section for each water supply. For example, if the project has two drilled wells, you would need to complete a separate water supply detail sheet with the appropriate information for each well.

1 Water Supply Name/Identifier	2 Water Supply Owner (if not Applicant)
3 Water Source Type	4 Type of Change to Supply

[illegible]

Water Supply Design Flow Totals (GPD) →	6	7	8
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9 Is the water supply located off-lot? ☐ Yes ☐ No

10 Is the water supply shared? ☐ Yes ☐ No

If the water supply is located off-lot and/or shared, please submit copy of the agreement to provide an easement prior to initiation of construction.

11 Is a variance being requested for this water supply? ☐ Yes ☐ No

If Yes, please submit additional details related to the variance request.

1 If the project includes more than one water supply, please total up the systems on this page of the form and provide the grand total water supply design flows for the project. **IMPORTANT:** Please don't include systems that were identified in this Part in Section C, Line 4 as a "Replacement Supply Designation" in the summary table below.

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Part VI Wastewater Disposal System Information**Section A – Wastewater Disposal System Screening Questions**

- 1** Are you proposing a new or replacement wastewater system, a new wastewater service line, or changes to a permitted but not constructed wastewater disposal system or wastewater service line for this project? ☐ Yes ☐ No
- 2** Are you proposing changes to an existing wastewater disposal system, replacement disposal wastewater system, replacement area, or wastewater service line for this project (including changes to location, design flows, or operational change)? ☐ Yes ☐ No
- 3** Is there an existing connection to a wastewater disposal system or wastewater service line for this project? ☐ Yes ☐ No
- Complete Part VI if you answered Yes to any of the above questions. A project with no existing or proposed wastewater disposal system may skip to Part VII.*

Section B – General Wastewater Disposal System(s) Questions

- 1** Does this project involve a failed wastewater disposal system? ☐ Yes ☐ No
- 2** Do any of the systems require a curtain or dewatering drain as part of the design? ☐ Yes ☐ No
- 3** Is a hydrogeologic study required for this project? ☐ Yes ☐ No
- 4** For projects using soil-based wastewater systems having a total design flow that exceeds 1,000 gpd, is this project located in a Class A Watershed? ☐ Yes ☐ No ☐ NA
- If the answer to question 4 is Yes, indicate the Class A Watershed in which the system(s) is located:
- (a)** Class A Watershed Name
- 5** Are there any floor drains, existing or proposed as part of this project? ☐ Yes ☐ No
- If the answer to question 5 is Yes, indicate where the floor drains will discharge:
- (a)** Floor Drain Discharge Point
- 6** If the project utilizes an Innovative/Alternative System or Product, has the applicant received a copy of the Drinking Water & Groundwater Protection Division's approval letter? ☐ Yes ☐ No ☐ NA
- 7** Is any portion of the proposed wastewater disposal system located in or near a Water Source Protection Area as designated by the Drinking Water & Groundwater Protection Division? ☐ Yes ☐ No
- If Yes, contact the Drinking Water & Groundwater Protection Division at (802) 241-3400.

Please provide the following information for each of the existing and proposed wastewater disposal systems serving a building or structure, or campground on the property. Many projects have only one wastewater disposal system, such as a municipal sewer service connection. However, if the project in this application has more than one wastewater disposal system, please repeat this Section for each wastewater disposal system. For example, if the project has a primary and a replacement area, you would need to complete a separate wastewater disposal system detail sheet with the appropriate information for each wastewater disposal system.

1 Wastewater Disposal System Name/Identifier	2 Wastewater Disposal System Owner (if not Applicant)
3 Please indicate the wastewater disposal system type:	4 Type of Change to System

[illegible]

10	Is system located off-lot?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	Is the system shared?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the system is located off-lot and/or shared, please submit copy of the agreement to provide an easement prior to initiation of construction.			
12	Is a variance being requested for this wastewater disposal system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please submit additional details related to the variance request.			
13	If the wastewater disposal system type is a connection to an Indirect Discharge System, please provide the Indirect Discharge System ID number:		
14	If the wastewater disposal system type is a connection to a municipal system, please indicate the town:		
15	If this is a soil-based system, please indicate the design approach used:		
16	For soil-based systems, please check all that apply:	<input type="checkbox"/> Storage and Dose	<input type="checkbox"/> Filtrate <input type="checkbox"/> Constructed Wetlands
17	For Innovative/Alternative soil-based systems, please indicate the system use type:		
18	Please specify the type of Innovative/Alternative system or product.		

1 If the project includes more than one wastewater disposal system, please total up the systems on this page of the form and provide the grand total wastewater disposal system design flows for the project. **IMPORTANT:** Please don't include systems that were identified in this Part in Section C, Line 4 as a "Replacement Area Designation" in the summary table below.

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Part VII Application Fees

1 Fee Amount
\$

2 Fee Calculation Details

Part VIII Designer Certification & Copyright License**Section A – Certifying Designer 1 Certification & Copyright License**

"I hereby certify that in the exercise of my reasonable professional judgment, the design-related information submitted with this application is true and correct, and the design included in this application for a permit complies with the Vermont Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rules.

As the individual who prepared this application, including all documents that are marked as copyrighted, I hereby grant a non-exclusive, limited license to the State to allow the documents to be available for public review and copying in order to properly implement and operate the permitting programs for Wastewater Systems and Potable Water Supplies, and for no other purposes. As a condition to this license, the State agrees that it will not make any changes to such documents, nor will the State delete any copyright notices on such documents."

1 Check the design(s) you are certifying. This should be the same as the Designer Role(s) you selected in Part II, Section A, Line 13.

- ☐ Water Supply Designer
☐ Wastewater Disposal System Designer

2 Print Designer Name

3 Designer Signature

4 Signature Date

Section B – Certifying Designer 2 Certification & Copyright License

"I hereby certify that in the exercise of my reasonable professional judgment, the design-related information submitted with this application is true and correct, and the design included in this application for a permit complies with the Vermont Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rules.

As the individual who prepared this application, including all documents that are marked as copyrighted, I hereby grant a non-exclusive, limited license to the State to allow the documents to be available for public review and copying in order to properly implement and operate the permitting programs for Wastewater Systems and Potable Water Supplies, and for no other purposes. As a condition to this license, the State agrees that it will not make any changes to such documents, nor will the State delete any copyright notices on such documents."

1 Check the design(s) you are certifying. This should be the same as the Designer Role(s) you selected in Part II, Section B, Line 13.

- ☐ Water Supply Designer
☐ Wastewater Disposal System Designer

2 Print Designer Name

3 Designer Signature

4 Signature Date

Part IX Applicant(s) Signature & Acknowledgements

In order to insure compliance with the requirements of the regulations administered by the Department of Environmental Conservation, Drinking Water & Groundwater Protection Division, it may be necessary to visit the property. As this would involve a Department employee entering private property, we request your approval to do so.

1 If we do visit your property, do you have any special instructions?

"As landowner of the property for which I am requesting a permit from the Department of Environmental Conservation, I understand that by signing this application I am granting permission for the Department employees to enter the property, during normal working hours, to insure compliance of the property with the applicable rules of the Department.

I also understand that I am not allowed to commence any site work or construction on this project without written approval from the Department of Environmental Conservation.

If my project utilizes an Innovative/Alternative System or Product, I have received a copy of the Drinking Water & Groundwater Protection Division's approval letter and agree to abide by the conditions of the approval.

I also certify that to the best of my knowledge and belief the information submitted above is true, accurate and complete."

2 Print Applicant Name	3 Applicant Signature	4 Signature Date
2 Print Applicant Name	3 Applicant Signature	4 Signature Date
2 Print Applicant Name	3 Applicant Signature	4 Signature Date
2 Print Applicant Name	3 Applicant Signature	4 Signature Date
2 Print Applicant Name	3 Applicant Signature	4 Signature Date
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