



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**SUBDIVISION of LAND**

**SUMMARY  
 OF PERMIT**

When subdividing land into two or more parcels, a Wastewater System and Potable Water Supply Permit (see [Sheet #1](#)) is required prior to subdivision.

The Permit is issued by one of five Regional Offices of the Drinking Water and Groundwater Protection Division of the Department of Environmental Conservation. This is in addition to recording the subdivision at the municipal offices. Exemptions apply in certain situations under §1-304 of the Wastewater System and Potable Water Supply Rules.

**EXAMPLES OF  
 REGULATED  
 ACTIVITY**

Creating a subdivision of several homes on undeveloped land; Subdividing a large parcel into one lot for the dwelling and another lot for the unimproved land; On a parcel with two single family homes, splitting it to sell one of them separately; any creation of a new lot.

**CRITERIA FOR  
 JURISDICTION**

A permit must be obtained by the owner of land to be subdivided that has existing buildings, structures, or campgrounds, or creates lots that will have a new building, structure, or campground.

*Types of Subdivisions that may be Exempt under §1-304 of the Rules:*

- New lots that will remain unimproved that have the “Notice of Permit Requirements” contained in the deed or, if no deed, the “Notice of Permit Requirements” recorded in the land records pursuant to § 1-304(4).
- The subdivision of a lot that is improved with up to two single-family residences or one duplex; or up to two buildings or structures; or two campgrounds; or one building or structure and one campground, where the total design flow for the uses is 560 gallons per day or less, and the plan for the subdivision is recorded and indexed in the land records pursuant to §1-304(7).
- A boundary line adjustment when the plan for the boundary line adjustment, and if applicable the Secretary’s written determination, is recorded and indexed in the land records pursuant to §1-304(9).

**INFORMATION  
 REQUIRED**

A [licensed designer](#) is needed to prepare the technical information and plans when the lot needs a wastewater system, replacement area, replacement system, or a potable water supply (unless the replacement supply will serve one single-family residence and complies with §1-304(15) of the Rules). The designer will help prepare the information necessary for an application to comply with the Wastewater System and Potable Water Supply Rules. This may include: performing soil tests; designing new or replacement wastewater systems or areas; designing new or identifying replacement water supplies; or identifying new or replacement sewer or water services when the connections are to a municipal sewer or water system.

**Types of Licensed Designers:**

(Find lists of designers at <https://dec.vermont.gov/water/licensed-designers>)

- Class 1 designers are Professional Engineers with a license issued to practice in the State of Vermont and who are compliant with the Designer License.
- Class A, Class B, and Class BW designers are licensed with the State to design certain types of systems based on their certification level.

**WEB ADDRESS** <https://dec.vermont.gov/water/ww-systems>

**FEES** See the [Application Fee Schedule](#)

**APPLICATION TIME FRAME** The performance standards for processing a complete application are:

Less than or equal to 500 gal/day design flow: 30 days

Greater than 500 gal/day design flow: 45 days

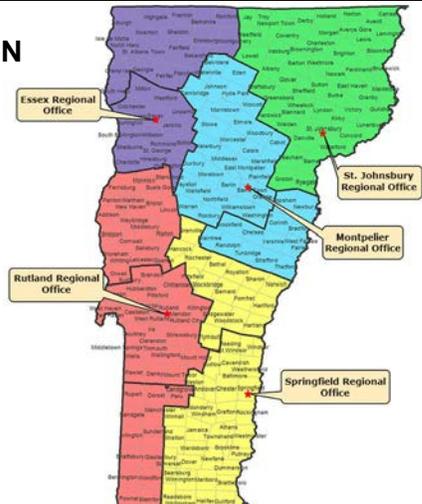
**ADMINISTERING AGENCY**

**AGENCY OF NATURAL RESOURCES  
DEPT OF ENVIRONMENTAL CONSERVATION**

**DRINKING WATER AND  
GROUNDWATER PROTECTION**

**Regional Office Contacts:**

Essex .....	(802) 879-5656
Montpelier .....	(802) 828-5034
St Johnsbury .....	(802) 751-0130
Rutland .....	(802) 786-5900
Springfield .....	(802) 289-0603



**AUTHORITY** 10 V.S.A. Chapters 47, 56, and 64; and 10 V.S.A. §§ 901, 905b, 1390, 6616

**APPLICABLE RULES** [Wastewater System and Potable Water Supply Rules](#)  
(Environmental Protection Rules, Chapter 1, effective April 12, 2019)

**OTHER PERMITS** The creation of six or more lots may require a Land Use Permit under Act 250 ([Sheet #47](#))