

Lake Encroachment Permit Application

Under Chapter 11 of Title 29, § 401 *et seq.*



Application Number: For Lake Encroachment Permitting Use Only		
Submission of this application constitutes notice that the person in Section D intends to encroach beyond the mean water level of a lake or pond, and certifies that the project will comply with Chapter 11 of Title 29, § 401 <i>et seq.</i> All information required on this form must be provided, and the requisite fees (Section H) must be submitted payable to the State of Vermont.		
A. Project Information		
1. Physical Address (911 Address – if applicable):		
2a. Town - County:	2b. Zip:	
3a. SPAN (###-###-##### – if applicable):	(School Parcel Account Number can be obtained from your property tax bill or from your Town Clerk)	
3b. Project coordinates (decimal degrees, can be found on Google Maps) Latitude:		Longitude:
4. Name of Lake/Pond:		
5a. Have you ever applied for a permit with the Agency of Natural Resources associated with this parcel? Yes No		
5b. If yes, please describe (e.g., Wetlands, Act 250, Wastewater, etc.):		
6a. Is this application for a Lake Encroachment permit amendment? Yes No	6b. What is the original Lake Encroachment permit number? _____	6c. Amendment type? Major Minor
If no, skip 6b and 6c.		
B. Project Description		
1. Describe the proposed project including the materials and equipment that may be used during construction. Please include: (a) volume of fill added and/or removed; (b) dimensions of proposed project; (c) distance beyond mean water level the project will extend; and (d) linear feet of shoreline impacted. If this project is to remove and replace an existing encroachment, please include the dimensions of the existing structure.		
2. Describe the purpose of the proposed project:		
3. Describe what less intrusive feasible alternatives have been considered:		

4. Describe the public benefits of the proposed project (e.g., erosion control, improvements to boating/swimming/fishing, public access, etc.):

C. Encroachment Effects

1. What measures are proposed to minimize the project's effects on water quality (e.g., use of a turbidity curtain during construction, heavy equipment will work from shore, etc.)?

2. How will the project minimize effects to fish and wildlife habitat (e.g., construction of the project that disturbs the lakebed will not occur during spring fish spawning (March 15 – July 1))?

3. Does the project propose removal of aquatic or shoreline vegetation? If removing shoreline vegetation (e.g., trees, shrubs, groundcover, duff layer), a Shoreland Protection Permit may be needed.

4. Describe the surrounding shoreline. What measures are proposed to ensure the project is consistent with the surroundings?

5. Will the project impact navigation, recreation, or other public uses? If so, how will these effects be minimized?

D. Applicant/Landowner Information and Certification		
<i>If applicable, all landowners must sign the application. Submit additional pages if necessary.</i>		
1. Name:		
2a. Mailing Address:		
2b. Town:	2c. State:	2d. Zip:
3. Phone:	4. Email:	
5a. Have you completed the voluntary Natural Shoreland Erosion Control Certification course?		Yes No
5b. If yes, please include the location and year you attended the course: A list of certified contractors is available online.		
Applicant/Landowner Certification: As APPLICANT , I hereby certify that the statements presented on this application are true and accurate and recognize that by signing this application, I agree to complete all aspects of the project as authorized. I understand that failure to comply with the foregoing may result in violation of the Chapter 11 of Title 29, § 401 <i>et seq.</i> , and the Vermont Agency of Natural Resources may bring an enforcement action for violations of the Act pursuant to 10 V.S.A. chapter 201.		
Applicant/Landowner Signature: _____		Date: _____
E. Application Preparer Information and Certification (check box if same as Section D.)		
1. Name:		
2a. Mailing Address:		
2b. Town:	2c. State:	2d. Zip:
3. Phone:	4. Email:	
5a. Have you completed the voluntary Natural Shoreland Erosion Control Certification course?		Yes No
5b. If yes, please include the location and year you attended the course: A list of certified contractors is available online.		
Application Preparer Certification: As APPLICATION PREPARER , I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.		
Check this box to request co-applicant status. By checking this box, you will be considered a co-permittee and are responsible for the conditions of the permit. Co-permittee status will likely be required for any individual or entity other than the permittee for construction based/lakebed disturbing encroachments (e.g., shoreline stabilization, dredging, boathouse repair, concrete wall/dock repair, etc.).		
Application Preparer Signature: _____		Date: _____
F. Adjoining Property Owner Notification (For additional information, please see the Adjoining Property Owner Notification Guidance)		
I certify, by initialing to the left, that I have notified adjoining property owners of the proposed project _____ using the letter template sent by U.S. Mail.		

G. Additional Required Documentation <i>(Please check the box to ensure you have completed the following)</i>	
All sections of the application are complete or otherwise indicate "not applicable"	
Application includes site plans with dimensions	
Project description includes distance beyond mean water level the project will extend	
Application includes photos of project area	

H. Permit Application Fees

Select the most applicable permit description(s) and requisite fee(s). If the proposed project involves more than one of the project types, multiple fees may apply. For example, a project involving structural shoreline stabilization and marina improvement will require both fees (2) and (3).

1. Non-structural erosion control project (e.g., sloped, dry-laid rip rap):	
Administrative Processing Fee: \$155.00	
	Total:

2. Structural erosion control project (e.g., vertical wall replacement)	
Administrative Processing Fee: \$250.00	
	Total:

3. Other Projects (e.g., marina improvements, boathouse repair, dredging):	
Administrative Processing Fee: \$300.00	
Application Review Fee: 1% of Total Project Cost <i>(\$20,000 max fee, check box if project cost is over \$2,000,000)</i>	Enter the Total Project Cost: \$ _____

Total Fee:	
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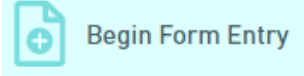
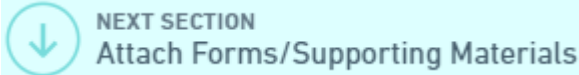

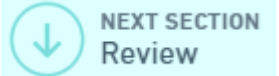
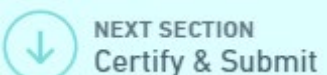
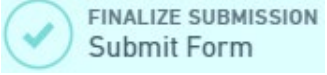
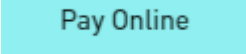

Refund Policy:
<ul style="list-style-type: none"> - If an application is modified, withdrawn or denied after technical review has commenced; all fees are retained. - If an application is withdrawn prior to administrative review; all fees will be refunded. - If an application is withdrawn after administrative review but prior to commencement of technical review, deemed administratively incomplete and returned to applicant, or determined that a permit is not required; administrative fees are retained and permit application review fees will be refunded.

Application Submittal:
Please submit this form and payment using ANROnline: https://anronline.vermont.gov/?formtag=WSMD_Intake
Direct questions to: ANR.WSMDShoreland@vermont.gov . If unable to submit online, mail the completed application form, all required supporting materials, and a check for the correct application fee to:
Vermont DEC - Watershed Management Division, Shoreland Program 1 National Life Drive, Davis 3 Montpelier, VT 05620-3522.
Make the check payable to: State of Vermont

SUBMIT AND PAY ONLINE TO SPEED UP YOUR APPLICATION PROCESSING!

You can submit your application and pay fees online. To start, visit:

https://anonline.vermont.gov/?formtag=WSMD_Intake

1. Scroll to the bottom of the page and click the  button.
2. Log in to an account, sign up for an account, or continue as a guest user.
3. Fill out each field in the General Information Section.
 - Type the name of the contact person, phone, and email address.
 - Select the Watershed Management Division Program. *The program name is written at the top the application.*
 - Select 'Permit Application' as the submission type.
 - Click the  button at the bottom of the page.
4. Click "Choose File" and select your application, plans, maps, or compliance notifications.
 - Click the  button at the bottom of the page.
5. Type the application fee amount.
 - Click the  button at the bottom of the page.
6. Review your data.
 - Click the  button at the bottom of the page.
 - Click the  button at the bottom of the page.
7. Sign in or continue as a guest to pay the application fee.
 - Click the  button.
8. Enter your credit/debit card or eCheck information.
 - Click the  button at the bottom of the page. *Note: You must provide your email address in the billing information section if you want a receipt emailed.*
 - Your submission will now show the fee has been paid. You may print a confirmation/receipt from here if needed.

