

**Vermont Lakes & Ponds Program:
Adjoining Property Owner Notification Guidance for
Individual Permit Applications**



Instructions:

- As a part of submitting an administratively complete Aquatic Nuisance Control, Lake Encroachment, or Shoreland Protection Individual Permit application, the applicant and/or their representative must provide notice to adjoining property owners at the same time the application is submitted ([10 V.S.A. § 7701 et seq.](#)). The applicant must certify on the application that notifying adjoining property owners has been completed prior to application submittal.
- If the project is considered large and complex, additional notification requirements apply. Contact a [permit specialist](#) or [analyst](#) for additional information.
- Use of the OFFICIAL NOTICE [letter](#) is required to be sent by U.S. Mail to notify an adjoining property owner. Note: Permit application materials are not required to be sent with this notice.
- An Adjoining Property Owner Notice for each type of Lakes & Ponds Individual Permit application is required as follows:

Shoreland Protection Permits	Adjoining Property Owners to be Notified
All Shoreland Protection Individual Permits	Adjoining property owners on the terrestrial boundaries of the shoreland property. Notice is not required for property owners across the lake.

Lake Encroachment Permits	Adjoining Property Owners to be Notified
Land-based projects (e.g. shoreline stabilization, boathouse repair, etc.)	Adjoining property owners on the terrestrial boundaries of the shoreline from which the project originates. Notice is not required for property owners across the lake.
Lake-based projects proposed to be located in or extending beyond 50 feet from a point along the shoreline as delineated by the mean water level (e.g. dredging, marina expansions, etc.)	Any property owners that may potentially be affected by a decision on the application, including but not limited to the terrestrial boundaries nearest to the proposed project.

Aquatic Nuisance Control Permits	Adjoining Property Owners to be Notified
Non-chemical lake or lake section-wide control project (e.g. suction harvesting, mechanical harvesting, etc.)	Any property owner that abuts that lake, lake section, or surface water where the proposed activity may occur.
Non-chemical control project proposed to be in a specific location (e.g. bottom barriers at a public access area)	Any property owners that may potentially be affected by a decision on the application, including but not limited to the terrestrial boundaries nearest to the proposed project.
Pesticide or chemicals other than pesticides	Any property owner that abuts that lake, lake section, or surface water where the proposed activity may occur. In addition, property owners that abut the surface water receiving effluent that may potentially be affected by a decision on the application.

Administratively complete applications will be posted to the [Environmental Notice Board](#). For additional information on the Environmental Notice Board, see the [ENB FAQ sheet](#) or [User Guide](#).