

# Application to Amend a Shoreland Permit

Under Chapter 49A of Title 10, § 1441 et seq.



<b>Application Number:</b>			
Submission of this amendment application constitutes notice that the person in Section A intends to amend a previously issued Shoreland Protection Individual Permit and certifies that the project will comply with Chapter 49A of Title 10, § 1441 et seq. All information required on this form must be provided, and the requisite fees (Section I) must be submitted made payable to the State of Vermont, to be deemed complete.			
<b>A. Parcel Information</b>			
1. Landowner's Name:			
2a. Physical Address (911 Address):			
2b. Town - County:		2c. Zip:	
3a. SPAN (###-###-#####):		<small>(The School Parcel Account Number can be obtained from your property tax bill or requested from your Town)</small>	
3b. Coordinates: <small>(decimal degrees, can be found on Google Maps)</small>		Latitude	Longitude
4. Phone:		5. Email:	
6. Name of Lake/Pond:		7. Total Shore Frontage <span style="float:right">feet</span>	
8. What is the original permit number of your approved Shoreland permit?			
9. Calculate the square footage of your parcel within the Protected Shoreland Area (PSA):			Sq. ft
10. Calculate the square footage of all <b>existing impervious surfaces</b> within 250 feet of mean water level. This <b>includes</b> all impervious surface approved by the original Shoreland Permit regardless of whether the project was initiated. (e.g., all structures, decks, patios, paved and unpaved driveways, private roads, parking areas, etc.):			Sq. ft
11. Calculate the square footage of the <b>existing cleared area</b> within 250 feet of mean water level. This <b>includes</b> all cleared area approved by the original Shoreland permit regardless of whether the project was initiated. (cleared area includes all impervious surfaces plus maintained lawn and landscaped areas):			Sq. ft
<b>B. Applicant Contact Information</b>			
1. Name:			
2a. Mailing Address:			
2b. Town:		2c. State	2d. Zip
3. Phone:		4. Email	
5. Have you completed the voluntary <a href="#">Natural Shoreland Erosion Control Certification</a> course? <input type="radio"/> Yes <input type="radio"/> No			
<b>C. Application Preparer Information (If the individual preparing the application is not the landowner)</b>			
1. Name:			
2a. Mailing Address:			
2b. Town:		2c. State:	2d. Zip:
3. Phone:		4. Email:	
5. Have you completed the voluntary <a href="#">Natural Shoreland Erosion Control Certification</a> course? <input type="radio"/> Yes <input type="radio"/> No			

### D. Project Amendment Description

1. Describe the proposed changes to the previously authorized project. For this application to be considered administratively complete you must include:
- a) site plans that show proposed changes to the approved project that includes alterations to the approved cleared area and/or impervious surface footprints. Include the dimensions of approved and proposed cleared areas and impervious surface, and distances from mean water level;
  - b) no fewer than three photos of the project area.

2a. What is the surface area of new impervious surface associated with this proposed amendment:  
\_\_\_\_\_ square feet

2b. What is the **total resulting impervious surface** after completion of project and prior to implementation of best management practices:  
\_\_\_\_\_ square feet

2c. Is the total resulting impervious surface 20% or less of the parcel area within the PSA? If you are not creating any new impervious surface, check N/A. If yes, skip Question 2d.  Yes  No  N/A  
Question D2b. ÷ Question A9. = \_\_\_\_\_ % impervious surface

2d. If no above (2c), describe the best management practices used to manage, treat, and control erosion generated by stormwater runoff from the portion of impervious surface that exceeds 20%:

3a. What is the surface area of new cleared area associated with this proposed amendment:  
\_\_\_\_\_ square feet

3b. What is the **total resulting cleared area** after completion of the project and prior to implementation of best management practices:  
\_\_\_\_\_ square feet  
(Question A11 + Question D3a = total resulting cleared area)

3c. Is the total resulting cleared area 40% or less of the parcel area within the PSA? If you are not creating any new cleared area, check N/A. If yes, skip Question 3d.  Yes  No  N/A  
Question D3b. ÷ Question A9. = \_\_\_\_\_ % cleared area

3d. If no above (3c), establishing vegetative cover (revegetation) equal to or greater in surface area than the proposed new cleared area is the only acceptable best management practice. Identify area and location on the parcel of the proposed revegetation.

4a. What is the slope of the project area: \_\_\_\_\_ %

4b. Is the slope of the project area less than 20%? If yes, skip Question 3c.  Yes  No

4c. If no above (4b), describe the measures taken to ensure the slope is stable, resulting in minimal erosion and impacts to water quality:

**E. 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 Shoreland Protection Act, 10 V.S.A. Chapter 49A, 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: \_\_\_\_\_

**F. Application Preparer Certification (if applicable)**

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.

Application Preparer Signature \_\_\_\_\_ Date: \_\_\_\_\_

**G. Adjoining Property Owner Notification (Only Required for Major Amendments) Check for Minor Amendment**

I certify, by initialing to the left, that I have notified adjoining property owners of the proposed major amendment project using the [letter](#) template sent by U.S. Mail, as described in the [Adjoining Property Owner Notification Guidance](#).

**H. Additional Required Documentation (Please check to ensure you have completed the following)**

- All sections of the application are complete (or otherwise indicate "not applicable")
- Includes site plans denoting previously approved and amended cleared and impervious area
- Amendment description includes dimensions and distances to mean water level
- Application includes photos of project area

**I. Permit Application Fees (Administrative Processing + Application Review Fee)**

Administrative Processing Fee: \$125.00		<b>\$ 125.00</b>
Application Review Fee: \$0.50 per square ft. of <b>new impervious surface</b>	0.5 x _____ (from Question D2a) =	+ _____
<b>Total Fee due:</b>		= _____

**Submit application materials to:**

Vermont Department of Environmental Conservation  
 Watershed Management Division – Shoreland Permitting  
 1 National Life Drive, Main 2  
 Montpelier, VT 05620-3522

**Refund Policy**

- 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 application review fees will be refunded.