

Shoreland Protection Permit Application

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



Application Number:

For Shoreland Permitting Use Only

Submission of this application constitutes notice that the person in Section A intends to create impervious surface and/or cleared area within the Protected Shoreland Area, 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. Refer to the [Application Instructions](#) for guidance in completing this application.

A. Parcel Information

1. Physical Address (911 Address):

2. Town - County:

3. Zip:

4. SPAN (###-###-####):

The School Parcel Account Number can be obtained from your property tax bill or requested from your Town

5. Identify the coordinates for where the parcel is located.
(decimal degrees, can be found on Google Maps)

Latitude:

Longitude:

6. Name of Lake/Pond:

7. Total Shore Frontage:

feet

8. Was the parcel of land created before July 1, 2014?

☐ Yes

☐ No

9. Are there wetlands associated with or adjacent to this parcel?

☐ Yes

☐ No

Contact the Wetlands Program (802) 828-1115 or
<https://dec.vermont.gov/watershed/wetlands>

10a. Have you ever applied for a permit with the Agency of Natural Resources associated with this parcel? If so, please describe (e.g., Wetlands, Act 250, Wastewater, etc.).

10b. This project is receiving funding through the [American Rescue Plan Act \(ARPA\)](#)

Yes

11a. Is this application for a Shoreland permit amendment? ☐ Yes ☐ No

If no, skip 11b. and 11c.

11b. What is the original permit number of your approved Shoreland permit?

11c. Amendment type?
☐ Major ☐ Minor

12. What is the square footage of your parcel within 250 feet of mean water level (the Protected Shoreland Area)?

Sq. ft.*

13. What is the square footage of all **existing impervious surfaces** within 250 feet of mean water level (e.g., all structures, decks, patios, paved and unpaved driveways, parking areas, etc.)?

Sq. ft.*

14. What is the square footage of all **existing cleared area** within 250 feet of mean water level (cleared area includes all impervious surfaces plus maintained lawn and landscaped areas)?

Sq. ft.*

B. Project Description

1. Describe the proposed project. For this application to be considered administratively complete you must include:

- site plans that show the dimensions of existing and proposed cleared area and impervious surface, and distances from mean water level. **For amendments**, 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 area and/or impervious surface, and distances from mean water level.
- no fewer than three photos of the project area.
- if your project includes shoreland stabilization measures that would otherwise not meet the applicable setback standard from mean water level, complete the [shoreland stabilization measures addendum](#) in addition to this form.

2. For **developed** parcels, how far is the existing habitable structure from Mean Water Level (MWL) _____(feet) and how far will new cleared area or impervious surface be from MWL _____(feet)?

OR

For **undeveloped** parcels, how far will new cleared area or impervious surface be from MWL _____(feet)?

3a. Identify the slope of the project area:
_____ %

3b. Is the slope of the project area less than 20%? If yes, skip question 3c.

☐

Yes

☐

No

3c. If no above (3b), describe the measures taken to ensure the slope is stable, resulting in minimal erosion and impacts to water quality:

4a. What is the surface area of **new impervious surface** associated with this project or amendment?

_____ square feet*
*round to the nearest whole number

4b. Identify the **total resulting impervious surface** after completion of the project and prior to implementation of best management practices:
_____ square feet

(Question A13 + Question B4a = total resulting impervious surface)

4c. Is the total resulting impervious surface 20% or less of the parcel area within the Protected Shoreland Area? If you are not creating any new impervious surface, check N/A. If yes, skip Question 4d. ☐ Yes ☐ No ☐ N/A

(Question B4b ÷ Question A12) x 100 = _____% impervious surface within the Protected Shoreland Area

4d. If no above (4c), describe the best management practices used to manage, treat, and control erosion generated by stormwater runoff from the portion of the impervious surface that exceed 20%:

5a. What is the surface area of new cleared area associated with this project or amendment? <div style="text-align: right; margin-top: 10px;"> _____ square feet* <small>*round to the nearest whole number</small> </div>	5b. Identify the total resulting cleared area after completion of the project and prior to implementation of best management practices: <div style="text-align: right; margin-top: 10px;"> _____ square feet (Question A14 + Question B5a = total resulting cleared area) </div>
5c. Is the total resulting cleared area 40% or less of the parcel area within the Protected Shoreland Area? If you are not creating any new cleared area, check N/A. If yes, skip Question 5d. <div style="float: right; margin-top: 10px;"> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A </div> <div style="clear: both;"></div> (Question B5b ÷ Question A12) x 100 = _____ % cleared area within the Protected Shoreland Area	
5d. If no above (5c), 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 the surface area and location on the parcel of the proposed revegetation.	
C. Landowner/Applicant Information and Certification <i>All landowners must sign the application. Submit additional pages if necessary.</i>	
Name: _____	
Mailing Address: _____	City/Town: _____ State: _____ Zip: _____
Phone Number: _____	Email Address: _____
Have you completed the voluntary Natural Shoreland Erosion Control Certification course? <div style="float: right; margin-top: 10px;"> <input type="radio"/> Yes <input type="radio"/> No </div>	
If yes, please include the location and year you attended the course. Year and location: A list of certified contractors is also available online.	
Landowner/Applicant Certification: As LANDOWNER/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.	
Landowner/Applicant Signature _____ Date: _____	
D. Application Preparer Information and Certification (check box if same as Section C. <input type="checkbox"/>)	
Name: _____	
Mailing Address: _____	City/Town: _____ State: _____ Zip: _____
Phone Number: _____	Email Address: _____
Have you completed the voluntary Natural Shoreland Erosion Control Certification course? <div style="float: right; margin-top: 10px;"> <input type="radio"/> Yes <input type="radio"/> No </div>	

If yes, please include the location and year you attended the course. Year and location:

A [list of certified contractors](#) is also 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 is required for any individual or entity other than the permittee that is creating new cleared area or new impervious surface.

Application Preparer Signature _____ Date: _____

E. Adjoining Property Owner Notification (*Required action – the application will be incomplete without APO notification*)

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, as described in the [Adjoining Property Owner Notification Guidance](#).

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

- ☐ All sections of the application are complete (or otherwise indicate “not applicable”).
- ☐ Application includes site plans denoting existing and proposed cleared area and impervious surface.
- ☐ Project description includes dimensions and distances to mean water level.
- ☐ Application includes three photos of the project area.
- ☐ [Shoreland stabilization measures addendum](#) included if applicable.

G. Permit Application Fees (Administrative Processing + Application Review Fee)

Administrative Processing Fee: \$125.00		\$125.00
Application Review Fee: \$0.50 per square ft. of new impervious surface	0.5 x _____ (from Question B4a) =	_____
Total Fee Due:		_____

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 checks payable to: State of Vermont









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 permit application review fees will be refunded.

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  **Begin Form Entry** 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  **NEXT SECTION Attach Forms/Supporting Materials** button at the bottom of the page.
4. Click "Choose File" and select your application, plans, maps, or compliance notifications.
 - Click the  **NEXT SECTION Fee Payment** button at the bottom of the page.
5. Type the application fee amount.
 - Click the  **NEXT SECTION Review** button at the bottom of the page.
6. Review your data.
 - Click the  **NEXT SECTION Certify & Submit** button at the bottom of the page.
 - Click the  **FINALIZE SUBMISSION Submit Form** button at the bottom of the page.
7. Sign in or continue as a guest to pay the application fee.
 - Click the  **Pay Online** button.
8. Enter your credit/debit card or eCheck information.
 - Click the  **Pay** 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.