

**Shoreland Permit Application**

for a **Shoreland Protection Permit** under  
Chapter 49A of Title 10, § 1441 *et seq.*

**For Shoreland Permitting Use Only**

Application Number: \_\_\_\_\_



VERMONT DEPARTMENT OF  
ENVIRONMENTAL CONSERVATION  
**WATERSHED  
MANAGEMENT DIVISION**  
LAKES & PONDS PROGRAM

**Public Notice:** At the same time this application is filed with Shoreland Permitting, a copy of this application must be provided to the municipal clerk for posting in the municipality in which the project is located.

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 G) must be submitted made payable to the State of Vermont, to be deemed complete. Refer to *The Vermont Shoreland Protection Act - A Handbook for Shoreland Development* and related instructions for guidance in completing this application.

**A. Parcel Information**

1. Landowner's Name: \_\_\_\_\_

2a. Physical Address (911 Address): \_\_\_\_\_

2b. Town - County: \_\_\_\_\_

2c. Zip: \_\_\_\_\_

3. SPAN\*:

4. Phone: \_\_\_\_\_

5. Email: \_\_\_\_\_

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 this parcel?  Yes  No

Contact the Wetlands Program: (802) 828-1535 or [www.anr.state.vt.us/dec/waterq/wetlands.htm](http://www.anr.state.vt.us/dec/waterq/wetlands.htm).

10. Is there a lake encroachment permit associated with this parcel?  Yes  No Permit #: \_\_\_\_\_

Contact Lake Encroachment Permitting: [www.anr.state.vt.us/dec/waterq/permits/html/pm\\_encroachment.htm](http://www.anr.state.vt.us/dec/waterq/permits/html/pm_encroachment.htm)

11. What is the surface area of your parcel within the Protected Shoreland Area (PSA): \_\_\_\_\_ (square feet)

See The Vermont Shoreland Protection Act – A Handbook for Shoreland Development, Appendix C, Determining Lakeside Zone & PSA

12. What is the surface area of existing impervious surface on your parcel within the PSA: \_\_\_\_\_ (square feet)

See The Vermont Shoreland Protection Act – A Handbook for Shoreland Development, Appendix F, Calculating Percent Impervious Surface

13. What is the surface area of existing cleared area on your parcel within the PSA: \_\_\_\_\_ (square feet)

See The Vermont Shoreland Protection Act – A Handbook for Shoreland Development, Appendix E, Calculating Percent Clearing

**B. Applicant Contact Information**

1. Name: \_\_\_\_\_

2a. Mailing Address: \_\_\_\_\_

2b. Municipality: \_\_\_\_\_

2c. State: \_\_\_\_\_

2d. Zip: \_\_\_\_\_

3. Phone: \_\_\_\_\_

4. Email: \_\_\_\_\_

**C. Application Preparer Information** (if the individual preparing the application is not the landowner)

1. Name: \_\_\_\_\_

2a. Mailing Address: \_\_\_\_\_

2b. Municipality: \_\_\_\_\_

2c. State: \_\_\_\_\_

2d. Zip: \_\_\_\_\_

3. Phone: \_\_\_\_\_

4. Email: \_\_\_\_\_

\*SPAN: The "School Parcel Account Number" is required for your application to be deemed complete. It can be obtained from your property tax bill. If you cannot locate your property tax bill, please obtain this information from your Town Clerk. SPAN is a unique identification number for each parcel of property in the State of Vermont consisting of eleven digits. The first three digits identify the town; the next three digits identify the school district; and the last five digits represent the unique parcel or property.

**D. Project Description**

1. Describe the proposed project. For this application to be considered administratively complete you must attach site plans that denote existing and proposed cleared areas and impervious surface and their distances from mean water level, no fewer than three photos of the project area, and dimensions and associated surface areas of cleared areas and impervious surfaces.

2. For developed parcels, how far is the existing habitable structure from Mean Water Level \_\_\_\_\_ (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)?

See The Vermont Shoreland Protection Act – A Handbook for Shoreland Development, Appendix A – Estimating Mean Water Level

3. Can all new cleared area or impervious surface be set back at least 100 feet from MWL?  Yes  No  
If no, explain why below (attach support information as needed):

4a. What is the slope of the project site area: \_\_\_\_\_ %  
See The Vermont Shoreland Protection Act – A Handbook for Shoreland Development, Appendix B, Determining Slope

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

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

5a. What is the surface area of new impervious surface associated with this project: \_\_\_\_\_ (square feet)  
See The Vermont Shoreland Protection Act – A Handbook for Shoreland Development, Appendix F Calculating Percent Impervious Surface

5b. What is the total resulting impervious surface after completion of the project and prior to implementation of best management practices: \_\_\_\_\_ (square feet) **and** is that 20% or less of the parcel area within the PSA?  Yes  No  
If yes, skip 5c.

5c. If no above (5b), describe the best management practices used to manage, treat and control erosion from stormwater from the portion of impervious that exceeds 20% (attach support information as needed).

<p>6a. What is the surface area of new cleared area associated with this project: _____ (square feet) See The Vermont Shoreland Protection Act – A Handbook for Shoreland Development, Appendix E, Calculating Percent Clearing</p>	<p>6b. What is the total resulting cleared area* after completion of the project and prior to implementation of best management practices: _____ (square feet) <b>and</b> is that 40% or less of the parcel area within the PSA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, skip 6c. *Total cleared area includes impervious surface area.</p>
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6c. If no above (6b), describe the best management practices used to provide erosion control, bank stability, and wildlife habitat functionally equivalent to clearing less than 40% (attach support information as needed).

**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. Additional Required 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 and distances from mean water level
- Application description includes dimensions and surface areas of cleared areas and impervious surfaces
- Application includes photos of project area

**H. Permit Application Fees**

Administrative Fee: \$125.00		\$
Impervious Area Fee: \$0.50 per square foot	Enter new impervious area as entered in item (5a.) _____ x .5	\$
<b>Total:</b>		\$

**Submit this form and application fee, payable to:**

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

Direct all correspondence or questions to Shoreland Permitting  
at: [ANR.WSMDSshoreland@vermont.gov](mailto:ANR.WSMDSshoreland@vermont.gov)

For additional information visit:  
[www.watershedmanagement.vt.gov](http://www.watershedmanagement.vt.gov)