Submitting Information

Forms and other materials need to be submitted electronically through the General Application/Report Submission Form (https://anronline.vermont.gov/app/?allowAnonymous=true#/formversion/09d84d37-dcbe-4795-b5d6-04a055bf5dc4?formtag=WSMD_Intake).

The instructions are different depending on whether you are submitting an annual report or amending your permit authorization. Please submit a separate intake form for amending a permit and annual report, even if you are doing both at the same time. This helps the materials you submit get to the right people for review.

Please always check the MS4 website for the most recent version of the forms.

Permit Amendments

When is a permit amendment needed?
- To re-apply for coverage when the general permit is re-issued every five years
- To incorporate state operational permits into the MS4 authorization
- To submit or make changes to a flow restoration plan (FRP) or phosphorus control plan (PCP)
- To submit a road erosion inventory (REI) as part of the municipal roads requirements

How do I submit a permit amendment?
- Using the General Intake form, select "Permit application" as the submission type
- Include the following attachments with the following naming convention:
  - A Notice of Intent (NOI) Form
  - Stormwater Management Plan (SWMP)
  - Flow Restoration Plan(s)
  - Phosphorus Control Plan saved as pdf

Document	Naming Convention	When is it needed?
A Notice of Intent (NOI) form	YYYY-MM-DD_NOI_TownName	All permit amendments
Stormwater Management Plan (SWMP)	YYYY-MM-DD_SWMP_TownName	When amending the plan, or to reapply for a new MS4 General Permit
Flow Restoration Plan(s)	YYYY-MM-DD_WatershedName_FRP_TownName	When submitting or amending the plan, or to reapply for a new MS4 General Permit
Phosphorus Control Plan	YYYY-MM-DD_PCP_TownName	When submitting or amending the plan, or to reapply for a new MS4 General Permit
Plan Set for Upgraded Project	YYYY-MM-DD_ProjectName	When submitting a final plan for an upgraded, previously permitted project

- If a file is too big to submit through the General Intake Form, after submitting the NOI and other smaller files, submit the large file through the "ANR Drop-off Portal." Submit the file to megan.mcintyre@vermont.gov.

Annual Reports

When do I need to submit an annual report?
- Annual reports are due by April 1st of each year.

How should I submit an annual report?
- Using the General Intake form, select "Compliance or reporting form" as the submission type
- Complete and attach the following forms
  - The Annual Report workbook, YYYY-MM-DD_AnnualReport_TownName
  - BMP Tracking workbook, YYYY-MM-DD_BMPTrackingTable_TownName
- Road Erosion Inventory (REI) updates – submit through the "Reporter for MRGP"