

Application Submittal Guidance For Stormwater Permits and Post-Authorization Stormwater Permit Correspondence



Summary

In an effort to reduce paperwork, improve permitting efficiency and to improve public access to stormwater permit files, the Stormwater Program requests that all permit applications be submitted on a CD/DVD by mail. Fee payments must be by check.

Application submittals WILL NOT be accepted via email or through external ftp sites. When necessary, the Stormwater Program may require full scale paper copies of site plans.

It is also encouraged that all correspondence on pending permit applications AFTER initial submittal of application be conducted via email. This request applies to all regularly submitted stormwater permit applications and issued permits such as General Permit 3-9010, 3-9015, 3-9020, 3-9030, 3-9003, and all types of individual discharge permits. Correspondence with the Stormwater Program on issued permits should also be conducted electronically when possible as directed below on page 2 of this guidance.

Application Format

Please provide application materials in the following format:

1. The Notice of Intent (NOI) or application form with signatures in PDF format;
2. A check for all applicable fees – DO NOT include a copy of the check on the CD/DVD;
3. All supporting documents such as cover letter, forms, worksheets, modeling, calculations, location map, etc., all in PDF format.
4. Plans, all in PDF format, either as individual PDFs or as a single PDF for the plan set.

All application materials must be divided into two (2) separate folders on the CD/DVD as specified below:

1. Application Materials Folder

The Application Materials folder shall contain NOI, or Individual Permit Application Form, saved as a separate PDF, and all supporting documents such as cover letter, forms, worksheets, modeling, calculations, location map, etc.

2. Plans Folder

The Plans folder shall contain the complete plan set, either as individual files or as one document for the plan set.

Note: Accepted file formats are preferably PDF, but Excel and Word documents are also acceptable. CAD files are not acceptable for submittal. There is no standard file naming convention, however please use brief names.

Note: Please DO NOT combine the application and plan files into a single file or folder.

Permit Application Correspondence

Submission of permit-application related correspondence (e.g. response to technical review comments, plan changes, worksheet/form revisions) is requested via email, only following the initial submittal of the application. However, if application/plan changes require re-submittal of large files, it is expected that the applicant/designer contact the appropriate Stormwater Program district technical staff member in coordinating the best way to submit the application changes, particularly if the files are too large to send via email.

Correspondence for Issued Permits/Authorizations

All forms, with the exception of application forms, should be submitted to anr.wsmdstormwatergeneral@state.vt.us

All general correspondence related to a previously issued authorized permit should be directed to the appropriate [district technical staff member](#) via email

All fees must be mailed to the address listed on the Stormwater Program website and/or on the billing invoice with check payable to the State of Vermont for the amount required.

Your assistance in paper-free permit applications is greatly appreciated. For additional stormwater permitting information, please visit the Stormwater Program website: <http://www.watershedmanagement.vt.gov/stormwater.htm>