



Vermont Stormwater Management Manual 2017
NOTICE OF INTENT (NOI)
to apply for Individual Stormwater Discharge Permit
(INDS)

Submission of this application constitutes notice that the applicant(s) requests authorization to discharge stormwater for their project listed below pursuant to the Chapter 22 Stormwater Permitting Rule. To obtain authorization, the applicant must submit a complete and accurate application, as well as all required supporting materials. Submission of an application does not confer coverage under an Individual Permit. Please carefully read all guidance information in the [Narrative Template](#) and [Application Requirements for Operational Permits](#) before signing.

A. Applicant Information

1. Applicant A:

2a. Address:

2b. Town:

2c. State:

2d. Zip:

3. Phone:

4. Email:

5. Additional Contact Name/Email (if applicable):

6. Applicant B:

7a. Address:

7b. Town:

7c. State:

7d. Zip:

8. Phone:

8. Email:

10. Additional Contact Name/Email (if applicable):

11. Please select either Applicant A or Applicant B:

_____ Applicant is the current land owner

_____ Applicant will be billed for the annual operating fee and be the primary contact for correspondence with the Stormwater Program.

The applicant(s) shall be the owner and operator. If the applicant is a business, the business must be registered with the Vermont Secretary of State. If the application is made in connection with a housing or commercial development, the developer and an owners' association accepting responsibility for the stormwater management system shall apply as co-permittees [§22-302 (b)(3)(A)(i)-(ii)]. For projects that require listing more than two applicants, please attach an additional page.

B. Application Preparer/Consultant Information (if applicable)

1. Company:

2. Name:

3a. Address:

3b. Town:

3c. State:

3d. Zip:

4. Phone:

5. Email:

6. Additional Contact Name/Email (if applicable):

C. Project Information (all fields required)

1. Project Name:

2. Physical Address:

2a. Town:

2b. County:

3. Project Coordinates (project center in Decimal Degrees with 5 digits to the right of the decimal):

Latitude:

Longitude:

<p>4. Receiving Water(s) (Receiving water is the name of the waterbody that runoff from the site first enters. In the case of an unnamed water, specify that the receiving water is an unnamed tributary, or wetland, etc. and state the first named receiving water downstream): _____</p>								
<p>5. Number of Discharge Points: _____</p>								
<p>6. Is this NOI being submitted in connection with a common plan of development (includes, but is not limited to residential and commercial subdivisions, universities, industrial parks, and ski areas)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>								
<p>7. Existing/Pending Stormwater Permit Authorization Number related to this project (if any): _____</p>								
<p>8. Is this an amendment to an existing Stormwater Permit/Authorization? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If yes, you must contact the district analyst to determine application review fees and you must submit a complete application package with all materials to be covered under the authorization regardless of whether or not they have changed since the original application.</small></p>								
<p>9. Have you or will you be submitting an NOI for coverage under a Stormwater Construction Discharge Permit? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>								
<p>10. Does the project involve activities that are classified as stormwater hotspots? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>								
<p>11a. Does the project involve activities within a regulated wetland or wetland buffer? <input type="checkbox"/> YES <input type="checkbox"/> NO 11b. If yes, have you contacted the district Wetland Ecologist? Yes, I spoke with _____</p>								
<p>12a. Does the project involve activities within a regulated floodplain or river corridor? <input type="checkbox"/> YES <input type="checkbox"/> NO 12b. If yes, have you contacted the regional Floodplain Manager? Yes, I spoke with _____</p>								
<p>13a. Does the project involve activities within a perennial stream channel? <input type="checkbox"/> YES <input type="checkbox"/> NO 13b. If yes, have you contacted the district River Management Engineer? Yes, I spoke with _____</p>								
<p>14a. Was the Site Balancing Design Strategy used to meet standards? <input type="checkbox"/> YES <input type="checkbox"/> NO 14b. Was the Net Reduction Design Strategy used to meet standards? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>								
<p>15. Why is coverage under the INDS permit required? (Check all that apply)</p> <p><input type="checkbox"/> An Alternative Stormwater Treatment Practice was used. (see 2017 VSMM, Section 4.4)</p> <p><input type="checkbox"/> Other: Please describe: _____</p>								
<p>16. SPAN: Enter the 11-digit number that is printed on the property tax bill for the applicable parcel(s). Projects that involve more than 1 parcel shall list all applicable SPANs.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">_ _ _ - _ _ _ - _ _ _ _ _</td> <td style="width: 33%; text-align: center;">_ _ _ - _ _ _ - _ _ _ _ _</td> <td style="width: 33%; text-align: center;">_ _ _ - _ _ _ - _ _ _ _ _</td> </tr> <tr> <td style="text-align: center;">_ _ _ - _ _ _ - _ _ _ _ _</td> <td style="text-align: center;">_ _ _ - _ _ _ - _ _ _ _ _</td> <td style="text-align: center;">_ _ _ - _ _ _ - _ _ _ _ _</td> </tr> </table>			_ _ _ - _ _ _ - _ _ _ _ _	_ _ _ - _ _ _ - _ _ _ _ _	_ _ _ - _ _ _ - _ _ _ _ _	_ _ _ - _ _ _ - _ _ _ _ _	_ _ _ - _ _ _ - _ _ _ _ _	_ _ _ - _ _ _ - _ _ _ _ _
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<p>17. Is this project funded by a State ARPA program? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>								
<p>18. Project Description: Briefly describe the project. (If an amendment, please describe the previously permitted project and the proposed change to the previously permitted project.):</p>								

D. Manner of Discharge

A manner of discharge is required for each discharge point of the project. The manner of discharge shall specify the type of impervious surfaces, the conveyance, and type of treatment proposed to meet applicable treatment standards, and shall describe the stormwater outfall to the specified receiving water. Use the format and example below to provide a written manner of discharge for each discharge point. If more space is needed, provide an additional sheet.

S/N 001: Stormwater runoff from [list impervious surfaces] via [describe conveyance] to [treatment practices] discharging to [Receiving water].

Ex) S/N 001: Stormwater runoff from warehouse building rooftop on Lot 2 and a portion of access road, via sheet flow to pre-treatment swale #1, all routed to a bioretention system (designed for infiltration to groundwater), with overflow discharging by controlled outlet structure and stabilized outfall to Trout Brook. Additional runoff from building rooftop on Lot 3, is disconnected in accordance with Simple Disconnection, discharging overland to Trout Brook.

E. Plan Set Reference

Provide a complete list of all plans applicable to the stormwater management design that have been included with this application. Specify who the plans have been prepared by (e.g. Fairweather Stormwater Design, Inc.) and list the plans using the following format: Sheet ###, "[Sheet Title]," dated [mm/dd/yyyy], last revised [mm/dd/yyyy]; (e.g. Sheet 1, "Existing Condition Plan", dated 01/15/2017, last revised 02/06/2017).

Dated plans are required. Using the above format enter the plan set reference for the project in the space below. If more space is required, provide an attachment.

Design firm: _____

F. Impervious Area Summary

Complete the following table with the appropriate impervious acreage as applicable. Round all areas to the nearest **0.01 acres**. For definitions of new impervious surface, expanded impervious surface, redevelopment and existing impervious surface, see [Chapter 22: Stormwater Permitting Rule](#).

Impervious Surfaces Proposed for Coverage

1. New/Expanded Impervious Area	Acres
2. Redeveloped Impervious Area	Acres
3. If this is an amendment* , enter previously permitted impervious area (refer to authorization):	Acres
4. If this is an amendment* , enter previously permitted impervious area to be included for permit coverage in amended authorization:	Acres
5. Total impervious area to be permitted for this project (add lines 1+2+4)	Acres
6. Total Area for application fee calculation: (For new projects add lines 1+2, for amendments see below.)	Acres

**If the current application is an amendment, contact the [District Analyst](#) who covers the Project Town prior to submitting this application to determine if a full review fee is required.*

IMPORTANT: DO NOT include impervious area in the fee calculation unless the stormwater runoff from the surface will meet the applicable treatment standards set forth in the Vermont Stormwater Management Manual. This impervious surface breakdown as completed above **MUST** match the total impervious surfaces presented in the Standards Compliance Workbook completed for the discharge points in your application. If these totals do not match, your application will be returned to you as administratively incomplete.

G. Permit Application Fees (Per 3 V.S.A. Sec. 2822)

Administrative Processing Fee		\$240.00
Application Review Fee	_____ total impervious acres X \$860 per impervious acre (Class B waters) (minimum fee \$440)	\$ 0.00
	_____ total impervious acres X \$1400 per impervious acre (Class A waters) (minimum fee \$1400) Water classification can be found here: https://dec.vermont.gov/watershed/tasc/water-quality-standards	\$ 0.00
Total Permit Application Fees	Enclosed check # _____ Paid by: _____	\$ 240.00

Please do not round.

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.

H. Certification of Complete Application and Designer Certification

Please carefully read all information in the [Application Requirements for Operational Permits](#) before signing.

A complete application shall contain the following items saved as separate PDFs:

- **Complete NOI form**
- **Narrative:** Narrative, Location Map, and Soils Map.
- **Workbooks:** STP Selection Tool and Standards Compliance Workbook
- **Worksheets:** STP and waiver worksheets, grouped by discharge point
- **Modeling:** Runoff modeling and calculations demonstrating compliance with the applicable treatment standards.
- **Plans:** Pertinent plan sheets with all required information outlined in the Application Requirements for Operational Permits Document.
- **Engineering Feasibility Analysis*:** Written narrative prepared in accordance with Part 4 of General Permit 3-9050, required only in support of (a) applications submitted for impervious surfaces of three or more acres requiring permit coverage under Subpart 1.3(D) of General Permit 3-9050, or (b) applications submitted for discharges of regulated stormwater runoff from impervious surfaces of less than three acres to a stormwater-impaired water, when the project has been informed that upgrades to an existing stormwater system are necessary.

Designer Certification: I hereby certify that I have reviewed the Application Requirements Document and have included the required information with this NOI. I hereby certify that the design-related information submitted with the NOI for coverage under an Individual Stormwater Discharge permit (INDS) was prepared under my direction or supervision and that the information is, in the exercise of my reasonable professional judgment, true, accurate, and complete. I also hereby certify that the stormwater collection, treatment, and control system design submitted with this application **complies with DEC's Stormwater Permitting Rule and the Vermont Stormwater Management Manual.**

Signature of Stormwater Designer

Date

Designer Name and Title

Company Name (if applicable)

Electronic signatures are accepted on this form.

I. Applicant Certification

An authorized representative of each applicant as listed in Section A of this NOI shall complete the section below. If additional space is needed, the applicant may attach additional copies of this page to the NOI.

_____ By initialing to the right, I certify that I have notified adjoining landowners of the proposed project using the [Stormwater Program Abutter Notification](#) form.

I hereby certify that I have read [Chapter 22: Stormwater Permitting Rule](#) and agree to abide by its terms. I understand that there will be annual reporting requirements and annual operating fees based on the amount of impervious permitted herein.

Signature of Owner or Authorized Representative

Date

Type Name

Title

Signature of Owner or Authorized Representative

Date

Type Name

Title









Electronic signatures are accepted on this form.

If the applicant is a business, the signature must be provided by one of the following: i) the person listed as the registered agent with the Secretary of State; ii) an executive figure such as the president, chairperson or superintendent, or; iii) an individual whose status as an authorized representative is verified in writing by the registered agent or executive figure. If the applicant is an individual, but the application is being signed by an authorized representative, a letter from the applicant stating that that person is the authorized representative must accompany this application.

Please submit form, required attachments, and payment using ANROnline at
https://anronline.vermont.gov/?formtag=WSMD_Intake

FOR APPLICATION SUBMISSION AND FEE PAYMENTS, VISIT ANRonline:

https://anronline.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.