



ANR Online Application Submittal Instructions:

Construction General Permit 3-9020 (Low & Moderate Risk Construction Activity, and Individual Construction Permitting)

The Department of Environmental Conservation - Stormwater Program now accepts Low and Moderate Risk Construction General Permit (CGP) applications, and Individual Construction Permit applications via ANR Online. Please follow the steps below to submit your application materials and payment electronically.

Alternatively you can submit via a hard copy, CD, or flashdrive via regular postal mail.

1- COMPLETE RELEVANT FORMS

Visit the Stormwater Program webpage:

<https://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/stormwater-construction-discharge-permits>

- a. Download and complete CGP 3-9020 [Appendix A](#). This will assist in determining if the project is eligible for coverage under the CGP and if so, whether the project qualifies as low, moderate construction activities, or if the project requires an individual permit.
 - i. A complete Appendix A is required to be submitted with your Notice of Intent (NOI) for low and moderate risk permits applications.
- b. Based on your "Overall Score" from Appendix A, select and complete the applicable application forms:
 - i. For **Low Risk** projects complete the following (skip to Section 1.b.ii. for Moderate Risk, or Section 1.b.iii. for Individual Permit instructions):
 1. [Notice of Intent \(NOI\) for Low Risk Projects](#)

NOTE:

- All sections of the application must be completed,
- "N/A" is not an acceptable answer to question #7, in Section D. Project Information, Name of Receiving Water. You must provide the name of the stream, river, lake, or wetland for the water of the state where a discharge would first go if it were to occur. Note this could be a wetland tributary, named or unnamed tributary (e.g. unnamed tributary to the Otter Creek)
- You must provide a whole number for question #8, in Section D. Total area of disturbance. Including "<" and ">" symbols will result in an administratively incomplete application.
- Ensure that all parties have signed the document. Whenever possible, all signatures should be electronic. If electronic signatures are not possible, you must ensure all signatures are captured on the same sheet and only one NOI is submitted.

2. You must include a USGS topographic location map or a directional map which must provide enough information to determine the exact location of the project.
- ii. For **Moderate Risk** projects complete the following:
1. [Notice of Intent \(NOI\) for Moderate Risk Projects](#)
- NOTE:
- See 1(b)(i)(1)-(2)
2. Prepare an Erosion Prevention and Sediment Control (EPSC) Plan designed in accordance with the [Vermont Standards and Specifications for Erosion Prevention and Sediment Control \(2006\)](#), and as specified in [Appendix B](#) of the CGP,
 3. Complete [EPSC Summary Forms](#)
 4. You must include a USGS topographic location map or directional map which must provide enough information to determine the exact location of the project.
- iii. For **Individual** Projects that do not qualify as Low or Moderate Risk construction activity are not eligible for coverage under CGP 3-9020 and must apply for an Individual Permit, must complete the following steps:
1. [Application for Individual Construction Stormwater Discharge Permit](#)

NOTE:

- All sections of the application must be completed,
- “N/A” is not an acceptable answer to question #7 in section D. Project Information, Name of Receiving Water. You must provide the name of the stream, river, lake, or wetland for the water of the state where a discharge would first go if it were to occur. Note this could be a wetland tributary, named or unnamed tributary (e.g. unnamed tributary to the Otter Creek)
- You must provide a whole number for question #8, in Section D. Total area of disturbance. Including “<” and “>” symbols will result in an administratively incomplete application.
- You must notify adjoining landowners PRIOR to submittal of your application. You must use the [DEC Adjoiner Form](#) AND mail the notice to each adjoining landowner PRIOR to submittal of your application. You must then initial Section E. of the application certifying that you have completed this requirement.
- Ensure that all parties have signed the document. Whenever possible, all signatures shall be electronic. If

electronic signatures are not possible, you must ensure only one complete and signed NOI is submitted.

2. Prepare an Erosion Prevention and Sediment Control (EPSC) Plan designed in accordance with the [Vermont Stands and Specifications for Erosion Prevention and Sediment Control \(2006\)](#),
 3. You must include a USGS topographic location map or directional map which must provide enough information to determine the exact location of the project.
- 2-** Once you have the packet of required documents prepared and signed, either create a new ANR Online account or sign in to your existing account. (If you already have an ANR Online account go directly to <https://anronline.vermont.gov/> to sign in, and skip to Step 3).
- a. Go to: <https://anronline.vermont.gov/>
 - b. Follow instructions on the homepage to register an account

3- SIGN IN TO ANR ONLINE PORTAL

- a. In the top right corner of the screen, click “Sign In”
- b. Enter your email and password
- c. Click “Sign In”

4- FIND RELEVANT PERMIT APPLICATION

On the left side of the screen, click “Form Finder,” or use “Finder” button.

- a. Type in “9020” for Low and Moderate Risk permit applications OR “INDC” for Individual Construction permit applications
- b. Click on “Stormwater Construction General Permit (Low and Moderate Risk) 3-9020 – Notice of Intent (NOI)” OR “Individual Construction (INDC) Stormwater Discharge Permit”

5- UPLOAD APPLICATION DOCUMENTS

- a. Read Instructions and note the refund policy
- b. Click “begin form entry”
- c. Enter “Project Name”
- d. Verify the “Preparer Name” and “Preparer Email” are correct
- e. For INDC ONLY - Choose if the “Total Area of Disturbance” for the project is less than or equal to 5 acres.
 - i. NOTE: this information is used to calculate the fee due, if this information is not correct, the application may be deemed administratively incomplete until the correct fee is paid.

Appendix A – Risk Evaluation Upload

- f. Click “Choose File” to upload Appendix A or drag and drop completed Appendix A into “Drop Files Here to upload”

- g. Choose if this is a “Low” or “Moderate Risk” project based on the Appendix A completed for the project.
- h. Choose if the “Total Area of Disturbance” for the project is less than or equal to 5 acres.
 - i. NOTE: this information is used to calculate the fee due, if this information is not correct, your application may be deemed administratively incomplete until the correct fee is paid.
- i. Click on “next section, application and supporting materials upload”

Application and Supporting Materials Upload

- j. Upload the Notice of Intent (NOI) application form that you completed
 - i. Click “Choose File” to upload NOI or drag and drop NOI into “Drop Files Here to upload”
- k. Topographic Location Map Upload
 - i. Click “Choose File” to upload Topographic Location Map or drag and drop Topographic Location Map into “Drop Files Here to upload”

6- MODERATE RISK AND INDC PROJECTS (Skip to Step 7 if not submitting a Moderate Risk or an INDC application)

EPSC Summary form Upload (not required for INDC projects)

- a. Click “Choose File” to upload EPSC Summary Form or drag and drop EPSC Summary Form into “Drop Files Here to upload”

EPSC Plan document Upload

- b. Click “Choose File” to upload EPSC Plan or drag and drop EPSC Plan into “Drop Files Here to upload”

7- OTHER SUPPORTING MATERIALS (this is not a required field, if you have no other materials to upload, continue to “Review,” Step 8)

- a. Click “Choose File” to upload any other supporting necessary for upload or drag and any additional files into “Drop Files Here to upload”
- b. Click on “next section review”

8- REVIEW FORM & CHECK DOCUMENTS UPLOADED

- a. Review all information inputted to ensure it is accurate
 - i. If anything needs to be changed, use the sections on the left of the screen
- b. Ensure all documents are uploaded into their correct section
- c. If any section is **RED** this means that there are errors, click each section to review and edit
- d. Click on “next section certify & submit”

9- CERTIFY & SUBMIT

- a. Read certification language
- b. Click on “finalize submission submit form”

10- SUBMITTAL RECEIVED

- a. Print this page or make a note of your submission number
 - NOTE: A confirmation email will be sent which contains your submission number.
- b. Payment can be made online or sent by mail. Follow “i” to pay online, or “ii” to pay by mail.

- i. **Pay Online option:**

1. In the Payment Information section; payment can be submitted online with a credit card or bank account (USA Only) by selecting “pay online”
 2. Select credit/debit card or bank account
 3. Enter card number and expiration date or banking information
 4. In the “Billing Information” section; enter all information exactly as your billing address on bank account or credit/debit card statement has it.

NOTE: If any of this information does not match your credit/debit card or bank record exactly, your payment will be denied.

5. Click “Pay Now”

- ii. **Pay By Mail option:**

1. Click “pay by mail”
 2. Click “download payment voucher”
 3. Print Payment voucher
 4. Write a check for the amount shown on voucher
 5. Mail the check with a copy of the voucher to the address on form

STORMWATER PROGRAM APPLICATION REVIEW PROCESS

Administrative Review. The application will be reviewed in the order of which it was received. You will be contacted when the application has completed the administrative review with an administratively complete email or an administratively incomplete letter.

If you get an administratively incomplete notification by email, respond to the edits needed and send corrections or additional information requested. An application cannot be considered administratively complete until the fee has been received in our office.

Technical Review. Once the application is administratively complete, it will move to technical review. The application will be reviewed in the order of which it was received by Stormwater Program technical staff. If additional information is needed you will be contacted by the Program staff. If you receive a technically incomplete notification by email, respond to the edits needed and send corrections or additional information requested.

Public Comment Period. Once the application is deemed technically complete, the application will be placed on public notice for public comment. You will receive an email from the Environmental Notice Bulletin (ENB) Administrator on the day the application is placed on notice.

Permit Issuance. You will be notified when the application is off public notice and has been authorized by Department. You will be emailed the signed authorization and a cover letter with more information relating to the permit issuance.