

Dear Permittee,

We require that permittees submit their wetland town recordings, work start notifications, and work completion certifications via ANR Online, per instructions that were included in the original permit issuance email. You will need to register an account, and then navigate to the specific form(s) to submit them. Below are instructions for submitting your forms:

- 1) Navigate to ANR Online: <https://anronline.vermont.gov/>
- 2) Once here, click Register in the upper right-hand corner of the screen. You will be walked through the process. Instructions for new users can also be found on the ANR Online Home page.
- 3) Once you are registered, navigate to the specific form(s) using the following links:

Wetlands Town Recording form submittal:

<https://anronline.vermont.gov/app/#/formversion/606ae0ed-8d32-4f4b-96a0-8922e6f85f3a>

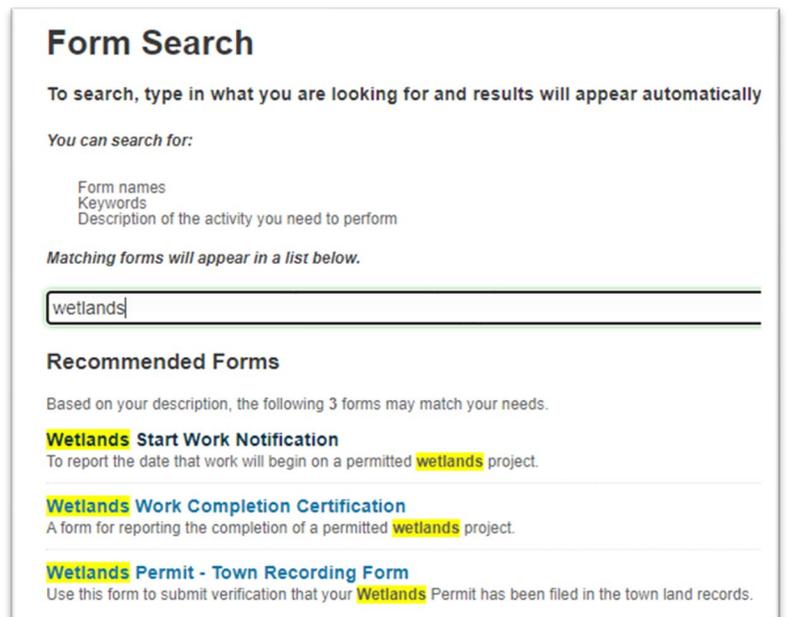
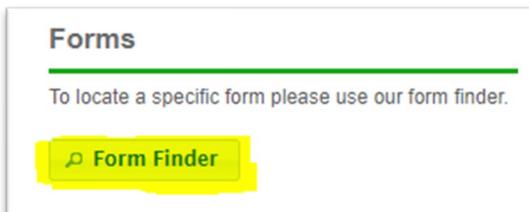
Wetland Start Work Notification submittal:

<https://anronline.vermont.gov/app/#/formversion/dc643193-6316-4bce-a127-6bf4db55294b>

Wetlands Work Completion Certification submittal:

<https://anronline.vermont.gov/app/#/formversion/b779db15-5128-4cb6-a544-e73159f98814>

Alternatively, you can find the wetlands forms using the Form Finder tool and typing the word “wetlands” to search:



Form Search

To search, type in what you are looking for and results will appear automatically

You can search for:

- Form names
- Keywords
- Description of the activity you need to perform

Matching forms will appear in a list below.

wetlands

Recommended Forms

Based on your description, the following 3 forms may match your needs.

Wetlands Start Work Notification
To report the date that work will begin on a permitted wetlands project.

Wetlands Work Completion Certification
A form for reporting the completion of a permitted wetlands project.

Wetlands Permit - Town Recording Form
Use this form to submit verification that your Wetlands Permit has been filed in the town land records.

- 4) Click the form you need to submit. Enter your permit # (or first 7 digits, if the permit # is 8 digits long), and select the permit from the first dropdown menu:

Wetlands Work Completion Certification
VERSION 1.15

INSTRUCTIONS

New to DEC's online form system? Use these [instructions](#) to get your account set up.

This form is to be submitted within 30 days following project completion to certify that the project has been correctly listed in your Wetland Permit.

PROVIDE THE FIRST 7 OR 8 DIGITS OF THE WETLANDS PERMIT NUMBER FOR WHICH YOU ARE REPORTING WORK COMPLETION. THE PERMIT NUMBER IS LOCATED AT THE TOP LEFT OF YOUR PERMIT. IT IS ALSO CALLED YOUR FILE #, AND WILL BE FORMATTED AS YYYY-NNN OR YYYY-NNNN

2022-0039|

2022-0039

- 5) Then, select the specific permit from the second dropdown. If your specific permit has a .01, .02, etc. after the project number, make sure to select the correct permit from the dropdown:

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2022-0039

Select the specific permit/permit amendment for which work has been completed.

2022-0039

2022-0039.01

- 6) Scroll down, click on “Choose File” under the “Upload copy of proof of recording here” section, and then navigate to the saved file on your computer:

*** Upload copy of proof of recording here.**

Attach a copy of the documentation received from the Town Clerk.

Please be aware that files exceeding 100 MB in size are not allowed

Drop files here to upload

OR

CHOOSE FILE

Comment

Click on the saved file and click “Open”:

	2022-0039.01_ApprovedWetlandImpactPl...	7/30/21
	2022-0039.01_For Recording_Issuance No...	7/30/21
	2022-0039.01_IndivPermit.pdf	7/30/21

Custom Files (*.*)

Open

This will upload the document:

Drop files here to upload

OR

CHOOSE FILE

2022-0039.01 For Recording Issuance Notice.pdf

- 7) Enter the date that the form was filed with the town clerk (or, in the case of work start or work completion notifications, the date the project was started or finished):

Date Filed with Town Clerk

 11/12/2024

- 8) Click “Next Section” in blue at the bottom of the screen:

 **NEXT SECTION**
Review

- 9) Review all information to make sure it’s correct, then click “Next Section” at the bottom of the screen to move to the Certify and Submit step:

 **NEXT SECTION**
Certify & Submit

- 10) Finally, click on “Finalize Submission” to submit your compliance form to the Wetlands Program. You do not need to follow up with us via email- the online submission will automatically migrate into our database and keep track of the submittal for us.

 **FINALIZE SUBMISSION**
Submit Form

If you have any questions, please contact the Wetlands Program directly via email: ANR.WSMDWetlands@vermont.gov . Thank you for your attention to compliance!