

Vermont Wetlands Program
Minor Amendment Application
Under Sections 9.7
Of the Vermont Wetland Rules



VWP File # _____ Issue Date: _____

1. Eligibility Checklist:

If you cannot verify each of the following, stop and proceed to the Major Amendment Application

- Changes are for an Individual Permit.
- There are no changes to the overall project purpose.
- The changes do not impact any additional properties.
- The changes involve the same delineated wetland area (if impacts are to previously unassessed areas, the change does not qualify)
- There is no net additional impact to wetland or buffer zone
- Changes are within the same or lesser cover type in wetland or buffer (i.e. impact moves from shrub cover to meadow)
- The activity does not move from a managed area to a natural area
- Activity does not move to areas with rare, threatened or endangered species habitat and exemplary natural community
- The changes include no additional encroachment into wildlife habitat and are no closer to surface water bodies

2. Overall Project Description

3. Detailed Description and Purpose of Proposed Changes

4. Wetland and/or Buffer Type Proposed for Changed Impact Name, Impact numbers, Cover Type

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5. Description of Avoidance and Minimization Measures Associated with Changes

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6. Attachments *Check All That Apply*

- [Required]** Location Map
- [Required]** Updated site plan(s) labeled_____
- Updated management plan(s) labeled_____
- Site plan(s) associated with original permit (if impacts have changed)

The Secretary may require a person applying for a Minor Amendment to apply for a Major Amendment or a new permit. Contact your District Ecologist to verify eligibility before submittal.

Permittee Information: All fields required

Name: _____

Address:	City/Town	State:	Zip:
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Phone Number: _____ Email Address: _____
(Required to receive notices via the Environmental Notice Bulletin)

Permittee Certification:

By signing this application, you are certifying that all the information contained within is true, accurate, and complete to the best of your knowledge.

By checking this box, the permittee certifies that all adjoining landowners have been provided an official notice via US mail prior to the submission of this application.

Permittee Signature: _____ Date: _____

Application Preparer/Consultant Information: If applicable

Name: _____

Address:	City/Town	State:	Zip:
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Phone Number: _____ Email Address: _____
(Required to receive notices via the Environmental Notices Bulletin)

Application Preparer/Consultant Certification:

By signing this application, you are certifying that all the information contained within is true, accurate, and complete to the best of your knowledge.

Application Preparer/Consultant Signature: _____ Date: _____

Submittal:

Submit this completed form and **\$120.00** administrative fee made payable to the **“State of Vermont”** to:

Vermont Department of Environmental Conservation
 Watershed Management Division
 Attn: Wetlands Program
 One National Life Drive, Main Bldg., 2nd Floor
 Montpelier, VT 05620

Or send an electronic copy to:
ANR.WSMDWetlands@vermont.gov

***Refund Policy:** Administrative fees are non refundable unless an application is withdrawn prior to administrative review*

OFFICIAL NOTICE

Hello Neighbor,

This letter is an official notice that _____ intends to apply for one or more permits from the Agency of Natural Resources, Department of Environmental Conservation (DEC). Because your property borders the location of the activity as described below, Vermont law requires the applicant to provide you with notice of the application(s).

Once each application has been submitted and deemed complete by DEC to begin the review, it will be posted to the DEC Environmental Notice Bulletin (ENB) at ENB.VERMONT.GOV, where you may register to receive notifications to stay informed as each application moves through the review process. Although the application(s) may not yet be received or processed by the DEC upon receipt of this letter from the applicant below, you may register now to receive notifications using a specified mile/distance radius from your address location (*see next page for detailed instructions on how to register*).

In the meantime, you may also contact the property owner/applicant with questions about the activity using the contact information provided below. For background, the permit process includes a public comment period and an opportunity to request a public meeting, all which can be done through the ENB link above once permit applications are posted. Note that to appeal a final permit decision you must submit comments during the public comment period.

For additional information please visit the following website: DEC.VERMONT.GOV/PERMITS/ENB/GENERAL. For general questions or assistance with registering on the ENB please call DEC's main line at (802) 828-1535 and plan to provide the permit types that are being applied for as listed below.

PROPERTY OWNER(S)/APPLICANT(S) NAME

PROPERTY OWNER(S)/APPLICANT(S) CONTACT INFORMATION (MUST PROVIDE TELEPHONE NUMBER AND/OR EMAIL)

PROPOSED ACTIVITY STREET ADDRESS/ROUTE

PROPOSED TOWN(S)

PERMIT TYPE(S) (INDICATE FOR EACH PERMIT TYPE NEW OR RENEWAL)

To register on the ENB and set up your subscription: please go through the following steps. There are illustrated instructions on Page 12 of [the ENB User Guide](#):

1. Go to ENB.VERMONT.GOV
2. Click **Register** on the upper right-hand side of the home page
3. Enter the required information (name, email address and create password) and click Register
4. You will receive an email confirmation for your email address. Once confirmed you will be able to log-in and set up your subscription.
5. Log into ENB and then click **My Subscription** at the top left-hand side of the home page
6. Click **Modify Alerts** on the My Subscription page
7. Click **Edit** for Alert #1
8. Choose the permits being applied for from the **Activity Types of Interest** list by checking the check boxes.
9. Next, choose the location using **Distance from a Point** and click the map icon to set your location.
10. Enter your own address, including Town in the **Search Address** field and set the distance large enough to capture the project activity (1 mile, 5 miles, etc.)
11. Click **OK** once the radius has been set
12. Click **SAVE** on the next page, then Click **OK** to return the main subscription page.
13. Once you receive an alert for an activity, you can choose to **Follow** the activity from your subscription page.
14. For additional instructions see the **User Guide** on ENB.VERMONT.GOV.
15. For help with registration please contact the ENB Administrator: ANR.ENBAdministrator@vermont.gov.