

Common Wetland Permit Reporting Requirements



Congratulations on receiving your individual wetlands permit. This permit ensures that the activity you are permitted to do will have no undue adverse impact on the wetlands' valuable functions. Thank you for working with the Vermont Wetlands Program to achieve this goal. With this decision document you may now conduct the approved activities within the wetland and buffer zone so long as you follow all the conditions of the permit. There are a few reporting requirements which are likely required. This document provides some simple instructions on what you need to do to stay in compliance with your permit reporting requirements.

Report Filing: The reporting forms associated with your permit need to be submitted electronically to us using the Agency of Natural Resources online system, ANR Online. The wetland permit town recording form, the permit work start notification, and the wetland permit work completion certification forms are all on ANR Online. Those forms can be found here - <https://anronline.vermont.gov/> . Permittees will need to [register an account](#).

Town Recording Reporting: Provide the Town Clerk in the town(s) of permitted work with a copy of the Final Issuance Notice of Wetland Permit to be filed with the land records. You received this document via email attachment in pdf form.

Ask the Town Clerk for a copy of the notice with proof of recording. The recording will include a date stamp and the town clerk's signature, and will also usually include the book and page number where the permit has been recorded. Request an electronic copy; if this is not available, you will need to scan the notice so that it may be uploaded to [ANR Online](#).

Start Work Notification Reporting: Before starting work, you are required to notify the Wetlands Program of your start work date using [ANR Online](#). Prior to submitting this form, note the expiration date of your permit. To extend the permit expiration date, an [extension request](#) must be submitted to the Wetlands Program 30 days or more in advance of that date. Note that permits cannot be extended beyond a 10-year period. In addition to knowing the wetland permit number and date you intend to start work, your report will also need to provide:

- ✓ The name, company, and phone number of the contractor who will be completing the work and who has read and understands the permit conditions and limitations of the permit.
- ✓ Anticipated completion date.
- ✓ Contact information of someone who is available during construction and can answer questions about the work.

Work Completion Reporting: Within 30 days of the completion of the permitted project you will need to notify the Wetlands Program on [ANR Online](#) that you have completed the work and certify that the work was completed in compliance with the Vermont Wetland Rules. In addition to the reporting form, if there are any specific conditions that require documentation at the close of the project, please submit this documentation as well. Check your permit conditions to see if you are required to also set up a compliance inspection with your District Wetlands Ecologist.

PDF Forms: If you are unable to use the electronic forms, PDF versions are available as well: [Town Recording](#), [Start Work](#), [Work Completion](#). If you are having technical issues with any of the forms, please email us at ANR.WSMDWetlands@vermont.gov or call [802-490-6195](tel:802-490-6195)