Vermont Wetlands Program
Administrative Amendment Application
Transfer of Wetland Permit

VERMONT DEPARTMENT OF
ENVIRONMENTAL CONSERVATION
WATERSHED
MANAGEMENT DIVISION
WETLANDS PROGRAM

Instructions:

An individual wetland permit or authorization under the wetland general permit is not transferable without the prior written approval of the Secretary of the Agency of Natural Resources. This application for transfer must be submitted at least fifteen (15) days prior to the proposed date of transfer. An administrative fee of $50.00 must be paid at the time of submittal. The permit must also be filed in the land records before the Secretary will approve any transfer.

Project Information: *All fields are required*

1. Wetlands Program Project Number *(7 digits)*: _____

2. Project Location *(E911 address including town)*: _____

3. Permit or authorization expiration date: _____

4. Proposed Date of Transfer: _____

Prospective Permittee Information: *All fields required*

Name:			
Address:	City/Town	State:	Zip:
Phone Number:	Email Address:		

Prospective Permittee Certification:
By signing this statement the prospective permittee(s) certifies that they have read and are familiar with the terms and conditions of the individual wetland permit or the authorization under the wetland general permit, and agrees to comply with all the terms and conditions of the individual wetland permit or the authorization under the wetland general permit, whichever is applicable. You are certifying that all the information contained within is true, accurate, and complete to the best of your knowledge. Original signature is required.

Prospective Permittee Signature: _____ Date: _____

Current Permittee Information: *All fields required*

Name:			
Address:	City/Town	State:	Zip:
Phone Number:	Email Address:		

Current Permittee Certification:
By signing this application you are certifying that all of the information contained within is true, accurate, and complete to the best of your knowledge. Original signature is required.

Current Permittee Signature: _____ Date: _____

Application Preparer/Consultant Information: *If applicable*

Name:			
Address:	City/Town	State:	Zip:
Phone Number:	Email Address:		

Application Preparer/Consultant Certification:

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

Application Preparer/Consultant Signature: _____ Date: _____

Submittal:

Please submit this form and $50 fee using ANROnline:
https://anronline.vermont.gov/?formtag=WSMD_Intake

Direct questions to: ANR.WSMDWetlands@vermont.gov. If unable to submit online, mail the completed application form, all required supporting materials, and a check for the correct application fee to:

Vermont DEC - Watershed Management Division, Wetlands Program
1 National Life Drive, Davis 3
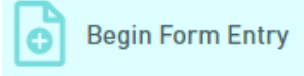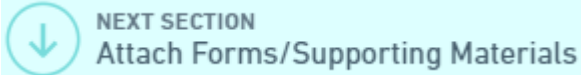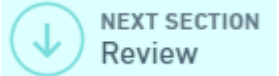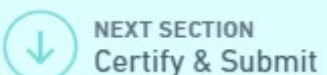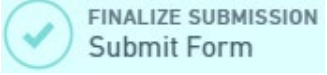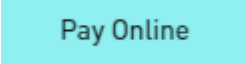Montpelier, VT 05620-3522.

Make the check payable to: State of Vermont

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

![Vermont logo]

Department of Environmental Conservation
Watershed Management Division
1 National Life Drive, Davis 3
Montpelier, Vermont 05620-3522
https://dec.vermont.gov/watershed

Agency of Natural Resources

[phone]   802-828-1115

SUBMIT AND PAY ONLINE TO SPEED UP YOUR APPLICATION PROCESSING!

You can submit your application and pay fees online. To start, visit:

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.