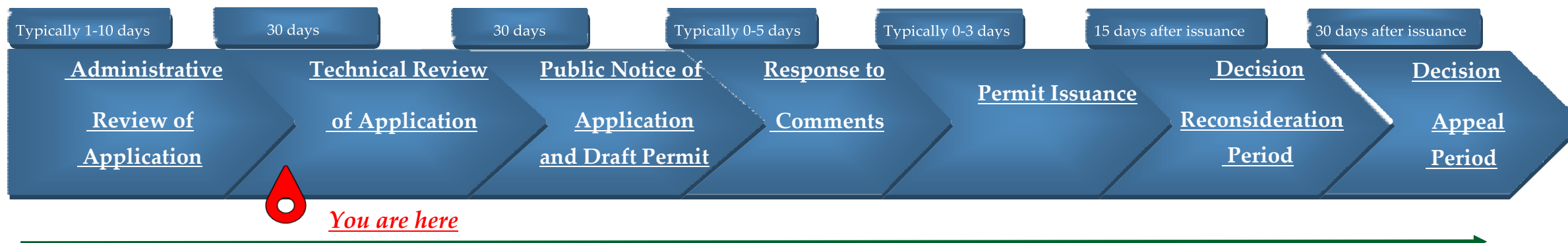


Your Application is Administratively Complete: What Happens Next?

Application Processing Steps



****Overall Time From Application Submittal To Permit Takes About 5 Months**

Technical Review of Application

- Once the application is deemed administratively complete, it moves on to technical review with the District Wetland Ecologist. Applications are technically reviewed in the order they are received. Ecologists can have between 5-12 applications in their queue to review. This is why they may not get to your application right away. Ecologists are also typically in the field 2 days per week.
- Technical review of the application can take 30 days.
- Additional materials may be requested in order for the Wetlands Program to deem the application technically complete. If additional materials are requested, it may extend the amount of time it takes for the application to be deemed technically complete.
- Once technical review is complete, you will be notified.

Public Notice of Application and Draft Permit

- All interested parties, including the applicant and their representative(s), as well as any abutting landowner who signed up to receive notice, will be sent an email notification through the Environmental Notice Bulletin (ENB) Administrator (ANR.ENBAdministrator@vermont.gov). You may need to change your email spam settings to receive it. The application, all supporting documents, and the draft permit are placed on a required 30-day public comment period.
- A public meeting may be requested on a draft permit within 14 days of the date on which the notice of draft permit was posted to the Environmental Notice Bulletin. If a public meeting is requested, the meeting must be noticed 14 days prior to when the meeting is scheduled. The public comment period is extended for at least 7 days after the meeting.
- Applicants are required to attend the public meeting. We will contact you if a meeting is requested to coordinate scheduling.

Response to Comments

- The Wetlands Program will review any comments received during the comment period.
- The program may require a response to comments from the applicant and their representative(s) if appropriate. If additional materials are requested, it may extend the amount of time it takes for a response to comments.
- Response to comments can typically take 5 days.

Permit Issuance

- The permit decision is made, and notice is sent regarding the decision to the distribution list.
- The permittee and their representative(s) receive a copy of the permit and any appropriate compliance forms.
- Review and signature of the permit can take up to 5 days.
- **Once the permit is issued to you, work can begin in accordance with permit conditions.** Please note that the permit could be appealed during the 30-day appeal period.

Decision Reconsideration Period

- Within 15 days after the permit is issued, a request for decision reconsideration can be made.
- A decision may be reconsidered due to permit processing issues such as improper abutter notification.

Decision Appeal Period

- Anyone who provided a comment on the application and draft permit can appeal the permit decision within 30 days after the permit has been issued.

****Individual wetland permit applications typically take 5 months to review dependent on the complexity of the project and completeness of the application. Our mandate is to complete review within 90 days, not including time waiting for additional information from the applicant.**