

# Vermont Wetlands Program Individual Permit Extension

WVP File# \_\_\_\_\_ Issue Date: \_\_\_\_\_



VERMONT DEPARTMENT OF  
ENVIRONMENTAL CONSERVATION  
**WATERSHED  
MANAGEMENT DIVISION**  
WETLANDS PROGRAM

## Instructions:

If construction has not been completed prior to the permit expiring, the permittee needs to request an extension before the permit expires. The Secretary may extend a permit for up to a total of ten years beyond the date of issuance of the original permit if the permittee re-evaluates and re-delineates the wetland resources impacted by the authorized activity, and the Secretary determines there will be no impact to Class I or Class II wetland or buffer beyond those impacts permitted under the original permit.

*If additional wetland or buffer will be impacted, an amendment must be applied for as well as a permit extension.*

## Permittee Contact Information:

Name: \_\_\_\_\_ Project Address: \_\_\_\_\_ Town: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Project Number: \_\_\_\_\_

## Certification:

I (*permittee-print*) \_\_\_\_\_ certify that I have not commenced construction of the above referenced permit or have partially completed work in compliance with the above referenced permit, including filing the permit with the town. The area has been re-evaluated and wetland resources have been re-delineated. If there is additional wetland or buffer impacts, I am also submitting a permit amendment application.

I am the original permittee named in the issued authorization for which an extension is requested.

NOTE: To process a transfer to a new property owner submit the transfer form found Post Approval Materials here <https://dec.vermont.gov/watershed/wetlands/jurisdictional/permit-info>.

\_\_\_\_\_  
(*permittee signature*)\_\_\_\_\_  
(*date*)

### Please verify the following:

- The wetland area within the project was re-evaluated during the growing season on \_\_\_\_\_  
(*date*)
- There are \_\_\_\_\_ There are **not** additional wetland or buffer impacts.  
**NOTE:** If there are additional impacts, complete an application for a permit amendment found under "[Post Approval Materials](#)"
- The following documents are submitted with this extension request to document the proper re-evaluation was completed (**check one or more**):

ACOE Forms

Photographs

Mapping

Notes

### OR

It is currently outside the growing season, and I will need to verify the above information in the spring.

***I understand that this application will be considered technically incomplete until I provide the above information. If not provided by June, this extension request may be terminated.***

## Submittal:

Please submit this form and \$240 fee using ANROnline: [https://anronline.vermont.gov/?formtag=WSMD\\_Intake](https://anronline.vermont.gov/?formtag=WSMD_Intake)

Direct questions to: [ANR.WSMDWetlands@vermont.gov](mailto: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.


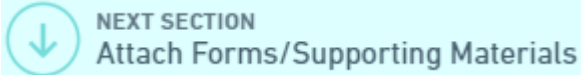

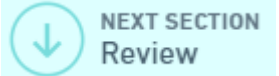
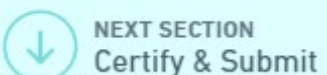
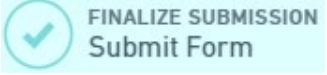
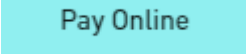

Make the check payable to: State of Vermont

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

## SUBMIT AND PAY ONLINE TO SPEED UP YOUR APPLICATION PROCESSING!

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

[https://anonline.vermont.gov/?formtag=WSMD\\_Intake](https://anonline.vermont.gov/?formtag=WSMD_Intake)

1. Scroll to the bottom of the page and click the  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  button at the bottom of the page.
4. Click "Choose File" and select your application, plans, maps, or compliance notifications.
  - Click the  button at the bottom of the page.
5. Type the application fee amount.
  - Click the  button at the bottom of the page.
6. Review your data.
  - Click the  button at the bottom of the page.
  - Click the  button at the bottom of the page.
7. Sign in or continue as a guest to pay the application fee.
  - Click the  button.
8. Enter your credit/debit card or eCheck information.
  - Click the  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.

