

## Watershed Management Division Electronic Application Submittal Instructions

You may now submit your Stormwater application and pay your application fee online via the Watershed Management Division Generic Application/Report Submission and Fee Payment Form: <u>https://anronline.vermont.gov/?formtag=WSMD\_Intake</u>. Payments may be made using either acredit/debit card or directly from a bank account (eCheck).

Step-by-step instructions on how to submit a Stormwater NOI using this <u>form</u>:

- Scroll to the bottom of the page and select 'Begin Form Entry'
- You will be prompted to sign in. You may log in to an existing account, register for a account, or continue as a guest user (note: you may submit this form as a guest user, you do not need to register for an account to submit this form).
- General Information Complete all required information (indicated with a red \*), select the Watershed Management Division Program that you are submitting the NOI/application for, select the 'Stormwater' option for Stormwater NOI/applications; Select 'permit application' for submission type when submitting NOI/applications; Select the type of permit that the NOI/application is being submitted for; Select the type of application being submitted. Once complete click 'Attach Forms/Supporting Materials' to continue to the next section of the form.
- Attach Forms and Supporting Materials by uploading them from your computer or dragging and dropping them into the outlined box. Once complete, click 'Fee Payment'.
- Fee Payment Enter the amount of the payment you will be submitting. Once complete, click 'Review'.
- Review Review the information and select 'Certify & Submit'
- Certify and Submit The form will be submitted, when you click 'Submit Form', however is still awaiting payment (Note: you may be prompted again to sign in or continue as a guest user).
- Payment Required to Complete Submission Click 'Pay Online' on the pop-up
- Payment You may submit a payment using either a credit/debit card or directly from a bank account (eCheck); complete all required information on this page and click 'Pay Now' at the bottom of the page.
- Payment Complete You will be routed back to your submission which will now show the fee has been paid, you may print a confirmation/receipt from here if needed.

Step-by-step instructions on how to submit a payment only using this <u>form</u>:

- Scroll to the bottom of the page and select 'Begin Form Entry'
- You will be prompted to sign in. You may log in to an existing account, register for an account, or continue as a guest user (note: you may submit this form as a guest user, you do not need to register for an account to submit this form).
- General Information Complete all required information (indicated with a red \*), select the Watershed Management
  Division Program that you are paying a fee for, select the 'fee payment alone' option, and enter your permit number. Once complete click 'Attach Forms/Supporting Materials' to continue to the next section of the form.
- Attach Forms/Supporting Materials You may upload/attach a copy of an invoice or related email (this is not required) here. Once complete, click 'Fee Payment'.
- Fee Payment Enter the amount of the payment you will be submitting. Once complete, click 'Review'.
- Review Review the information and select 'Certify & Submit'
- Certify and Submit The form will be submitted, when you click 'Submit Form', however is still awaiting payment (Note: you may be prompted again to sign in or continue as a guest user)
- Payment Required to Complete Submission Click 'Pay Online' on the pop-up
- Payment You may submit a payment using either a credit/debit card or directly from a bank account (eCheck); complete all required information on this page and click 'Pay Now' at the bottom of the page.
- Payment Complete You will be routed back to your submission which will now show the fee has been paid, you may print a confirmation/receipt from here if needed.

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