

Vermont Wetlands Program

Wetland Map Removal and Edit Petition

Database Form

Under Section 8
of the Vermont Wetland Rules



Petition Submittal Instructions

- Please submit this form online using the Watershed Management Division Generic Intake Form:
https://anronline.vermont.gov/?formtag=WSMD_Intake

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

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

Petitioner Name:	Petition Preparer Name:
Town (Location of mapped wetland):	County:
Span#:	Vermont Wetlands Project (VWP)# if Known:
Location of Mapped Wetland: <i>911 street address or direction from nearest intersection</i>	
Petition Type: <input type="checkbox"/> Change shape of wetland map <input type="checkbox"/> Remove wetland map	
Program Field Evaluation Date/ Wetland Delineation Date(s):	

Petitioner Information

Petitioner Name:			
Address:	City/Town:	State:	Zip:
Phone Number:	Email Address:		
(Required to receive notices via ENB)			

Petitioner Certification:

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

By checking this box, I certify that all adjoining landowners have been provided an official notice via US mail prior to the submission of this application

Petitioner Signature: _____ Date: _____

Petition Preparer Information: *Consultant, engineer, or other representative that is responsible for filling out the petition, if other than Petitioner or landowner.*

Petition Preparer Name:	City/Town:	State:	Zip:
Address:	Email Address:		
Phone Number:	(Required to receive notices via ENB)		

Petition Preparer Certification:

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

Petition Preparer Signature: _____ Date: _____

2. For map removals and registration error correction requests, select all justifications for making this request:

The district ecologist visited my site and did not see wetland.

A professional wetland scientist reviewed the area according to the methodology for identifying wetlands in section 3.2a of the Vermont Wetland Rules during the growing season and did not find wetland.

The wetland polygon does not line up with the underlying base layers and the actual wetland is in a different location.

To show proof of one or more of the above:

I have attached evidence of the mapping error which includes photographs and notes from a wetland scientist.

I have attached a sketch of where the registration error is for correction (if applicable).

3. For map edit requests, select all justifications for making this request:

I have a wetland delineation which was produced in the last 5 years which is different from the VSWI map.

The district ecologist visited my site and observed wetlands extending beyond the extent of the mapped wetland (contiguous).

The district ecologist visited my site and observed no wetlands where there was mapped wetland.

N/A

To show proof of one or more of the above:

I have attached the wetland delineation, photographs, and notes from a wetland scientist.

I have attached a sketch of the wetland map edit.

4. Supporting Materials:****ADDITIONAL MATERIAL REQUIRED TO CALL PETITION COMPLETE****4.1. **Location Map:**

Provide a location map that is 8 ½" x 11" and separate from any site plans. The Vermont Natural Resources Atlas is appropriate using USGS topography map base layer, roads, and VSWI wetlands at a minimum.

Date	Title

4.2. **Proposed Mapping:

List as specified below. Plans must be legible and include wetland delineation or aerial interpretation. It is helpful to provide one map with topograph and one with aerial photography as a base. You are encouraged to also submit a geodatabase containing your proposed edit. Use the geodatabase template located on our website under 'Application Materials' > 'wetland determinations.'

Title	Author	Date	Last Revision Date

OFFICIAL NOTICE

Hello Neighbor,

This letter is to let you know that _____ plans to apply for permits from the Agency of Natural Resources, Department of Environmental Conservation (DEC). As your property borders where this activity will happen, Vermont law requires that you be informed about the application(s).

Once the application is accepted by the DEC, it will be posted on the DEC Environmental Notice Bulletin (ENB) website at [ENB.VERMONT.GOV](https://enb.vermont.gov). You can sign up there to get updates as the application goes through the review process. Even if the application hasn't been sent in yet, you can still register for notifications in your area. Instructions can be found on the next page.

You may contact the property owner/applicant with questions about the activity. The contact information is listed below. The permit process includes a time for public comments and a chance to ask for a public meeting. This can be done through the ENB website once the applications are posted. Note that to appeal the final permit decision, you must submit a comment during the public comment period.

For more information, please visit [DEC.VERMONT.GOV/PERMITS/ENB/GENERAL](https://dec.vermont.gov/permits/enb/general). If you have questions or need help signing up on the ENB, call the DEC at (802) 828-1556 with the information below.

PROPERTY OWNER(S)/APPLICANT(S) NAME

PROPERTY OWNER(S)/APPLICANT(S) CONTACT INFORMATION (MUST PROVIDE TELEPHONE NUMBER AND/OR EMAIL)

PROPOSED ACTIVITY STREET ADDRESS/ROUTE

PROPOSED TOWN(S)

PERMIT TYPE(S) (INDICATE FOR EACH PERMIT TYPE NEW OR RENEWAL)

DATE NOTICE GENERATED

Understanding when permit applications will be shown on the ENB

- Permit applications are posted on the ENB website after all necessary information is received by the DEC. This means it might take a few weeks for the noticed activity to show up on ENB. Nearby property owners should check the website again one or two weeks after getting a notice in the mail. You can also sign up on the ENB to get updates about new activities in your town.

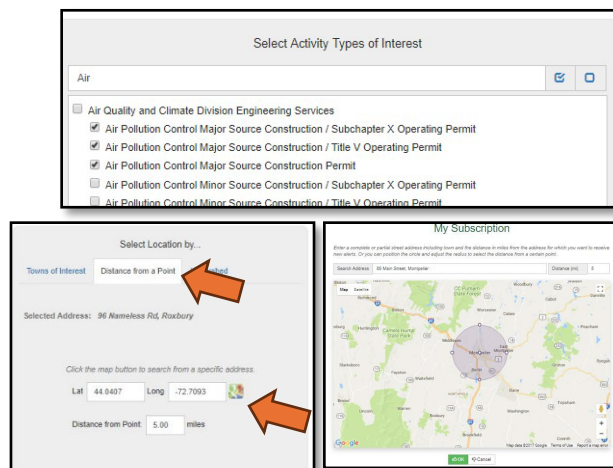
Register with the ENB

To register on the ENB and set up your subscription: please go through the following steps. There are illustrated instructions on Page 16 of [the ENB User Guide](#):

- Go to ENB.VERMONT.GOV
- Click **Register** on the upper right-hand side of the home page
- Enter the required information (name, email address and create password) and click **Register**
- You will receive an email confirmation for your email address. Once confirmed you will be able to log-in and set up your subscription.

Subscribe to ENB Notifications for New Activities in your Area

- Log into ENB and then click **My Subscription** at the top left-hand side of the home page
- Click **Modify Alerts** on the My Subscription page
- Click **Edit** for Alert #1
- Check the box next to the permits you are interested in receiving alerts for from the **Select Activity Types of Interest** list.
- Next, click the **Distance from a Point** tab under **Select Location by...** and click the **map** icon to set your location.
- Enter your own address in the **Search Address** field. Set the distance large enough to capture the project activity (1 mile, 5 miles, etc.)
- Click **OK** once the radius has been set
- Click **SAVE** on the next page, then Click **OK** to return the main subscription page.
- Once you receive an alert for an activity, you can choose to **Follow** the activity from your subscription page on the ENB



The top screenshot is titled "Select Activity Types of Interest" and shows a list of permit types with checkboxes. The bottom left screenshot is titled "Select Location by..." and shows the "Distance from a Point" tab selected. The bottom right screenshot is titled "My Subscription" and shows a map of Vermont with a search address field.


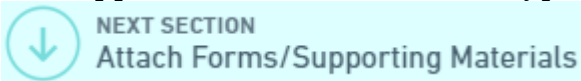

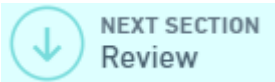
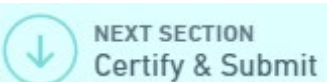
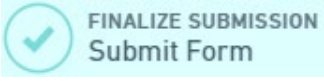
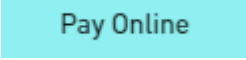

For additional instructions see the **User Guide** on ENB.VERMONT.GOV.

For help with registration please contact the ENB Administrator: ANR.ENBAdministrator@vermont.gov.

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  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.

