



VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION
WATERSHED MANAGEMENT DIVISION
 WETLANDS PROGRAM

Wetlands General Permit 3-9026 Registration:
Stormwater Retrofits, Replacement of Failed Wastewater Systems and Replacement of Stream Crossing Structures for Public Safety, AOP, and Flood Resiliency Improvements

Under Vermont Wetland Rules Section 9

For Wetland Permitting Use Only Project Number:	<i>There is no fee required for Registration submittal</i>		
Public Recording: To prevent a potential title encumbrance, a copy of this registration form must be recorded in the land records of the municipality (or municipalities) in which the project is located.			
Submission of this registration constitutes notice that the person in Section A intends to impact wetland and/or buffer zone and certifies that the project will comply with Section 9 of the Vermont Wetland Rules. All information requested on this registration form must be provided. Refer to the General Permit 03-9026 for guidance in completing this registration application.			
Limitations: The following activities are not eligible for coverage under this registration: <ul style="list-style-type: none"> Activities within a Class I wetland or buffer zone. Activities located or adjacent to bogs, fens, vernal pools, or wetlands that are significant for the Exemplary Wetland Natural Community function pursuant to §5.5 of the Vermont Wetland Rules, unless DFW waives. Activities affecting wetlands significant for Rare, Threatened, or Endangered (RTE) Species Habitat function pursuant to §5.6 of the Vermont Wetland Rules unless DFW waives. Unpermitted as-built projects that required a permit and did not obtain one in violation of the Vermont Wetland Rules. 			
A. Parcel Information			
1. Landowner's Name:			
2a. Physical Address (911 address):			
2b. Town - County:	2c. Zip:		
3. SPAN or Lat/Long (The School Parcel Account Number is required for your application to be deemed complete. It can be obtained from your property tax bill. If you cannot locate your property tax bill, please obtain this information from your Town Clerk). <i>If no SPAN present, please provide project latitude and longitude (in decimal degrees).</i>			
4. Phone:	5. Email:		
6. Location of wetland & project:			
7. Are there previously issued Wetland Permits associated with this parcel? Yes No			
B. Permittee Contact Information			
1. Name:			
2a. Mailing Address:			
2b. Town:	2c. State: 2d. Zip		
3. Phone:	4. Email:		
C. Activity Type(s): List activity type(s) from the table in section G on the backside of this page.			
D. Project Description: Describe the project. See the backside of this registration for eligible activities and required Best Management Practices. <u>Please attach site plan with form submittal.</u>			
E. Impacts: May be estimated			
Permanent wetland impacts:	square feet (sf)	Permanent buffer impacts:	square feet (sf)
Temporary wetland impacts:	square feet (sf)	Temporary buffer impacts:	square feet (sf)
F. Proposed Work Dates:			
Start:	Finish:		

Eligible Activities: See the VT General Permit 3-9026 for full list and details.

Activity Type	Max Natural Wetland or Buffer Impact (Square Feet)	Max Managed Wetland Impact (Square Feet)	Max Managed Buffer Impact (Square Feet)	Total Maximum Impact (Square Feet)
IV(b) Retrofit of Stormwater Treatment Practice Projects	500	2,000	5,000	5,000
IV(c)(i) Stream crossing structure replacement expansion of existing structure and;	1,000	1,000	1,000	5,000sqft per IV(c) project, with no greater than 1,000sqft total for permanent structure
IV(c)(ii) Temporary Reroutes for travel and construction access for Stream Crossing Structure	5,000	5,000	5,000	
IV(d) Replacement of Failed Wastewater System	0	0	5,000	5,000

Best Management Practices and General Conditions Required for All Eligible Activities: See the VT General Permit 03-9026 for full list.

- Steps shall be taken to prevent the transport of sediment and erosion into any wetland or other surface water and to promote re-vegetation following the completion of work. Erosion control and construction fencing shall be installed prior to beginning any earthwork for the project. Disturbed soils shall be seeded and mulched within 48 hours of final grading.
- Impacts from equipment access to the project site shall be limited by utilizing existing or low impact routes.

G. Activities must be designed and constructed to avoid and minimize impacts, both temporary and permanent, to wetlands, buffers and wetland functions and values to the maximum extent practicable at the project site. Describe (may refer to attached checklist)

H. Landowner Certification

As the PERMITTEE, I hereby certify that the statements presented on this application are true and accurate and recognize that by signing this application, I agree to complete all aspects of the project as authorized. I understand that failure to comply with the foregoing may result in violation of the Vermont Wetland Rules, §9, and the Vermont Agency of Natural Resources may bring an enforcement action for violations of the Rules pursuant to 10 V.S.A. Chapter 37.

Permittee Signature: _____ Date: _____

Please submit your application via our secure online application portal:
<https://anonline.vermont.gov/app/?allowAnonymous=true#/formversion/7addf10d-2c62-447b-bb80-ec5dba88bc99>. Scroll to the bottom of the landing page, click 'begin form entry,' in blue, and proceed with the 'permit application' option. Make sure you specify that the permit application is for the Wetlands Program.

Using our online form is the most efficient and secure way to submit applications and payments. Mailing in an application or check may cause delays. You will receive an email notification once your application has been processed.

For application questions contact: ANR.WSMDWetlands@vermont.gov

Note: There are no fees or notice period associated with this registration. Once the registration is received and reviewed for completeness you will receive a confirmation email.

For additional information visit: <https://dec.vermont.gov/watershed>

These checklists provide examples of how to accomplish avoidance and minimization during site analysis, project design, and construction across the various project types potentially eligible for coverage under Wetland General Permit 3-9026. The intent is to help people meet the requirements of the general permit by avoiding and minimizing impacts to wetlands and buffer zones as much as possible before starting work within a wetland. If a criteria has been checked “no”, but may still be applicable to your project, provide justification for why it cannot be implemented. *This checklist does not replace the conditions of General Permit Section VIII “Required Best Management Practices.”*

Avoidance

Yes	No	N/A	General Project Design: Have you implemented the following design aspects to avoid impacts?
			Position infrastructure on the lot to avoid impacts.
			Cluster multiple structures or share paths/drives.
			Redevelop existing disturbed areas.
			Shift or realign other project elements avoid impacts from the proposed structure.
			Realign road or utility corridors to avoid wetlands and their buffers.
			Request municipal setback variances or easements from neighbors if it helps avoid impacts.
			Consolidate above and below ground utilities and route them around wetlands.
			Avoid grading by incorporating natural topography into the site design.
			Design project with consideration of existing vegetation to avoid clearing.
			Reduce or shift structure footprints by using innovative or non-traditional design.
			Write in:
			Write in:
Avoidance notes:			

Minimization

Note: Most techniques in the avoidance checklist above can also be used to minimize impacts.

Yes	No	N/A	Project Design: Have you implemented the following design aspects to avoid impacts?
			Cross wetlands and buffers at their narrowest point and limit the number of crossings.
			Keep wetland and buffer crossing widths to the minimum necessary.
			Reduce fills and road shoulders by keeping profile low and close to the native ground.
			Avoid impacting higher-quality wetlands first if there are multiple wetlands on site.
			Size culverts correctly for best hydrologic connectivity.
			Avoid invasive plant species introduction either by direct planting as landscaping, transported by mulch/hay or through construction methods.
			Protect the wetland and buffer zone from adjacent land uses or unwanted access with fences or other visual/physical barriers.
			Write in:
			Write in:

Yes	No	N/A	Construction Techniques Have you implemented these construction techniques where appropriate in order to minimize impacts?
			Clearly mark limits of construction on plans and in the field. Maintain signs/flagging of limits and adjacent wetlands for the life of the construction.
			Keep construction staging and stockpiling of materials out of wetlands and their buffers
			Restrict site machinery to as few areas as possible and use low ground pressure equipment to reduce soil compaction and rutting.
			Assess site conditions during construction and adjust accordingly. If the work you are performing is causing ruts or excessive disturbance due to soil saturation, methodology or the equipment you are using STOP WORK and come up with a better approach. This can mean waiting until the site dries out, changing equipment, or using mats.
			Clean equipment brought from other sites away from the wetland and its buffer so that invasive plants and animals are not introduced into the work site.
			Use clean fill materials so invasive plants and animals are not introduced into the project site.
			Use seed-free mulch materials such as straw to prevent invasive plant introduction.
			If temporary fill must be used for access or other construction purposes, make removal easier by placing geotextile fabric or geogrid below the fill.
Yes	No	N/A	Construction Timing: Have you taken this information into consideration in your planning process?
			Construct the project during dry or frozen conditions to reduce impacts.
			Pay attention to timing restrictions on in-water work (i.e. fish windows) or potential impacts to special-status species (i.e. breeding or migration).
			Install plantings in the appropriate season.
Minimization Notes:			

Project Type Specific Avoidance and Minimization			
Yes	No	N/A	Retrofit of Stormwater Treatment Practices: Have you taken this information into consideration in your planning process?
			Design stormwater facilities to use disconnects and infiltration where feasible.
			Adequately backfill trenches so as not to alter above or below grade hydrology.
			Stormwater management practices should strive to utilize the natural drainage system and require as little maintenance as possible.
			Replace side cast material in the same order it was removed to maintain integrity of the soil.
			Expand structures into uplands rather than wetlands if footprint must be increased.
			Avoid redirection of water to or from an existing wetland/buffer.
			Cluster multiple structures or share paths/drives.
			Realign road or utility corridors to avoid wetlands and their buffers.
			Structural stormwater controls should be implemented in concert with conservation site design and nonstructural options.
Retrofit Notes:			

Yes	No	N/A	Stream Crossing Structure Replacement Have you taken this information into consideration in your planning process?
			Do not mix, test, store, or dispose of concrete within a wetland or its buffer.
			Use removable crane mats instead of building construction pads.
			Remove bridge pilings or cut two feet below the soil surface and backfill with native soil.
			If movable equipment must be in the wetland or buffer, do not leave it there overnight.
			Do not store fuel or refuel movable equipment in a wetland or its buffer. When refueling equipment that is not readily movable (i.e. cranes), follow BMPs for temporary spill prevention, control, and containment.
			Limit access drives and reroutes to temporary structures.
Stream Crossing Notes:			

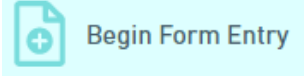
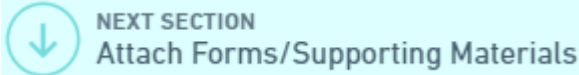

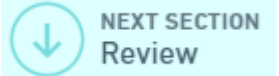
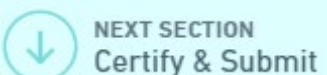
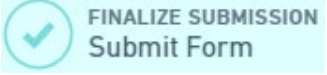
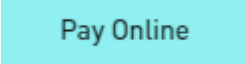

Yes	No	N/A	Replacement of Failed Wastewater Systems Have you taken this information into consideration in your planning process?
			Adequately backfill trenches so as not to alter above or below grade hydrology.
			Replace side cast material in the same order it was removed to maintain integrity of the soil.
			Protect the wetland and buffer zone from adjacent land uses or unwanted access with signs and fences.
			Limit access drives to temporary structures.
			Locate disposal area as far from wetland as possible.
Wastewater Notes:			

Should any project proponent be uncertain with regard to the interpretation of, application of, or compliance with the provisions of this General Permit, the project proponent should engage the services of a qualified consultant or contact a Department of Environmental Conservation Wetlands Ecologist. Department contact information is located at: <https://dec.vermont.gov/watershed/wetlands/contact>

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

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.

