

**Vermont Wetlands Program  
Major Amendment Application**

Under Section 9.7  
of the Vermont Wetland Rules



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

VWP File# \_\_\_\_\_ Issue Date: \_\_\_\_\_

**1. Eligibility Checklist:**

*If you cannot verify each of the following, stop and proceed to fill out a minor amendment or new permit application. For complex amendments, contact your District Wetlands Ecologist to determine if you should use the full individual permit application.*

- The changes are for an Individual Permit. General Permit authorizations are not eligible to apply for a Major Amendment
- There are no changes to the overall project purpose.
- The changes do not qualify for a minor or administrative amendment.

**2. Detailed project description and previous permit number** *Provide overall project description as well as details of proposed changes and purpose of those changes.*

Blank area for detailed project description and previous permit number.

**3. Wetland and/or Buffer Type Proposed for new or different impact** *Describe soils, plants and hydrology*

Blank area for wetland and/or buffer type proposed for new or different impact.

**4. Changes in Wetland Impacts**

Check here if there are **after the fact** impacts included

Wetland Name:	Permitted Impact	Proposed Additional Impact (this number should only include NEW impacts, and no previously permitted impacts)
Permanent Wetland Fill	s.f.	s.f.
Temporary Wetland Impact	s.f.	s.f.
Other Permanent Wetland Impact <i>(this number includes clearing of woody vegetation, dredging, and does not include fill)</i>	s.f.	s.f.
Total Wetland Impact:	s.f.	s.f.

*Describe in detail the proposed impact to wetlands. Provide dimensions of structures such as road.*

**For example:** 16' wide fill for 12' road crossing, temporary impacts for 5' trench and fill related to utility installation.

**5. Changes in Buffer Impacts**

Wetland Name:	Permitted Impact	Proposed Additional Impact (this number should only include NEW impacts, and no previously permitted impacts)
Temporary Buffer Impact	s.f.	s.f.
Permanent Buffer Impact	s.f.	s.f.
Total Buffer Impact:	s.f.	s.f.

*Describe in detail the proposed impact to buffer zones Provide dimensions of structures such as road.*

**For example:** Addition of fill along roadway embankment extending into buffer zone an additional three feet.

**6. Mitigation sequence narrative** describe how avoidance, minimization, restoration and compensation have been considered in regards to the project changes.

**7. Attachments** check all that apply

- [Required] Location Map
- [Required] Site plan(s) associated with original permit
- [Required] Updated site plan(s) labeled \_\_\_\_\_
- Updated management plan(s) labeled \_\_\_\_\_
- [Required] ACOE Forms for any new wetlands
- [Required] Vermont Wetland Evaluation Forms for any new wetlands
- Photographs of any new areas
- Other \_\_\_\_\_

The Secretary may require a person applying for a Major Amendment to use the full Individual Permit application. **Contact your District Ecologist to verify eligibility before submittal.**

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Vermont Wetland Rules



<b>Refund Policy</b>	
<ul style="list-style-type: none"> <li>■ If an application is modified, withdrawn or denied after technical review has commenced, all fees are retained.</li> <li>■ If an application is withdrawn prior to administrative review, all fees will be refunded.</li> <li>■ If an application is withdrawn after administrative review but prior to commencement of technical review, deemed administratively incomplete and returned to the applicant, or determined that a permit is not required; administrative fees are retained, and permit application review fees will be refunded.</li> </ul> <p><input type="checkbox"/> <b>By checking this box, the applicant certifies that they have read and understands the refund policy</b></p>	

<b>Applicant Information:</b> <i>If the applicant is someone other than the landowner, the landowner information must be included below</i>			
Applicant Name: _____			
Address: _____	City/Town: _____	State: _____	Zip: _____
Phone Number: _____	Email Address: _____		
<i>(Required to receive notices via Environmental Notice Bulletin)</i>			
<b>Applicant Certification:</b>			
By signing this application, you are certifying that all information contained within is true, accurate, and complete to the best of your knowledge.			
<input type="checkbox"/> <b>By checking this box, the applicant certifies that all adjoining landowners have been provided an official notice via US mail prior to the submission of this application</b>			
Applicant Signature: _____		Date: _____	

<b>Landowner Information:</b> <i>Landowner must sign the application. If landowner is different from the applicant this section must be filled out</i>			
<input type="checkbox"/> <b>Check this box if landowner is the same as the applicant</b>			
Landowner Name: _____			
Address: _____	City/Town: _____	State: _____	Zip: _____
Phone Number: _____	Email Address: _____		
<i>(Required to receive notices via Environmental Notice Bulletin)</i>			
<p>Landowner Easement: <i>Attach copies of any easements, agreements, or other documents conveying permission, and agreement with the landowner stating who will be responsible for meeting the terms and conditions of the permit. List the attachment for this information in this section. Describe the nature of the agreement or easement in the space provided below:</i></p>			
<b>Landowner Certification:</b>			
By signing this application, you are certifying that all information contained within is true, accurate, and complete to the best of your knowledge. Original signature is required.			
Landowner Signature: _____		Date: _____	

<b>Application Preparer Information:</b> <i>Consultant, engineer, or other representative that is responsible for filling out the application, if other than the applicant or landowner.</i>			
Application Preparer Name: _____			
Address: _____	City/Town: _____	State: _____	Zip: _____
Phone Number: _____	Email Address: _____		
<i>(Required to receive notices via Environmental Notice Bulletin)</i>			
<b>Application Preparer Certification:</b>			
By signing this application, you are certifying that all information contained within is true, accurate, and complete to the best of your knowledge. Original signature is required.			
Application Preparer Signature: _____		Date: _____	


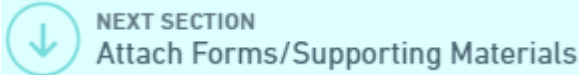
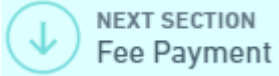
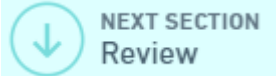
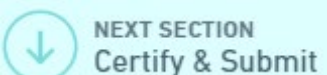
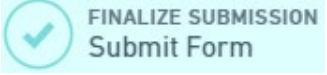
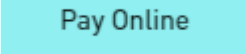

<b>Wetland Review Fee Calculations: <i>Round to the nearest square foot. Fees will auto-calculate.</i></b>		
Total Proposed Wetland Impact <i>(minus linear clearing, including ATF)</i>	square feet (s.f.)	Calculated at \$0.75 per square foot \$
Total Proposed Wetland Clearing <i>(qualified linear projects only)</i>	square feet (s.f.)	Calculated at \$0.25 per square foot \$
After-The-Fact Wetland Impact <i>(To correct a violation)</i>	square feet (s.f.)	Calculated at \$1.50 per square foot <i>(Required for after the fact permit applications)</i> \$
<b>Total Buffer Zone Review Fee Calculations: <i>Round to the nearest square foot</i></b>		
Total Proposed Buffer Zone Impact	square feet (s.f.)	Calculated at \$0.25 per square foot \$
<b>Additional Fees</b>		
		Administrative Fee: \$
		<b>Total Review Fee Amount:</b> \$

<b>Application Submittal Instructions</b>
<p>Please submit your permit application and fee payment via our secure online application portal:  <a href="https://anonline.vermont.gov/app/?allowAnonymous=true#/formversion/7addf10d-2c62-447b-bb80-ec5dba88bc99">https://anonline.vermont.gov/app/?allowAnonymous=true#/formversion/7addf10d-2c62-447b-bb80-ec5dba88bc99</a>. 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.</p> <p><i>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.</i></p> <p style="text-align: center;"><b>For application questions contact:</b>  <a href="mailto:ANR.WSMDWetlands@vermont.gov">ANR.WSMDWetlands@vermont.gov</a></p>

## 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.



## OFFICIAL NOTICE

Hello Neighbor,

This letter is an official notice that \_\_\_\_\_ intends to apply for one or more permits from the Agency of Natural Resources, Department of Environmental Conservation (DEC). Because your property borders the location of the activity as described below, Vermont law requires the applicant to provide you with notice of the application(s).

Once each application has been submitted and deemed complete by DEC to begin the review, it will be posted to the DEC Environmental Notice Bulletin (ENB) at [ENB.VERMONT.GOV](http://ENB.VERMONT.GOV), where you may register to receive notifications to stay informed as each application moves through the review process. Although the application(s) may not yet be received or processed by the DEC upon receipt of this letter from the applicant below, you may register now to receive notifications using a specified mile/distance radius from your address location (*see next page for detailed instructions on how to register*).

In the meantime, you may also contact the property owner/applicant with questions about the activity using the contact information provided below. For background, the permit process includes a public comment period and an opportunity to request a public meeting, all which can be done through the ENB link above once permit applications are posted. Note that to appeal a final permit decision you must submit comments during the public comment period.

For additional information please visit the following website: [DEC.VERMONT.GOV/PERMITS/ENB/GENERAL](http://DEC.VERMONT.GOV/PERMITS/ENB/GENERAL). For general questions or assistance with registering on the ENB please call DEC's main line at (802) 828-1556 and plan to provide the permit types that are being applied for as listed 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)**

To register on the ENB and set up your subscription: please go through the following steps. There are illustrated instructions on Page 12 of [the ENB User Guide](#):

1. Go to [ENB.VERMONT.GOV](http://ENB.VERMONT.GOV)
2. Click **Register** on the upper right-hand side of the home page
3. Enter the required information (name, email address and create password) and click Register
4. You will receive an email confirmation for your email address. Once confirmed you will be able to log-in and set up your subscription.
5. Log into ENB and then click **My Subscription** at the top left-hand side of the home page
6. Click **Modify Alerts** on the My Subscription page
7. Click **Edit** for Alert #1
8. Choose the permits being applied for from the **Activity Types of Interest** list by checking the check boxes.
9. Next, choose the location using **Distance from a Point** and click the map icon to set your location.
10. Enter your own address, including Town in the **Search Address** field and set the distance large enough to capture the project activity (1 mile, 5 miles, etc.)
11. Click **OK** once the radius has been set
12. Click **SAVE** on the next page, then Click **OK** to return the main subscription page.
13. Once you receive an alert for an activity, you can choose to **Follow** the activity from your subscription page.
14. For additional instructions see the **User Guide** on [ENB.VERMONT.GOV](http://ENB.VERMONT.GOV).
15. For help with registration please contact the ENB Administrator: [ANR.ENBAdministrator@vermont.gov](mailto:ANR.ENBAdministrator@vermont.gov).