

Vermont Wetlands Program General Permit #3-9025 Qualification Form

Under Sections 9
of the Vermont Wetland Rules



No partial refunds when
reducing project scope.

<p>1. General Permit Eligibility Checklist: <i>If you cannot verify all of the following, stop and proceed to the Individual Permit Application.</i></p>
<p><input type="checkbox"/> The activity does not qualify as an Allowed Use under Section 6 of the Vermont Wetland Rules.</p> <p><input type="checkbox"/> The activity does not need additional conditions to protect functions and values.</p> <p><input type="checkbox"/> All impacts have been avoided and minimized to the greatest extent possible.</p> <p><input type="checkbox"/> The wetland complex is not significant for Function 5.5 Exemplary Wetland Natural Community or 5.6 Rare, Threatened and Endangered Species Habitat, or applicant has received a waiver letter from VT Fish and Wildlife. (attach waiver)</p> <p><input type="checkbox"/> The activity is not located in or adjacent to a vernal pool, fen, or bog.</p> <p><input type="checkbox"/> The wetland is not at or above 2,500' in elevation (headwaters wetland).</p> <p><input type="checkbox"/> The project is not located in a Class I wetland or associated buffer zone.</p> <p><input type="checkbox"/> The activity is not an as-built project that constitutes a violation of the Vermont Wetland Rules.</p> <p><input type="checkbox"/> The activity is not associated with an activity which received a Wetland Permit.</p>
<p>2. Project Type (as described in General Permit 3-9025)</p>
<p> </p>
<p>3. Wetland Type Proposed for Impact</p>
<p> </p>
<p>4. 50ft Wetland Buffer Proposed for Impact</p>
<p> </p>
<p>5. Activity Threshold based on the selections above, select the appropriate threshold. <i>If the activity is greater than the thresholds below, stop and proceed to the Individual Permit Application.</i> eg: Project type is non-linear, wetland and buffer type is managed and natural, and total impacts are 700 sqft → choose option (d) below.</p>
<p><input type="checkbox"/> (a) The total activity impacts proposed are <3,000 square feet of managed wetland or buffer and will not exceed 999 square feet of natural wetland or buffer and will not exceed 149 square feet of surface water margins.</p> <p><input type="checkbox"/> (b) The activity is associated with a linear project and total activity impacts proposed are <5,000 square feet of managed wetland or buffer and will not exceed 2,999 square feet of natural wetland or buffer and will not exceed 149 square feet of surface water margins.</p>
<p>6. Section 8B Specific Activity Best Management Practices <i>All permittees covered under the VT Wetland General Permit must implement best management practices (BMP) under section V. of the permit. Here, identify if the proposed activity must implement special BMPs in accordance with Section 8B</i></p>
<p><input type="checkbox"/> 8B(a) Placement, relocation, removal, or upgrade of overhead utility lines</p> <p><input type="checkbox"/> 8B(b) Installation of underground facilities including utilities, dry hydrants, foundation drains, and wells</p> <p><input type="checkbox"/> 8B(c) Activities in surface water body margins</p> <p><input type="checkbox"/> None Apply</p>

The Secretary may require a person applying for an authorization under a general permit to apply for an individual permit. VWR §9.8. **Contact your District Ecologist to verify eligibility before submittal.**

Vermont Wetlands Program Permit Application Database Form

Under Sections 8 and 9
of the Vermont Wetland Rules



Application Submittal Instructions

Please submit your permit application and fee payment via our secure online application portal: <https://anronline.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

Applicant Name:		Application Preparer Name:	
Town where project is located:		County:	
Span#: <i>(As found on your property tax bill)</i>		Vermont Wetlands Project (VWP)# if Known:	
Project Location Description: <i>911 street address or direction from nearest intersection</i>			
Brief Project Summary: To determine what other permits you may need, visit the Permit Navigator: https://vermont.force.com/permitnavigator/s/			
Permit Navigator Reference #:			
Existing Land Use Type(s): <i>(Check all that apply)</i> <input type="checkbox"/> Residential (single family) <input type="checkbox"/> Residential (subdivision) <input type="checkbox"/> <input type="checkbox"/> Agriculture <input type="checkbox"/> Transportation <input type="checkbox"/> Forestry <input type="checkbox"/> Parks/Rec/Trail <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial/Commercial			
Proposed Land Use Type(s): <i>(Check all that apply)</i> <input type="checkbox"/> Residential (single family) <input type="checkbox"/> Residential (subdivision) <input type="checkbox"/> Undeveloped <input type="checkbox"/> Agriculture <input type="checkbox"/> Transportation <input type="checkbox"/> Forestry <input type="checkbox"/> Parks/Rec/Trail <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial/Commercial			
Proposed Impact Type(s): <i>(Check all that apply)</i> <input type="checkbox"/> Buildings <input type="checkbox"/> Utilities <input type="checkbox"/> Parking <input type="checkbox"/> Septic/Well <input type="checkbox"/> Stormwater <input type="checkbox"/> Driveway <input type="checkbox"/> Park/Path <input type="checkbox"/> Agriculture <input type="checkbox"/> Pond <input type="checkbox"/> Lawn <input type="checkbox"/> Dry Hydrant <input type="checkbox"/> Beaver Dam Alteration <input type="checkbox"/> Silviculture <input type="checkbox"/> Road <input type="checkbox"/> Aesthetics <input type="checkbox"/> No Impact <input type="checkbox"/> Other: _____			
Wetland and Buffer Impact Type: <i>(Check all that apply)</i> <input type="checkbox"/> Dredge <input type="checkbox"/> Drain <input type="checkbox"/> Cut Vegetation <input type="checkbox"/> Stormwater <input type="checkbox"/> Trench/Fill <input type="checkbox"/> Other: _____			
Wetland Delineation Date(s):			

Wetland Improvements		Buffer Zone Improvements		Reason for Improvements
Restoration:	s.f.	Restoration:	s.f.	<input type="checkbox"/> Correction of Violation <input type="checkbox"/> To offset permit impacts <input type="checkbox"/> Voluntary
Creation:	s.f.	Creation:	s.f.	
Enhancement:	s.f.	Enhancement:	s.f.	
Conservation:	s.f.	Conservation:	s.f.	

Wetland Review Fee Calculations: Round to the nearest square foot. Fees will auto-calculate.			
Total Wetland Impact <i>(minus linear clearing)</i>	square feet (s.f.)	Calculated at \$0.75 per square foot)	\$
Total Wetland Clearing <i>(qualified linear projects only)</i>	square feet (s.f.)	Calculated at \$0.25 per square foot	\$
Total Buffer Zone Review Fee Calculations: Round to the nearest square foot			
Total Buffer Zone Impact	square feet (s.f.)	Calculated at \$0.25 per square foot	\$
Totals:			
Total Impacted Area: <i>(Wetland Impact + Wetland Clearing + Buffer Zone Impact)</i>	square feet (s.f.)	Total Impact Fee:	\$

Additional Fees Check Boxes for Maximum fee Activities			
Cropland Conversion / Manure Pipeline <i>(Maximum fee of \$200.00 Minimum \$50)</i>	\$	Permanent Structure for Farming <i>(Maximum fee of \$5,000.00 Minimum \$50)</i>	\$
Water Quality Improvement Project <i>(Maximum fee of \$200.00 Minimum \$50)</i>	\$	Minimum Review Fee: (\$50.00) <i>Required when total impact fee is less than \$50.00</i>	\$
Waste Storage Facility / Bunker Silo <i>(Maximum fee of \$200.00 Minimum \$50)</i>	\$	Administrative Fee:	\$
Total Fee Amount:			\$

Application for Authorization Under the Vermont General Wetland Permit #3-9025 and Determination Petition



Under Sections 8 and 9
of the Vermont Wetland Rules

Refund Policy (Please fully review before moving forward with Application)

- If an application is modified, withdrawn or denied after technical review has commenced, all fees are retained.
- If an application is withdrawn prior to administrative review, all fees will be refunded.
- 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.

By checking this box, the applicant certifies that they have read and understands the refund policy

Applicant Information: *If the applicant is someone other than the landowner, the landowner information must be included below*

Applicant Name:			
Address:	City/Town:	State:	Zip:
Phone Number:	Email Address:		
(Required to receive notices via Environmental Notice Bulletin)			

Applicant Certification:

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

- For General Permit NOI applications which require a wetland determination only: 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**

Applicant Signature: _____ Date: _____

Landowner Information: *Landowner must sign the application. If landowner is different from the applicant this section must be filled out*

Check this box if landowner is the same as the applicant

Landowner Name:			
Address:	City/Town:	State:	Zip:
Phone Number:	Email Address:		
(Required to receive notices via Environmental Notice Bulletin)			

Landowner Easement: *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:*

Landowner Certification:

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: _____

Application Preparer Information: *Consultant, engineer, or other representative that is responsible for filling out the application, if other than the applicant or landowner.*

Application Preparer Name:			
Address:	City/Town:	State:	Zip:
Phone Number:	Email Address:		
(Required to receive notices via Environmental Notice Bulletin)			

Application Preparer Certification:

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: _____

1. Location of Wetland and Project: <i>(Individual Permit Application [IPA] Section 1)</i> Location description should include the road the wetland is located on, the compass direction of the wetland in relation to the road, 911 street address if available, and any other distinguishing features.	
2. Program Contact: <i>(IPA Section 2)</i> Indicate here if you have been in contact with the Wetlands Program before the application submittal.	
2.1 Date of Interaction with State Wetland Ecologist	2.2. State Wetland Ecologist Name
3. Wetland Classification: <i>(IPA Section 3)</i> <i>If the wetland is presumptive (unmapped), you are required to fill out section 13</i>	
3.1. The wetland is a class II wetland because: <i>(IPA Section 3.1)</i>	
3.2. Section 4.6 Presumption <i>(IPA Section 3.2)</i> If the wetland meets the Section 4.6 Presumption, it does so because:	
4. Description of Entire Wetland: <i>(IPA Section 4)</i> Answer the following questions regarding the entire wetland, which includes all wetland areas connected to the wetland area proposed for impact. Answers may be estimates based on desktop review when wetland extends past the investigation area (parcel boundary). Specific questions about the wetland in the project area will follow.	
4.1. Size of Complex in Acres: <i>(IPA Section 4.1)</i> The size of the complex can be obtained from the Wetland Inventory Map for mapped wetlands, or best estimation based on review of aerial photography or site visit. This is not the size of the of the delineated wetland on the subject property unless the entirety of the wetland is represented in the delineation.	
4.2. Vegetation Cover Types Present: <i>(IPA Section 4.2)</i> List all wetland types in the entire wetland and their percent cover. For example: 50 acres of softwood forested swamp; or 30% scrub swamp, 70% emergent wetland	
4.3. Pre-project Cumulative Impacts to the Wetland: <i>(IPA Section 4.7)</i> Identify any cumulative ongoing impacts outside of the proposed project that may influence the wetland. Examples include but are not limited to: Wetland encroachments on and off the subject property, land use management in or surrounding the wetland, or development that influences hydrology or water quality. List any past Vermont Wetland Permits or CUD's related to this property.	
4.4. Wetland Soils: Use the USDA NRCS information where possible and use the ACOE Delineation Manual soil description	
5. Context of Subject Wetland: <i>(IPA Section 5.1)</i> Describe where the subject wetland is in the context of the larger wetland or wetland complex described above. For example: Upslope/downslope, narrow eastern "finger", 400 ft. from open water portion.	

6. Subject Wetland Vegetation: (IPA Section 5.3)
List dominant wetland vegetation cover type and associated dominant plant species. For example: emergent marsh with cattails; forested swamp dominated by red maple and yellow birch; shrub swamp dominated by speckled alder and peat moss; wet meadow dominated by reed canary grass.

7. Buffer Zone: (IPA Section 5.6)
Describe the buffer zone of the subject wetland
7.1 Buffer Land Use: (IP Section 5.6.1)
For example: Mowed shoulder, forested, old field, paved road, and residential lawns, etc. Describe any previous and ongoing disturbance in the buffer zone.

7.2. Ongoing Impacts for Maintenance: *The following setbacks and considerations are required in the project design. By checking the boxes you certify that your design meets these requirements where applicable.*

Structures are located at least 10 feet from any buffer zone to allow for maintenance OR include 10 feet around the structure in the impact calculation.

The clearing envelope for any permitted building includes a consideration of possible danger trees that may need to be cleared in the next five years.

Underground utilities: account for at least 10 feet of disturbance to allow for installation and/or vegetative maintenance of the line

For residential projects, commercial areas, parking areas, and industrial lots within 25ft of the wetland buffer: the design includes permanent markers of split-rail fence, large boulders, or an alternative permanent marker at regular intervals (30 feet or less) at the 50 foot buffer zone of the adjacent wetland where work is proposed OR design includes permanent markers at the edge of the building envelope where wetland/buffer impacts are proposed.

The permanent markers are shown on the site plans and the applicant understands these markers shall be installed prior to sale or occupancy of any building lots and before the dwelling is occupied.

If an alternative permanent marker is proposed list it here:

8. Wetland Function Summary: (IPA Section 10)
Check which functions are present in the wetland complex

<input type="checkbox"/> Flood/Storm Storage	<input type="checkbox"/> RTE Species
<input type="checkbox"/> Surface & Groundwater Protection	<input type="checkbox"/> Education & Research
<input type="checkbox"/> Fish Habitat	<input type="checkbox"/> Recreation/Economic
<input type="checkbox"/> Wildlife Habitat	<input type="checkbox"/> Open Space/Aesthetics
<input type="checkbox"/> Exemplary Natural Community	<input type="checkbox"/> Erosion Control

9. Overall Project Description: (IPA Section 6)
9.1. Overall Project Purpose: (IPA Section 6)
Basic description of the project.
For example: six-lot residential subdivision; expansion of an existing commercial building, building a single-family residence.

10. Project Details: (IPA Section 7)
Provide details regarding specific impacts to the wetland and buffer zone (see next page).

10.1. Specific Impacts to Wetland and Buffer Zone Dimensions: (IPA Section 7.1)

List portions of the project that will specifically impact the wetland or buffer zone and their dimensions.

For example: driveway crossing with 16' wide fill, installation of buried sewer force main with 5' trench including fill footprint.

10.2. Bridges and Culverts: (IPA Section 7.2)

Culvert circumference, length, placement and shapes, or bridge details. List any stream alteration permits that are required or obtained where perennial streams or rivers are involved.

11. Wetland and Buffer Zone Impacts: (IPA Section 8)**11.1. Wetland Impacts:** (IPA Section 8.1)

Summarize the square footage of impact in the appropriate category. **Round to nearest square foot**

Permanent Wetland Fill	s.f.
Temporary Wetland Impact	s.f.
Other Permanent Wetland Impact <i>(this number includes clearing of woody vegetation, dredging, and does not include fill)</i>	s.f.
Total Wetland Impact:	s.f.

Describe in detail the proposed impact to wetlands

For example: Fill for road crossing, temporary impacts for trench and fill related to utility installation.

11.2. Buffer Zone Impacts: (IPA Section 8.2)

Summarize the square footage of impact in the appropriate category.

Temporary Buffer Impact	s.f.
Permanent Buffer Impact	s.f.
Total Buffer Impact:	s.f.

Describe in detail the proposed impact to buffer zones

For example: Addition of fill along roadway embankment extending into buffer zone.

11.3. Cumulative Impacts: (IPA Section 8.3)

List any potential cumulative or ongoing, direct and indirect impacts on the functions of the wetland.

For example: Increased noise from parking lot, vegetation management, inputs from stormwater pond outlet, reduction in flood storage volume from the addition of fill from the project.

12. Mitigation Sequence: <i>(IPA Section 9)</i> <i>Please refer to Section 9.5b of the rules on Mitigation Sequencing for this section.</i>
12.1. Avoidance of Wetland Impacts: <i>(IPA Section 20.1)</i>
12.1.1. Can the activity be located on another site owned or controlled by the applicant, or reasonably available to satisfy the basic project purpose? If not, indicate why. Cite any alternative sites and explain why they were not chosen.
12.1.2. Can the proposed activity be practicably located outside the wetland/buffer zone? If not, indicate why. Explain the alternatives you have explored for avoiding the wetland and buffer onsite, And why they are not feasible.
12.2. Avoidance to the Impact to Functions and Values: <i>(IPA Section 9.2)</i>
12.2.1. If the proposed activity cannot be practicably located outside the wetland/buffer zone, have all practicable measures been taken to avoid adverse impacts on protected functions? <input type="checkbox"/> Yes <input type="checkbox"/> No
12.2.2. What design alternatives were examined to avoid impacts to wetland function? <i>For example: Use of matting, relocation of footprint, etc.</i>
12.2.3. What steps have been taken to minimize the size and scope of the project to avoid impacts to wetland functions and values? Include information on project size reduction and relocation.
12.2.4. Explain how the proposed project represents the least impact alternative design. Explain why other alternatives, which you described above, were not chosen.

12.3. Minimization and Restoration:

20.3.1. If avoidance of adverse effects on protected functions cannot be practically achieved, has the proposed activity been planned to minimize adverse impacts on the protected function? Yes No N/A

12.3.2. What measures will be used during construction and on an ongoing basis to protect the wetland and buffer zone?
For example: Stormwater treatment, signs, fencing, etc.

12.3.3. Has a plan been developed for the prompt restoration of any adverse impacts on protected functions? Yes No N/A

Restoration Narrative:
For example: Planting along the stream.

Quantification of Restoration:

Wetland Area (sqft)	Buffer Area (sqft)	Functions/Values Addressed

12.4. Compensation:

*Please refer to Section 9.5c of the Vermont Wetland Rules for compensation, which is required when the project will result in net adverse impact to wetland function. Not all functions are presumed to be compensable. **All projects requiring compensation need prior consultation with the Vermont Wetlands Program.***

If compensation is proposed, please include a summary here. Also list any supporting documents you may have attached to the application including In-Lieu-Fee proposal or detailed compensation plan.

13. Wetland Determination: (IPA Section 21)
 All applications for impacts to presumptive, unmapped, non-contiguous wetlands **require** a wetland determination for Class II. Please answer the following questions for applications involving a wetland determination. **GIS shapefiles and Wetlands Evaluation Forms must be included for determinations (please make sure shapefile uses this projected coordinate system: NAD 1983 StatePlane Vermont FIPS 4400). Adjoining landowners must be notified.**

Wetland is mapped or contiguous to the Vermont Significant Wetland InventoryMap
 Wetland is not mapped on or contiguous to the Vermont Significant Wetland InventoryMap

13.1. Reason for Petition: (IPA Section 21.1)
 Please choose one from the dropdown menu.

13.2. Determination Narrative: (IPA Section 21.2)
 Please provide any narrative to support the petition for a wetland determination here, including previous decisions by the Secretary or Water Board. Determinations are made based on an evaluation of the functions and values present. Add a narrative description on the functions listed in section 8 of this application and described in section 5 of the Vermont Wetland Rules. **For example:** Wetland provides water storage and surface water protection because it is large in size, concave, and naturally vegetated.

13.3 Vermont Significant Wetland Inventory (VSWI) Mapping Attribute Information: (IPA Section 21.3)
 If attribute data is not included with the shapefile it is **required** to be listed below. Please select/add wetland attribute information to be included on the VSWI from the drop-down lists below.
 You can submit a shapefile using the blank VSWI geodatabase: [Wetland Polygon GDB](#) (click blue Download button once on the page to download the blank geodatabase).

You can also join the [VSWI Submittal Group](#) to enable polygon submission via a web-based application.

Please check the box if a polygon was uploaded to the VSWI Submittal Group layer for our review:

Wetland Attributes		Wetland Attributes	
Wetland ID		Wetland ID	
NWI Code		NWI Code	
LLWW		LLWW	
VSWI Class		VSWI Class	
Mapping Organization		Mapping Organization	
Change		Change	
Mapping Date		Mapping Date	
Program File Number		Program File Number	
Notes		Notes	

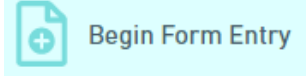
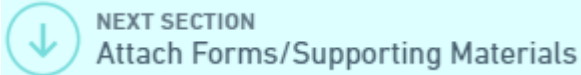

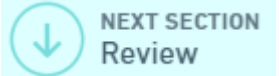
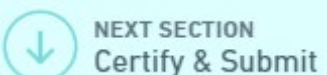
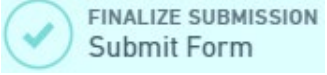
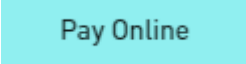

*Cowardin, L.M., Carter, V., Golet, F.C., and LaRoe, E.T. (1979). "Classification of wetlands and deepwater habitats of the United States," U.S. Fish and Wildlife Service, Office of Biological Services, FWS/OBS-79/31/ Washington, DC
<https://www.fws.gov/wetlands/data/wetland-codes.html>

14. Supporting Materials: (IPA Section 22)			
<u>**ADDITIONAL MATERIALS REQUIRED TO CALL APPLICATION COMPLETE</u>			
14.1. **Location Map: (IPA Section 22.1) 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.			
Date		Title	
14.2. **Site Plan(s): (IPA Section 22.2) Please list by date, date of last revision, author, and title. Plans must include wetland delineation and buffer zones, limits of disturbance, erosion controls, building envelopes, and any permanent memorialization.			
Title	Author	Date	Last Revision Date
14.3. Other Supporting Documents: (IPA Section 22.4) Provide any other documentation that supports the application. Examples include but are not limited to: Photographs, easements, agreements, restoration/plan, GIS shapefiles, additional ACOE forms.			
Date	Last Revision	Author	Title

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.



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