

**Vermont Wetlands Program  
Permit Application Database Form  
Multiple Wetlands**

Under Sections 8 and 9  
of the Vermont Wetland Rules



No partial refunds when  
reducing project scope.

Application Submittal Instructions					
Please submit your permit application and fee payment via our secure online application portal: <a href="https://anronline.vermont.gov/app/?allowAnonymous=true#/formversion/7addf10d-2c62-447b-bb80-ec5dba88bc99">https://anronline.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.					
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: <a href="mailto:ANR.WSMDWetlands@vermont.gov">ANR.WSMDWetlands@vermont.gov</a>					
<b>Applicant Name:</b>		<b>Application Preparer Name:</b>			
<b>Town where project is located:</b> \		<b>County:</b>			
<b>Span #:</b> (As found on your property tax bill)		<b>Vermont Wetlands Project (VWP)# if Known:</b>			
<b>Project Location Description:</b> <i>911 street address or direction from nearest intersection</i>					
<b>Brief Project Summary:</b>					
<b>Project Contains:</b> After the Fact Wetland Impacts Multiple impacted wetlands (please use multi wetland application <a href="#">here</a> ) Is the applicant on active duty in the U.S. Armed Forces? Yes No					
To determine what other permits you may need, visit the Permit Navigator: <a href="https://dec.vermont.gov/permitnavigator">https://dec.vermont.gov/permitnavigator</a>					
<b>Permit Navigator Reference #:</b>					
<b>Existing Land Use Type(s):</b> (Check all that apply) <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					
<b>Proposed Land Use Type(s):</b> (Check all that apply) <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					
<b>Proposed Impact Type(s):</b> (Check all that apply) <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: _____					
<b>Wetland and Buffer Impact Type:</b> (Check all that apply) <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: _____					
<b>Wetland Delineation Date(s):</b>					
Wetland Improvements		Buffer Zone Improvements		Reason for Improvements	
Restoration:	s.f.	Restoration:	s.f.	<input type="checkbox"/> Correction of Violation	
Creation:	s.f.	Creation:	s.f.	<input type="checkbox"/> To offset permit impacts	
Enhancement:	s.f.	Enhancement:	s.f.	<input type="checkbox"/> Voluntary	
Conservation:	s.f.	Conservation:	s.f.		
Proposed Impacts, Fee Calculations: Round to the nearest square foot. Fees will auto-calculate.					
Proposed Wetland Impact <small>(minus linear clearing)</small>		square feet (s.f.)	Calculated at \$0.75 per square foot		\$
Proposed Wetland Clearing <small>(qualified linear projects only)</small>		square feet (s.f.)	Calculated at \$0.25 per square foot		\$
Proposed Buffer Zone Impact		square feet (s.f.)	Calculated at \$0.25 per square foot		\$
After the Fact Impacts, Fee Calculations: (to correct a violation) Round to the nearest square foot. Fees will auto-calculate.					
After The Fact Wetland Impact		square feet (s.f.)	Calculated at \$1.50 per square foot		\$
After The Fact Wetland Clearing		square feet (s.f.)	Calculated at \$1.50 per square foot		\$
After The Fact Buffer Impact		square feet (s.f.)	Calculated at \$0.25 per square foot		\$
Total Wetland Impact			Total Buffer Impact		
<b>Total Impacted Area:</b>			<b>Total Review Fee:</b>		
square feet (s.f.)			\$		
Additional Fees Check Boxes for Maximum fee Activities					
Cropland Conversion / Manure Pipeline <small>(Maximum fee of \$200.00 Minimum \$50)</small>		\$	Permanent Structure for Farming <small>(Maximum fee of \$5,000.00 Minimum \$50)</small>		\$
Water Quality Improvement Project <small>(Maximum fee of \$200.00 Minimum \$50)</small>		\$	Minimum Review Fee: (\$50.00) <small>Required when total impact fee is less than \$50.00</small>		\$
Waste Storage Facility / Bunker Silo <small>(Maximum fee of \$200.00 Minimum \$50)</small>		\$	<b>Administrative Fee:</b>		\$
<b>Total Fee Amount:</b>				\$	

**Vermont Individual Wetland  
Permit Application and  
Determination Petition  
Multiple Wetlands**  
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:		
<i>(Required to receive notices via Environmental Notice Bulletin)</i>			

**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.

**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. For guidance on who you need to notify, please go to our website: [APO Guidance Document](#)**

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:		
<i>(Required to receive notices via Environmental Notice Bulletin)</i>			

**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:		
<i>(Required to receive notices via Environmental Notice Bulletin)</i>			

**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: \_\_\_\_\_

<b>1. Location of Wetland and Project:</b> <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.</i>	
<b>2. Site visit date(s) and attendees:</b> <i>A site visit is <b>required</b> before the application can be called complete</i>	
<b>2.1 Date of Visit(s) with State District Wetland Ecologist</b>	<b>2.2. List of people present for site visit(s) including Ecologist, landowner, and representatives.</b>
<b>3. Wetland Classification:</b> <i>See table 1 of the Multiple Wetland Application Excel Form</i>	
<b>4. Description of the Entire Wetland:</b> <i>See table 2 of the Multiple Wetland Excel Form</i>	
<b>5. Description of Subject Wetland and Buffer:</b> <i>See table 3 of the Multiple Wetland Excel Form</i>	
<b>6. Project Description:</b>	
<b>6.1. Overall Project Purpose:</b> <i>Description of the basic project and why it is needed. Partial projects with no clear purpose will not be accepted.</i> <b>For example:</b> <i>multi-lot residential subdivision; expansion of an existing commercial building, building a single-family residence.</i>	
<b>6.2. Acreage of Parcel(s) or Easements(s):</b> <i>Acreage of subject property.</i>	
<b>6.3. Acreage of Project Area:</b> <i>Acreage of area involved in the project.</i>	
<b>7. Project Details:</b> <i>Provide details regarding specific impacts to the wetland and buffer zone.</i>	
<b>7.1. Specific Impacts to Wetland and Buffer Zone Dimensions:</b> <i>List portions of the project that will specifically impact the wetland or buffer zone and their dimensions.</i> <b>For example:</b> <i>driveway crossing with 16' wide fill; installation of buried sewer force main with 5' trench Including fill footprint; addition of Stormwater outfall which directs flow to northern portion of wetland</i>	

**7.2. Bridges and Culverts:**

*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.*

**7.3. Construction Sequence:**

*Describe any details pertaining to the work planned in the wetland and buffer in terms of sequence or phasing that is relevant. Describe the construction limits of disturbance, how those will be marked, and check to ensure these are shown on the site plans as well.*

**7.4. Stormwater Design\*\***

*List any stormwater permits obtained or applied for. Describe stormwater and/or erosion controls proposed. **\*\* Erosion prevention is required to prevent sediment from entering the wetland.***

**7.5. Permanent Demarcation of Limit of Impacts\*\***

*Describe any boulders, fencing, signage, or other memorialization that provides permanent on-the-ground boundaries for the limits of disturbance for ongoing uses. **\*\*Permanent demarcations are required for projects with ongoing activities in or near wetlands or buffer zones such as houses, yards, woody clearing or parking areas, and needs to be depicted on the site plans.***

**8. Wetland and Buffer Zone Impacts:**

*For multiple wetlands provide narrative overview for each section below, and fill out the Multiple Wetland Tables*

**8.1 Wetland Impacts:**

*Summarize the square footage of impact in the appropriate category. Add After-the-Fact impacts here too. **Round to the 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  
General narrative is required.*

**8.2 Buffer Zone Impacts**

*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 wetlands.**

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

**General narrative required.**

**8.3 Cumulative Impacts:**

*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.

**9. Mitigation Sequence:**

*Before you begin, please read all of Section 20 to respond most appropriately to specific questions. Questions specifically related to [Section 9.5b of the Vermont Wetland Rules](#).*

**9.1. Avoidance of Wetland Impacts:**

**9.1.1. 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.**

**9.1.2. 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.**

**9.2. Avoidance to the Impact to Functions and Values:**

**9.2.1. 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?  Yes  No**

**9.2.2. What design alternatives were examined to avoid impacts to wetland function? *For example: Use of matting, relocation of footprint, etc.***

**9.2.3. 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.**

**9.2.4. Explain how the proposed project represents the least impact alternative design. Explain why other alternatives, which you described above, were not chosen.**

**9.3. Minimization and Restoration:**

**9.3.1. 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

**9.3.2. 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.*

**9.3.3. 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

**9.4. 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.*

<b>10. Entire Wetland Function and Value Summary (as defined in the Vermont Wetland Rules Section 5):</b> <i>For sections 11-20, please use the Wetland evaluation form and table five of the Multiple Wetland Excel sheet. Please fill out the Wetland Evaluation Form for each wetland</i>	
<b>11. Water Storage for Flood and Storm Runoff</b>	
<b>12. Surface Water and Ground Water Protection</b>	
<b>13. Fish Habitat</b>	
<b>14. Wildlife Habitat</b>	
<b>15. Exemplary Wetland Natural Community</b>	
<b>16. Rare, Threatened, and Endangered Species Habitat</b>	
<b>17. Education and Research in Natural Science</b>	
<b>18. Recreational Value and Economic Benefits</b>	
<b>19. Open Space and Aesthetics</b>	
<b>20. Erosion Control Through Binding and Stabilizing</b>	
<b>21. Wetland Determination:</b> <i>Fill out the determination table in the Excel sheet for each wetland needing a determination</i>	
<b>Required Application Attachments</b>	
<p>Check this box to confirm that the <a href="#">Multiple Wetland Excel Table</a> has been filled out and included with the application submittal.</p> <p>Check this box to confirm that the <a href="#">Vermont Wetland Evaluation Forms</a> have been filled out for each impacted wetland and included with the application submittal</p> <p><b><u>Without these attachments included the application will be administratively incomplete</u></b></p>	
<b>22. Supporting Materials:</b> <b><u>**ADDITIONAL MATERIAL REQUIRED TO CALL APPLICATION COMPLETE</u></b>	
<b>22.1. **Location Map:</b> 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.	
<b>Date</b>	<b>Title</b>

**22.2. \*\*Site Plan(s):**

*List as specified below. Plans must be legible and include wetland delineation and buffer zones, limits of disturbance, erosion controls, building envelopes, and any permanent memorialization.*

Title	Author	Date	Date of Last Revision

**22.3. \*\*U.S. Army Corps of Engineer Wetland Delineation Forms:**

*List attachment names, dates data was collected, cover types sampled, and number of paired plots included*

Attachment #/Title	Range of Collection Dates	Vegetation Cover Types	# of Paired Plots

**22.4. Other Supporting Documents:**

*Provide any other documentation that supports the application.*  
**Examples include but are not limited to:** Photographs, easements, agreements, restoration/plan, ACOE forms. **GIS shapefiles must be included for determinations (please make sure to use this projected coordinate system: NAD 1983 StatePlane Vermont FIPS 4400).**

Date	Last Revision	Author	Title

**22.5 Vermont Significant Wetland Inventory (VSWI) Mapping Attribute Information (please list attributes under tab 6 or 7 of the Multi Wetland Excel table).**


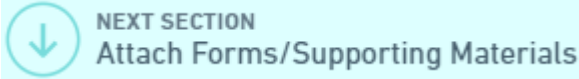
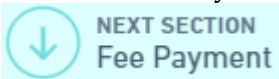
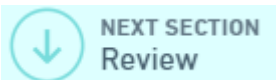

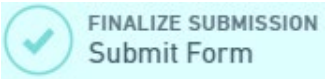
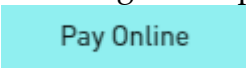

Please either include a zipped polygon shapefile with your application, or you can submit a shapefile using the blank VSWI geodatabase: [Wetland Polygon GDB](#).  
*(click blue Download button once on the page to download the blank geodatabase).*  
 You can also join the [VSWI Submittal Group](#) to 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:



## 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)**

"Wetlands Individual Permit"

"Wetlands Determination"

"Wetlands After the Fact Permit"

"Wetland Map Edit"

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).