# Vermont Wetlands Program
# Individual Permit Extension

VWP File# _____   Issue Date: _____

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

## Instructions:

If construction has <u>not</u> been completed prior to the permit expiring, the permittee needs to request an extension before the permit expires. The Secretary may extend a permit for up to a total of ten years beyond the date of issuance of the original permit if the permittee re-evaluates and re-delineates the wetland resources impacted by the authorized activity, and the Secretary determines there will be no impact to Class I or Class II wetland or buffer beyond those impacts permitted under the original permit.

***Please note, General Permits are not eligible for time extensions. If your General Permit will expire before you start your project, you must submit a new GP NOI application form and new administrative review fee: General Permit application form***

*If additional wetland or buffer will be impacted, an amendment must be applied for as well as a permit extension.*

## Permittee Contact Information:

Name: _____   Project Address: _____   Town: _____

Permittee mailing address: _____

Email: _____   Phone: _____   Project Number: _____

## Certification:

I *(permittee-print)* _____ certify that I have not commenced construction of the above referenced permit or have partially completed work in compliance with the above referenced permit, including filing the permit with the town. The area has been re-evaluated and wetland resources have been re-delineated. If there is additional wetland or buffer impacts, I am also submitting a permit amendment application.

I am the original permittee named in the issued authorization for which an extension is requested.
NOTE: To process a transfer to a new property owner submit the transfer form found Post Approval Materials here https://dec.vermont.gov/watershed/wetlands/jurisdictional/permit-info.

_____   _____
*(permittee signature)*                                                      *(date)*

**<u>Please verify the following:</u>**

- The wetland area within the project was re-evaluated during the growing season on _____
  *(date)*

- There are ____   There are **<u>not</u>** ____ additional wetland or buffer impacts.
  **NOTE**: If there are additional impacts, complete an application for a permit amendment found under "Post Approval Materials"

- The following documents are submitted with this extension request to document the proper re-evaluation was completed ***(check one or more)*:**

  ____ ACOE Forms      ____ Photographs      ____ Mapping      ____ Notes

  **OR**

  ____ It is currently outside the growing season, and I will need to verify the above information in the spring. ***I understand that this application will be considered technically incomplete until I provide the above information. If not provided by June, this extension request may be terminated.***

## Submittal:

**Please submit your permit application and $240 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.*
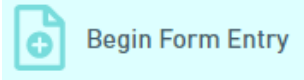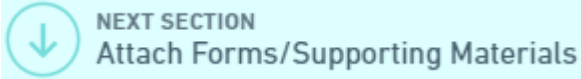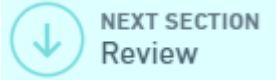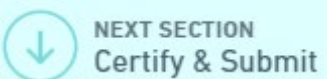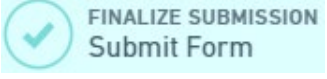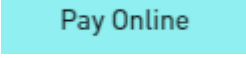
**For application questions contact: ANR.WSMDWetlands@vermont.gov**

**Refund Policy:** Administrative fees are non-refundable unless an application is withdrawn prior to administrative review

**Department of Environmental Conservation**
**Watershed Management Division**
1 National Life Drive, Davis 3
Montpelier, Vermont 05620-3522
**https://dec.vermont.gov/watershed**

*Agency of Natural Resources*

[phone]    802-828-1115

# 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 [Begin Form Entry] 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 [NEXT SECTION Attach Forms/Supporting Materials] button at the bottom of the page.

4. Click "Choose File" and select your application, plans, maps, or compliance notifications.
   - Click the [NEXT SECTION Fee Payment] button at the bottom of the page.

5. Type the application fee amount.
   - Click the [NEXT SECTION Review] button at the bottom of the page.

6. Review your data.
   - Click the [NEXT SECTION Certify & Submit] button at the bottom of the page.
   - Click the [FINALIZE SUBMISSION Submit Form] button at the bottom of the page.

7. Sign in or continue as a guest to pay the application fee.
   - Click the [Pay Online] button.

8. Enter your credit/debit card or eCheck information.
   - Click the [Pay] 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.