

**Agency of Natural Resources  
 Department of Environmental Conservation  
 Wastewater Management Division**

**WASTEWATER SYSTEM & POTABLE WATER SUPPLY  
 PERMIT APPLICATION**

*(Under the authority of 10 V.S.A. Chapter 64, the Environmental Protection Rules, Chapter 1, Wastewater System & Potable Water Supply Rules, and Chapter 21, Water Supply Rules, Appendix A. Part 11 – Small Scale Water Systems)*

**Please print or type.**

**Note: There are line by line instructions available to help you complete this application form. In many cases a licensed designer will be required for your project, who will be able to help complete this application form.**

Electronic versions of the form are available on the Wastewater Management Division website at <http://www.anr.state.vt.us/dec/ww/EngServ.htm>  
 The organization and/or content of this form may not be altered, however the form may be expanded to allow additional information to be entered. Changes in the organization and/or content of the form may result in an invalid application or permit.

*For office use only*  
 Application #  
 WW- \_\_\_\_\_

PIN \_\_\_\_\_

*Complete application  
 Received on*

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Month Day Year

Fee \$ \_\_\_\_\_

Check # \_\_\_\_\_

Fee Code \_\_\_\_\_

Program Code \_\_\_\_\_

**1. Landowner(s) name (as shown on property deed) *If there are multiple landowners, please provide a separate sheet listing each landowner, their mailing address, signature, and date.***

**2. Mailing address for landowner(s).**

Street:

Town, State, Zip Code:

**3. Telephone number(s).**

**4. Co-applicant name.**

**5. Mailing address for co-applicant.**

**6. Telephone number.**

**7. Name of licensed designer.**

**8. Mailing address for licensed designer.**

**9. Telephone number.**

**10. Does this project involve a failed water supply or wastewater disposal system?**

Yes  No

**11. Project location. Please include a location map.  
 Street or Road. (911 Street or Road Address *if available*)**

**12. City or Town.**

**13. Project name (if applicable)**

**14. If an existing lot, what date was the lot created?**

**15. Total acreage of property**

<b>16. Number of lots created,</b> If subdividing property. Include any lots subject to deferral restrictions	<b>17. List each lot number</b> and the acreage of the lot. If any lot is developed with a structure, describe the use and when it was constructed. All of the property must be described, including any remaining or retained land and any undeveloped land which will be subject to Notice of Permit Requirements /deferral restrictions.										
<b>18. Deed reference</b> Book (s)  Pages (s)	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">Lot #</th> <th style="width:15%;">Acres</th> <th style="width:25%;">Bedrooms / Use</th> <th style="width:20%;">When constructed</th> <th style="width:30%;">Undeveloped</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Lot #	Acres	Bedrooms / Use	When constructed	Undeveloped					
Lot #	Acres	Bedrooms / Use	When constructed	Undeveloped							

**19. Prior permits or exemptions** issued by the Agency of Natural Resources for subdivision of land or construction of public buildings. The permits or exemptions would have prefixes of EC, PB, WW, DE, HE, HB, LUP, MH, TT, or CC followed by the number of the project.  
 Any Act 250 Permits (LUP) on this tract of land?  Yes #  No

**20. Detailed project description.**

**21. Type of wastewater system design.**  
 1) Prescriptive:       2) Enhanced prescriptive:       3) Performance-based:   
 4) Municipal connection:       5) Private off-site       Name of landowner:

**22. Is the wastewater disposal system located in a municipality that does not have both a confirmed planning process and valid zoning bylaws?**  Yes  No

**23. Water Supply.** (Also see #28 and #29 below.) GPD = gallons per day of design flow

	Lot #	Lot #	Other lots or uses	Basis for design flow
Existing flows				
Increase				
Total				

Type: Individual well:  Shared well:  TNC: \* NTNC: \* Community: \*  
 (\*Systems serving 24+ people more than 60 days / year)

Owner of system if not applicant  
(Include letter from the system owner authorizing any increase in design flow)

Is the water source located within a 100 year floodplain?  Yes  No

**24. Wastewater Disposal System.** (Also see #21 & #22 above and #29 & #30 below.)

	Lot #	Lot #	Other lots or uses	Basis for design flow
Existing flows				
Increase				
Total				

If using a municipal wastewater treatment system, owner of system  
(Include letter from the system owner authorizing any increase in design flow)

If using an Indirect Discharge System, ID# and owner

Are floor drains proposed?  No  Yes If "Yes," where will they discharge?

GPM of infiltration for sewers over 500' GPM

**25. Global Positioning System (GPS) Coordinates.** (WGS 84 or NAD 83 Criteria) with accuracy of +/- 50' for water systems and wastewater systems serving the project.

Existing Water Sources (GPS Coordinates)	N	°	'	"	W	°	'	"	Accuracy in Ft
Proposed Water Sources (GPS Coordinates)	N	°	'	"	W	°	'	"	Accuracy in Ft
Existing Wastewater Systems (GPS Coordinates)	N	°	'	"	W	°	'	"	Accuracy in Ft
Proposed Wastewater Systems (GPS Coordinates)	N	°	'	"	W	°	'	"	Accuracy in Ft

WGS 84  NAD 83

**26. List any easements required** and enclose a copy of the signed easement agreements.

Water Quality Division WEB SITE: <http://www.anr.state.vt.us/dec/waterq/wqhome.htm>

**27(A). Will there be any construction or land disturbance on the property in or near a wetland, a wetland buffer, or in or near a wet area on the property?**

Yes  No Wetlands Section - Telephone (802) 241-3770.

**27(B). Will more than one acre be disturbed during the entire course of construction, including all lots and phases?**

Yes  No Construction Stormwater Permits – Telephone (802) 241-4320.

**27(C). Will there be any stream crossings by roads, utilities, or other construction?**

Yes  No River Corridor Management Section – Central & NW VT (802) 879-5631;  
 SO.VT. (802) 786-5906; NE VT (802) 751-0129.

**28. Is the proposed well located within 1 mile of a hazardous waste site as designated by the Waste Management Division?**

Yes  No Telephone (802) 241-3888.

**29. Is any portion of the proposed wastewater disposal system located in or near a water Source Protection Area as designated by the Water Supply Division?**

Yes  No Telephone (802) 241-3400.

**Is any portion of the proposed water supply located in or near a water Source Protection Area as designated by the Water Supply Division?**

Yes  No Telephone (802) 241-3400.

**30. Is the lot or project located in a flood prone area?**

Yes  No

**31. Act 250:** Has the applicant/landowner subdivided **any other lots** of any size within a five mile radius of this subdivision, or within the environmental district within the last five years?

Yes  No. If yes: # of lots in town/s

Is there any prior Act 250 jurisdiction on the tract of land?  Yes; Permit #  No

**32. Application Fee**

\$

Please refer to attached fee schedule for calculations or contact your regional office for assistance.

**33. Has anyone from the regional office been to the site?**  Yes  No

*If so, please provide the name of the staff member and the date of the visit.*

**34. Signatures and Acknowledgements.**

In order to insure compliance with the requirements of the regulations administered by the Department of Environmental Conservation, Wastewater Management Division, it may be necessary to visit the property. As this would involve a Department employee entering private property, we request your approval to do so. If we do visit your property, do you have any special instructions?

**“As landowner of the property for which I am requesting a permit from the Department of Environmental Conservation, I understand that by signing this application I am granting permission for the Department employees to enter the property, during normal working hours, to insure compliance of the property with the applicable rules of the Department.**

**I also understand that I am not allowed to commence any site work or construction on this project without written approval from the Department of Environmental Conservation.**

**I also certify that to the best of my knowledge and belief the information submitted above is true, accurate and complete.”**

Landowner(s) name. (printed)

Landowner(s) signature.

Date

*If there are several landowners, and there is not room to fit the information on this form, please attach an additional sheet with the names, mailing addresses, signatures, and dates.*

*If an attorney signs for the landowner, please submit a copy of the authorization document that grants the power of attorney specific to land transactions.*

**35. Designer statement.**

**"I hereby certify that in the exercise of my reasonable professional judgment, the design-related information submitted with this application is true and correct, and the design included in this application for a permit complies with the Vermont Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rules."**

Designer name. (printed)

Designer signature.

Date

