

STATE OF VERMONT
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
103 South Main Street, Building 10 North, Waterbury, VT 05671-0408

29 V.S.A. Chapter 11: Management of Lakes and Ponds

1. Name of Lake or Pond _____ Municipality _____

2. Name of Applicant _____ Telephone _____

Mailing Address _____

Email: _____

3. Person to contact (if someone other than the applicant) regarding this application:

Name _____ Daytime Telephone _____

Mailing Address _____

Email: _____

4. Project description (See instructions):

5. Purpose of the project: _____

6. Public benefits of the project: _____

7. Planned the work schedule: _____

8. Site location/address: _____

9. Complete name and **mailing addresses** of each abutting property owner:

(1) _____

(2) _____

(3) _____

10. Application fee enclosed \$ _____ Estimated cost of project \$ _____

Fee for non-structural erosion control projects \$155; Fee for structural erosion control \$250;
Fee for other projects \$300 plus 0.01 times the project cost.

11. Certification: I hereby certify that the information in this application and its enclosures are true and accurate. I grant the Department permission to enter upon the land to verify information contained in the application [29 V.S.A. 404(b)].

INSTRUCTION SHEET

Application for Permit Management of Lakes and Ponds 29 V.S.A. Chapter 11

1. **HOW TO SAVE TIME.** Please read this entire instruction sheet carefully. A few minutes now could save you time, money and frustration. If you have questions regarding whether or not a permit is needed or regarding the information required for an application, please call the Department of Environmental Conservation, Shoreland Encroachment Program at 802-241-3777.
2. **HOW LONG DOES IT TAKE TO GET A PERMIT?** Additional information may be required after an application is originally submitted before the application can be accepted as complete. Generally, for noncontroversial projects, it takes 60 to 90 days for final action on an application once it is accepted as complete. The final action is not effective for 10 days after it is signed and noticed, per 29 V.S.A. 405(c). It takes the Department longer to process an application as the workload increases during the summer. **Planning ahead to have your application submitted and completed by late spring or early summer could shorten the decision time for your application.**
3. **HOW MUCH INFORMATION IS NEEDED?** The extent and detail of the information required as part of an application will depend on the specific nature of the project being proposed. In general, applications for small, noncommercial projects of the type usually undertaken by shoreline property owners do not require engineering design or preparation by professional consultants. However, professional assistance may be desirable or even mandatory in some cases depending on the scope of the project and the body of water involved. Commercial projects typically require professionally prepared plans. Additional information may be requested by the Department after an initial review of the application.
4. **EACH APPLICATION MUST INCLUDE THE INFORMATION LISTED BELOW IN ORDER TO BE PROCESSED:**
 - a. **APPLICATION FORM.** In completing each section of the application form please refer to the instructions below:
 - Indicate the name of the lake or pond and municipality in which it is located.
 - The applicant must be the owner of the shoreline property or of the structure being constructed. Neighbors must file separate applications, even if their projects connect and are being planned and constructed at the same time.
 - Provide information if there is a contact person other than the applicant, such as a contractor, consultant, relative, that should be contacted for information regarding this application.
 - Describe the proposed project completely so reviewers will understand exactly what is intended. If there is not sufficient space on the form, complete the description on an attached sheet. **Your response must also describe materials and mechanical equipment to be used during construction, and specify the number of cubic yards of fill or dredged materials to be placed or removed beyond the shoreline at mean water level.**

If your project involves no excavation, dredging, or filling, include a brief statement to that effect. Photographs are helpful.

- Describe the purpose of the proposed project.
 - Describe the public benefits and any public purposes of the proposed project. For example, the replacement of a failed shoreline retaining wall will control erosion into the water, thereby protecting water quality.
 - Please indicate when you plan to begin your project and how long it will take to complete. (Please remember to account for the application review process and the ten (10) day period for which the permit decision is not effective after it is signed and noticed.)
 - The site location should provide a clear position of your proposed project such as a 911 address, directions to the property, or a map with the site marked on it.
 - Contact your town/city clerk to obtain the **complete name and mailing address** of all abutting property owners, lessees, etc., whose property adjoins the project site.
 - **Municipalities** are exempt from application fees. Non-structural erosion control projects such as riprap or vegetated slopes have a fee of \$155. Structural erosion control projects such as walls have a fee of \$250. All other projects have a fee of \$300 plus 0.01 times the project cost (the cost of the portion of the project that is beyond the shoreline at mean water level). Checks should be made payable to Treasurer, **State of Vermont**, and submitted with the application.
 - The application form must be signed by the applicant or the applicant's legal agent.
- b. **LOCATION MAP.** The location of the project should be accurately shown on a map of the area. The map may be a section from a town or county highway map, topographic map, lake chart, etc. Camp numbers or names and 911 addresses are very helpful.
- c. **SITE PLAN.** Show the project area and its immediate surroundings on a site plan (viewed from above looking down). Show the proposed project and the project area in relationship to: property lines, the shoreline at mean (average summer) water level (very important), nearby structures (generally within 200 feet) such as buildings, sheds, decks and other relevant site features such as trees. The plan should include all important dimensions or be drawn to a specified scale. Be sure to clearly distinguish between existing structures and those for which you are seeking approval. Water depths along the shoreline should be indicated as well. If you are unsure of the mean water level of the lake or pond, some water level data can be obtained from the Department's Shoreland Encroachment Program at 802-241-3777.
- d. **CROSS SECTIONS.** Include at least one cross section or profile (side view) of the proposed project and the project area with all the project dimensions and drawn to a selected scale. Show the proposed construction in relationship to the top of bank, the mean water level, and the lake bottom profile. Be sure to fully show the design of the proposed project and the type of materials to be used.

5. **HOW TO FILE.** The complete application should be submitted to the Department of Environmental Conservation, Shoreland Encroachment Program, 103 South Main Street, Building 10 North, Waterbury, VT 05671-0408.
6. **ARE OTHER PERMITS NEEDED?** Many projects that require a permit from the Department of Environmental Conservation also require approval by the U.S. Army Corps of Engineers. For information, contact their office:

U.S. Army Corps of Engineers Tel. 802-872-2893
Vermont Project Office
8 Carmichael Street Suite 205
Essex Jct, VT 05452

To determine whether or not your project requires other permits from the State of Vermont, contact the appropriate regional office of the Agency of Natural Resources:

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| Barre | 802-476-0190 |
| Essex Junction | 802-879-5656 |
| Rutland | 802-786-5900 |
| St. Johnsbury | 802-751-0130 |
| Springfield | 802-885-8855 |

Be sure to check with your local town office regarding town permits as well.