

STATE OF VERMONT
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
29 V.S.A. Chapter 11: Management of Lakes and Ponds

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING FORM

1. Name of Lake or Pond _____ Municipality _____
2. Name of Applicant _____ Telephone _____
Mailing Address _____
3. Person to contact (if someone other than the applicant) regarding this application:
Name _____ Daytime Telephone _____
Mailing Address _____
4. Project description (See instructions - Also attach location map, site plan, cross sections, construction drawings and specifications, pictures if available, and any other applicable information):

5. Purpose of the project: _____

6. Public benefits of the project: _____

7. Effect on public good (see instructions): _____

8. Describe the work schedule: _____

9. Site description: _____

10. Complete name and mailing addresses of each abutting property owner:
(1) _____
(2) _____
(3) _____
11. Estimate the cost of the project \$ _____ Application fee enclosed \$ _____
(Note: fee for erosion control projects \$155.00; otherwise multiply project cost by .005 and add to \$155.00)
12. 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 in 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 IN (a) THROUGH (e) BELOW IN ORDER TO BE PROCESSED:**
 - a. **APPLICATION FORM.** In completing each section of the application form please refer to the instructions below:
 - Item 1. Indicate the name of the lake or pond and municipality(ies) in which it is located.
 - Item 2. 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.
 - Item 3. Complete this question only if someone other than the applicant, such as a contractor, consultant, relative, attorney, etc. should be the contact person for information regarding this application.
 - Item 4. Please describe the proposed project so reviewers will understand exactly what is intended. If there is insufficient space on the form, complete the description on an attached sheet. Proposed structures should be described completely. **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. A turbidity and erosion control plan is typically required for projects that have excavation, dredging, or fill involved. Photographs are helpful. See also c. and d. below to further describe the project.

Item 5. Describe the purpose of the proposed project.

Item 6. 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. As projects extend further into the water, or have a greater impact, they must have greater public benefits associated with them in order to be permitted.

Item 7. Describe how the proposed project will affect water quality, fish and wildlife habitat, aquatic and shoreline vegetation, navigation and other recreational and public uses including fishing and swimming, as well as the project's consistency with the natural surroundings and its consistency with municipal shoreline zoning ordinances or any applicable state plans. Please provide as much information as possible, as the Department must make a Finding regarding the project's effect on each of these areas before a final decision can be issued.

Item 8. 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.)

Item 9. The site description should provide a clear location of your proposed project (examples: camp #53; or Scotty's Marina; or Holcomb Bay), as well as a description of the existing shoreline at the site and a description of the adjacent shoreline on either side of the project.

Item 10. 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.

Item 11. Municipalities are exempt from the application fee. Erosion control projects have a standard fee of \$155.00. All other projects require a fee of \$155.00 plus ½ of 1% (multiply project cost by 0.005) of 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 attached to the application.

Item 12. 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 are also very helpful.

- c. **SITE PLAN.** Show the project area and its immediate surroundings on a site plan (viewed from above looking down), drawn to a specified scale. 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, docks, etc., and other relevant site features. Be sure to clearly distinguish between existing structures and those for which you are seeking approval. Water depths at specified locations offshore should be indicated as well, including the water depth at the outer end of the project. For projects involving dredging, the location, plan and elevations of the disposal area for the dredged material must be clearly indicated. Standard size paper (8½ inches x 11 inches) is preferred for general use; more detailed construction plans are acceptable for file purposes. If you are unsure of the mean water level of the lake or pond, 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 shoreline at mean water level (very important), 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:

Barre	802-476-0195
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.