



General Permit 3-9020 for Construction Activities -Filing Directions for Low Risk Projects-

1. Appendix A

All applications must include a completed Appendix A. This demonstrates the suitability of the project to qualify as Low Risk. If the project qualifies as low risk using the Basic Risk Evaluation, the Detailed Risk Evaluation does not need to be completed. If the project does not qualify as low risk using the Basic Risk Evaluation, complete all questions in the Detailed Risk Evaluation to determine if the project qualifies as low or moderate risk or requires an Individual Permit Application.

2. Low Risk Notice of Intent

If the completed Appendix A indicates that the project qualifies as low risk, then the Low Risk Notice of Intent (NOI) must be fully completed and signed by the owner of the land where the project will occur. Additional landowners must complete a Notice of Addition form once the project is permitted.

3. Location Map & Receiving Waters

A topographic map that shows the boundaries of disturbance planned for the project must be included. The map should be small scale (e.g. 7 1/2 minute U.S.G.S quadrangle) with sufficient detail to allow location of the project and receiving waters. **All NOIs must list one or more receiving waters.**

4. Posting at Municipal Office

Once the application has been completed, provide a copy of the Notice of Intent for posting at the clerk's office(s) in the municipalities where the project will occur. The Notice of Intent form must be dated (bottom of page 4) at the Clerk's office to demonstrate compliance with the public notice requirement. Applications without this requirement satisfied will be returned.

5. Fees

Effective July 1, 2007, the fee for Low Risk projects is \$30. Checks should be made payable to State of Vermont. Only projects funded through the state Capital Improvements Fund are exempt from this fee.

6. Submitting Applications

All applications are processed at the Water Quality Division office in Waterbury. Please submit all of the above materials, in hard copy or in pdf format on CD-ROM, to the following address:

VT Department of Environmental Conservation
Water Quality Division, Stormwater Section
103 South Main Street, Building 10 North
Waterbury, VT 05671-0408

7. Permit Processing Times

Once a complete application is received and processed, a mandatory 10-day public notice period is begun. The authorization is generally issued on the first business day following completion of this period if no comments are received.

For further information, please visit the Stormwater Website:

www.vtwaterquality.org/stormwater.htm
