

**Filing Directions**  
for Stormwater Discharges Associated with  
Construction Activity on **Low Risk Sites**  
under Construction General Permit 3-9020



**1. Appendix A**

All applications must include a completed Appendix A – Risk Evaluation. 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 Risk (i.e. scores 0)

**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 landowner where the project will occur. All additional landowners and operators must complete a Notice of Addition.

**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 USGS 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 NOI for posting at the municipal clerk's office at the municipalities where the project will occur. The municipal clerk must publicly post the completed NOI. Additional information for the municipal clerk is located on page 3 of the NOI. Please note that **Section E – Public Notice Requirement, must include the date on which the NOI was posted at the municipal clerk's office.**

**5. Fees**

Effective July 1, 2010, the fee for Low Risk projects is **\$36**. Checks should be made payable to the 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 application materials in hard copy or in PDF format on a 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 begins. The authorization is generally issued on the first business day following completion of this period, assuming no public comments are received.

*For additional information, click [here](#) to visit the Stormwater Program's Construction Permit website!*