

CUD Application Complete Checklist for Consultants

General

- Is the application form the most recent version (6/24/02)?
- Is the application signed and dated by the landowner(s)? Are the owners' name and contact information on the application?
- Is the fee correct? Is the check addressed to the *State of Vermont*?
- Are all the fields in the application form filled out? Is the distribution list included in the application?
- Does the site contain other resources such as deeryards, or endangered species?
- Do you know what other permits/approvals you may need?

Program	Criteria	Contact
Act 250	Land use law for subdivisions, and industrial and commercial developments.	Permit Specialist for your area, or the District Environmental Coordinator (Environmental Assistance Division 241-3835)
Stormwater	Greater than one acre of impervious surface; Greater than one acre of disturbance; and/or Industrial project.	Stormwater Line (Stephanie Lanphear) 241-4320
Ponds/Dams	Impounding over 500,000 cubic feet needs a Dam Permit	Bob Finucane- 241-3737
Stream Alteration Permits	More than 10 cubic yards of fill in a watercourse with drainage area greater than 10 square miles or in a designated outstanding resource water.	Chris Brunelle - 879-5631 N. VT Fred Nicholson- 786-5906 S. VT
Army Corps of Engineers	Fill over 3,000 sq. ft., stream crossings, projects to do with Lakes Champlain, Memph., or Wallace.	Marty Lefebvre, or Mike Adams- 872-2893
Rare and Endangered Species	Present on NNHP Resource Maps, or Significant Natural Community/Habitat	Nongame and Natural Heritage Program-Everett Marshall- 241-3715
Deeryards/Wildlife Habitat	Present on F&W Resource maps	John Austin- 476-0197 N. VT Forest Hammond- 885-8832 S. VT
Lakeshore Encroachment	Activities below mean water level or established water level (different for individual lakes and ponds)	Steve Hanna- 241-3791
Floodplain Management	As pertains to those towns that have floodplain insurance	Town Office Karl Jurentkuff- 241-3759
Wastewater Permit	Issued from DEC regional offices; for construction or renovation of a building other than a single-family home or any renovations to sewage disposal or water supply serving those buildings.	DEC Regional Offices or Water Supply Division 241-3400

Wetland

- Has the wetland been delineated?
- Is the delineation less than five years old?
- Has a District Wetland Ecologist visited the site to review the wetland delineation and site conditions?
- Are all 10 functions and values evaluated and documented as appropriate to a particular project?
- Are the datasheets and functional assessment included with the application?

Project Description

- Does the application include:
 - Square footage of buildings and structures;
 - Square footage of wetland impacts;
 - Square footage of buffer impacts; and
 - Detail on the portion of project that passes through the wetland?
- If multiple wetlands are involved, are the project impacts divided up by wetlands (i.e.: square feet in wetland A, B, C, etc.)?
- Are impacts divided into temporary and permanent wetland impacts (temporary and permanent impacts should be discussed in Step 15 of the CUD application)?
- Is avoidance and minimization described in Step 15 of the application? Does this description include the square-footage of wetland and buffer zone “saved”?
- If wetland impacts are necessary because of town zoning or because a neighbor will not grant a right-of-way, do you have documentation to verify this?
- Does the application include phasing for the construction process?
- Is a revegetation plan needed/included? Planting plans should be included for temporary impacts, and for stabilization measures.
 - Are there native species in the planting plans?
 - Does the planting plan propose to replace the pre-existing vegetative strata (trees, shrubs, herbs)?
- Are stormwater treatment, erosion control methods, and long term/short term limits of disturbance discussed in the context of avoidance/minimization and cumulative/ongoing impacts (Step 15)?

Site/Project Plans

- Does the plan include a scale, a legend, a directional arrow, abutting property boundaries, existing structures, wetland boundaries, buffer zone boundaries, name of delineator, and date of delineation?
- Is the plan at an appropriate scale (maximum recommended scale 1” = 40’)?
- Do GPS plans follow the Submission Requirements for GPS Plans?
- For surveyed plans, is the wetland surveyed in accurately (flag numbers shown)?
- Are existing conditions (culverts, contours, roads, buildings) accurately depicted?
- Are the wetlands and buffer zones shown clearly on the plan and in the legend?
- Does the plan include any other bodies of water such as streams or ponds?
- Are both the long term and short term erosion control and maintenance of erosion control shown on the plan?
- Are stormwater Best Management Practices addressed in the project plan, including water quality and quantity?
- Are the short term (building envelopes, construction limits) and long term (yards, clearance distances, well, septic) limits of disturbance shown on the plan? Do the plans describe how these limits will be demarcated in the field (silt fences, snow fences, permanent fences, tree markings, etc.)
- Are impacts from road shoulders included?
- Are temporary impacts from utilities included?
- Are regraded contours included?
- Do the project plan and description match up?
- Do final site plans reference the CUD?