

# Wastewater Management Division - Permit Application

## Wastewater System & Potable Water Supply



**For Office Use Only:**

Application#	PIN#	Date Complete Application Received
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**Authority:**  
 10 V.S.A. Chapter 64, the Environmental Protection Rules, Chapter 1, Wastewater System & Potable Water Supply Rules, and Chapter 21, Water Supply Rules, Appendix A. Part 11 – Small Scale Water Systems.

**General Information:**  
 Electronic versions of this application form are available on the Wastewater Management Division website at: <http://www.anr.state.vt.us/dec/ww/EngServ.htm>.

The organization and/or content of this form may not be altered, however, the form may be expanded to allow additional information to be entered. Changes in the organization and/or content of the form may result in an invalid application or permit.

In most cases a licensed designer will be required for your project and to help complete this application form. There are also line-by-line instructions available to assist with completing this form.

**NOTE: We strongly suggest referring to the application instructions while completing this application form.**

### Part I Applicant (Landowner) Information

#### Section A – Applicant Details (if Landowner is an Individual or Individuals)

**Note:** There is space provided in this section for two Landowners. If there are more than two Landowners shown on the property deed, please provide a separate sheet listing each additional Landowner, their mailing address, signature and date.

1 Last Name		2 First Name	
3 Mailing Address Line 1		4 Mailing Address Line 2	
5 Town/City	6 State/Province	7 Country	8 Zip/Postal Code
9 Email Address			10 Telephone

#### Additional Landowner (if applicable)

Check if address/contact information of second Landowner is the same as above and then enter only Last Name and First Name information below. Otherwise, complete all information for the second Landowner.

11 Last Name		12 First Name	
13 Mailing Address Line 1		14 Mailing Address Line 2	
15 Town/City	16 State/Province	17 Country	18 Zip/Postal Code
19 Email Address			20 Telephone

#### Section B – Applicant Details (if Landowner is other than an Individual or Individuals)

1 Registered Legal Entity or Organization Name			2 Telephone
3 Mailing Address Line 1		4 Mailing Address Line 2	
5 Town/City	6 State/Province	7 Country	8 Zip/Postal Code

#### Certifying Official

The Certifying Official must be a person who has signatory authority for the legal entity or organization that is the Applicant. A copy of the document authorizing this person to act as a signatory authority must be attached to this application.

9 Certifying Official Last Name		10 Certifying Official First Name	
11 Certifying Official Title			
12 Email Address			13 Telephone

<b>Section C – Primary Contact Information (if other than Applicant)</b>			
1 Last Name		2 First Name	
3 Mailing Address Line 1		4 Mailing Address Line 2	
5 Town/City	6 State/Province	7 Country	8 Zip/Postal Code
9 Email Address			10 Telephone
<b>Section D – Building/Business Owner Information</b>			
1 Last Name		2 First Name	
3 Mailing Address Line 1		4 Mailing Address Line 2	
5 Town/City	6 State/Province	7 Country	8 Zip/Postal Code
9 Email Address			10 Telephone

<b>Part II Certifying Designer Information</b>			
<b>Section A – Certifying Designer 1</b>			
1 Designer Last Name		2 Designer First Name	
3 Designer License #	4 Company Name		
5 Mailing Address Line 1		6 Mailing Address Line 2	
7 Town/City	8 State/Province	9 Country	10 Zip/Postal Code
11 Email Address			12 Telephone
<b>13 Designer Role(s) (check all that apply)</b> <input type="checkbox"/> Water Supply Designer <input type="checkbox"/> Wastewater Disposal System Designer			
<b>Section B – Certifying Designer 2 (if applicable)</b>			
1 Designer Last Name		2 Designer First Name	
3 Designer License #	4 Company Name		
5 Mailing Address Line 1		6 Mailing Address Line 2	
7 Town/City	8 State/Province	9 Country	10 Zip/Postal Code
11 Email Address			12 Telephone
<b>13 Designer Role(s) (check all that apply)</b> <input type="checkbox"/> Water Supply Designer <input type="checkbox"/> Wastewater Disposal System Designer			





**Section D - Existing Project Lot/Building Details**

Please provide the existing project details. This section is used to describe what is existing for the project. For example, if you are subdividing an undeveloped 21-acre parcel, you would list the existing parcel. If you are revising the boundary lines of two commercial lots in an industrial park, and constructing an addition to an existing building you would list the existing lot numbers, existing acres, existing buildings, existing uses, construction date(s), prior permits, and answer the compliance questions. Repeat this page as many times as necessary to describe all of the existing Lots/Buildings.

<b>1</b> Lot#	<b>2</b> Lot Size (acres)	<b>3</b> Existing Use of the Lot
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**4** Provide the following information for each building on the lot

(a) Building ID	(b) Existing Use	(c) Date Construction of Building Substantially Complete	(d) Prior Permits	(e) In compliance with existing permits?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Lots/Buildings...

<b>1</b> Lot#	<b>2</b> Lot Size (acres)	<b>3</b> Existing Use of the Lot
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**4** Provide the following information for each building on the lot

(a) Building ID	(b) Existing Use	(c) Date Construction of Building Substantially Complete	(d) Prior Permits	(e) In compliance with existing permits?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>1</b> Lot#	<b>2</b> Lot Size (acres)	<b>3</b> Existing Use of the Lot
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**4** Provide the following information for each building on the lot

(a) Building ID	(b) Existing Use	(c) Date Construction of Building Substantially Complete	(d) Prior Permits	(e) In compliance with existing permits?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>1</b> Lot#	<b>2</b> Lot Size (acres)	<b>3</b> Existing Use of the Lot
---------------	---------------------------	----------------------------------

**4** Provide the following information for each building on the lot

(a) Building ID	(b) Existing Use	(c) Date Construction of Building Substantially Complete	(d) Prior Permits	(e) In compliance with existing permits?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section E - Proposed Project Lot/Building Details**

This section is used to describe what you are proposing to do in this project. For example, if you were going to create 4 lots for construction of single family residences, you would list each lot, proposed acreage, proposed buildings, and proposed use. Repeat this page as many times as necessary to describe all of the proposed Lots/Buildings.

<b>1</b> Lot#	<b>2</b> Lot Size (acres)	<b>3</b> Proposed Use of the Lot
<b>4</b> Is the lot being created as part of a subdivision? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <b>5</b> Are you requesting that the Blood, Marriage, or Civil Union special fee be applied to this lot? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <b>6</b> If the lot is exempt, please indicate the specific exemption from the Wastewater System and Potable Water Supply Rules: _____		

<b>7</b> Provide the following information for each building on the lot			
(a) Building ID	(b) If bldg is exempt, indicate exemption	(c) Construction or increased flow?	(d) Proposed Use
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

**Additional Lots/Buildings...**

<b>1</b> Lot#	<b>2</b> Lot Size (acres)	<b>3</b> Proposed Use of the Lot
<b>4</b> Is the lot being created as part of a subdivision? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <b>5</b> Are you requesting that the Blood, Marriage, or Civil Union special fee be applied to this lot? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <b>6</b> If the lot is exempt, please indicate the specific exemption from the Wastewater System and Potable Water Supply Rules: _____		

<b>7</b> Provide the following information for each building on the lot			
(a) Building ID	(b) If bldg is exempt, indicate exemption	(c) Construction or increased flow?	(d) Proposed Use
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

<b>1</b> Lot#	<b>2</b> Lot Size (acres)	<b>3</b> Proposed Use of the Lot
<b>4</b> Is the lot being created as part of a subdivision? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <b>5</b> Are you requesting that the Blood, Marriage, or Civil Union special fee be applied to this lot? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <b>6</b> If the lot is exempt, please indicate the specific exemption from the Wastewater System and Potable Water Supply Rules: _____		

<b>7</b> Provide the following information for each building on the lot			
(a) Building ID	(b) If bldg is exempt, indicate exemption	(c) Construction or increased flow?	(d) Proposed Use
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

<b>Part V</b>	<b>Water Supply Information</b>
<b>Section A – Water Supply Screening Questions</b>	
1	Are you proposing a new water supply for this project? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Are you proposing changes to an existing water supply for this project? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Is there a connection to an existing water supply for the project? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered <b>No</b> to all <b>three of the above questions</b>, skip to Part VI. Otherwise, proceed with Part V.</i>
<b>Section B – General Water Supply Questions</b>	
1	Does this project involve a failed water supply? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Will any of the proposed water sources serve 25 or more people or have 15 or more service connections?..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, the Applicant must contact Water Supply Division at (802) 241-3400 for source, construction, and an operating permit.</i>
3	Are any of the existing or proposed water sources located within a special flood hazard area? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Are any of the existing or proposed water sources located within a floodway? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
5	Are any of the proposed water sources located within 1 mile of a hazardous waste site as designated by the Waste Management Division and identified on the Agency mapping website?..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please submit additional information on the site. The Waste Management Division can be reached at (802) 241-3888.</i>
6	Does your project require an approval letter from the Water Supply Division for the construction of a public water system, municipal water line extension over 500 feet, or hydrants or sprinkler systems? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please submit a copy of the approval letter from the Water Supply Division.</i>
7	Does the proposed or existing water supply(ies) use a water treatment device to obtain compliance with the quality requirements in the Water Supply Rule? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please submit addition information regarding the constituent(s) that exceeds the standards and plans, details, and specifications of the treatment device.</i>
8	Is any portion of the proposed water supply located in or near a Water Source Protection Area as designated by the Water Supply Division? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If in areas of known interference issues, please contact the Water Supply Division at (802) 241-3400.</i>







<b>Part VI</b>	<b>Wastewater Disposal System Information</b>
<b>Section A – Wastewater Disposal System Screening Questions</b>	
1	Are you proposing a new wastewater disposal system or replacement area for this project? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Are you proposing changes to an existing wastewater disposal system for this project? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Is there a connection to an existing wastewater disposal system for the project? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answered <b>No</b> to all <b>three of the above questions</b>, skip to Part VII. Otherwise, proceed with Part VI.</i>
<b>Section B – General Wastewater Disposal System(s) Questions</b>	
1	Does this project involve a failed wastewater disposal system? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Do any of the systems require a curtain or dewatering drain as part of the design? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Is a hydrogeologic study required for this project? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
4	If the project has a soil-based wastewater disposal system with design flows that exceed 1,000 GPD, is this project located in a Class A Watershed? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If the answer to question 4 is Yes, indicate the Class A Watershed in which the system(s) is located: <b>(a)</b> Class A Watershed Name
5	Are there any floor drains, existing or proposed as part of this project? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer to question 5 is Yes, indicate where the floor drains will discharge: <b>(a)</b> Floor Drain Discharge Point
6	If the project utilizes an Innovative/Alternative System or Product, has the applicant received a copy of the Wastewater Management Division's approval letter? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
7	Is any portion of the proposed wastewater disposal system located in or near a Water Source Protection Area as designated by the Water Supply Division? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, contact the Water Supply Division at (802) 241-3400.





<b>Part VII</b>	<b>Application Fees</b>
<b>1</b>	Fee Amount \$
<b>2</b>	Fee Calculation Details

<b>Part VIII</b>	<b>Designer Certification &amp; Copyright License</b>
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<b>Section A – Certifying Designer 1 Certification &amp; Copyright License</b>
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*"I hereby certify that in the exercise of my reasonable professional judgment, the design-related information submitted with this application is true and correct, and the design included in this application for a permit complies with the Vermont Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rules.*

*As the individual who prepared this application, including all documents that are marked as copyrighted, I hereby grant a non-exclusive, limited license to the State to allow the documents to be available for public review and copying in order to properly implement and operate the permitting programs for Wastewater Systems and Potable Water Supplies, and for no other purposes. As a condition to this license, the State agrees that it will not make any changes to such documents, nor will the State delete any copyright notices on such documents."*

<b>1</b>	Check the design(s) you are certifying. This should be the same as the Designer Role(s) you selected in Part II, Section A, Line 13. <input type="checkbox"/> Water Supply Designer <input type="checkbox"/> Wastewater Disposal System Designer	
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<b>2</b> Print Designer Name	<b>3</b> Designer Signature	<b>4</b> Signature Date
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<b>Section B – Certifying Designer 2 Certification &amp; Copyright License</b>
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*"I hereby certify that in the exercise of my reasonable professional judgment, the design-related information submitted with this application is true and correct, and the design included in this application for a permit complies with the Vermont Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rules.*

*As the individual who prepared this application, including all documents that are marked as copyrighted, I hereby grant a non-exclusive, limited license to the State to allow the documents to be available for public review and copying in order to properly implement and operate the permitting programs for Wastewater Systems and Potable Water Supplies, and for no other purposes. As a condition to this license, the State agrees that it will not make any changes to such documents, nor will the State delete any copyright notices on such documents."*

<b>1</b>	Check the design(s) you are certifying. This should be the same as the Designer Role(s) you selected in Part II, Section B, Line 13. <input type="checkbox"/> Water Supply Designer <input type="checkbox"/> Wastewater Disposal System Designer	
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<b>2</b> Print Designer Name	<b>3</b> Designer Signature	<b>4</b> Signature Date
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**Part IX Applicant(s) Signature & Acknowledgements**

In order to insure compliance with the requirements of the regulations administered by the Department of Environmental Conservation, Wastewater Management Division, it may be necessary to visit the property. As this would involve a Department employee entering private property, we request your approval to do so.

1 If we do visit your property, do you have any special instructions?

*"As landowner of the property for which I am requesting a permit from the Department of Environmental Conservation, I understand that by signing this application I am granting permission for the Department employees to enter the property, during normal working hours, to insure compliance of the property with the applicable rules of the Department.*

*I also understand that I am not allowed to commence any site work or construction on this project without written approval from the Department of Environmental Conservation.*

*If my project utilizes an Innovative/Alternative System or Product, I have received a copy of the Wastewater Management Division's approval letter and agree to abide by the conditions of the approval.*

*I also certify that to the best of my knowledge and belief the information submitted above is true, accurate and complete."*

2 Print Applicant Name	3 Applicant Signature	4 Signature Date
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