



Guidelines for the Electronic Submission of Stormwater Permit Applications

Summary

In an effort to reduce resource use and improve permitting efficiency, the Stormwater Section requests that applications for general and individual permits be submitted with electronic files on CD-ROM and that correspondence on issued and pending permits be made through email. This applies to all permits for which an online filing system is not available. Applications made with electronic files should follow a prescribed format.

Background

In the fall of 2006, the Stormwater Section issued a request to consultants that materials for new permit applications include a CD-ROM containing electronic files for all submitted materials. There are a number of improvements to permit processing and maintenance that can be realized with the use of electronic files, the overall result being faster processing, improved access, and reduced cost to the applicant and the State.

New Applications—Overview

The requested materials for general and individual permit applications are:

1. NOI or application form with traditional signatures, original or electronic (PDF) copy.
2. Check for processing fee.
3. All supporting documents (plans, schedules, checklists) on CD-ROM.

This applies to all regularly submitted stormwater permit applications (9003, 9015, 9020, individual construction, stormwater and offsets). At this time, online applications

Benefits of Electronic Files

1. Reduced resource use for original submission and resubmissions.
2. Improved speed of delivery to regional offices and of correspondence between staff and consultants via email.
3. Allows for requested revisions to be made directly on electronic plan and emailed.
4. Ready access to current and historical electronic files.
5. Reduced time for administrative processing of applications.
6. Faster overall permit processing.

can also be made for the Multi-Sector General Permit (3-9003) through the [eDEC system](#).

Format for Electronic Submission of Application Materials

All application materials should be provided on CD-ROM in two folders, “Application” and “Plans”. **Accepted file formats are PDF and Excel for worksheets.** CAD files are not currently accepted. There is no standard file naming convention, but please provide some indication of the file contents in the title.

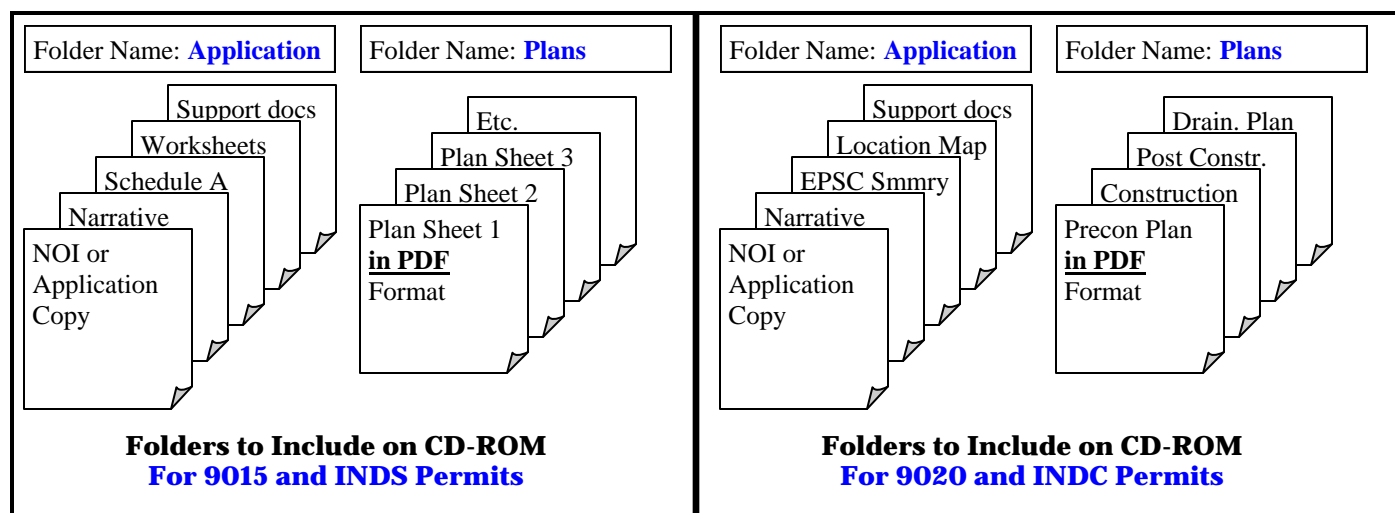
Contents for particular applications are as follows:

General Permit 9015 and Individual Stormwater Permits:

1. Application - containing all non-plan sheet documents: NOI or application copy, Narrative, Schedule A, worksheets, other supporting materials (soil logs, calculations).
2. Plans - all plan drawings in PDF format, one sheet per file .

General Permit 3-9020 and Individual Construction Permits:

1. Application - containing all non-plan sheet documents: NOI or application copy, EPSC Summary forms, narrative, other supporting materials.
2. Plans - all plan drawings in PDF format, one sheet per file.



Correspondence on Permit Applications and Authorizations

Electronic submission of permit-related correspondence is also requested, with the following guidelines:

1. Forms: - submission of all official forms (e.g. State SW permit inspection reports, restatements of compliance, permit transfers, construction notices of termination, discharge reports, etc.) must be to the Waterbury office, either in hard copy or emailed to stormwater@state.vt.us. Where signatures are required, either the original signed form or a scanned electronic copy (PDF) must be provided.

2. Non-form Correspondence: Any other correspondence related to permits under technical review (e.g. updated plan sheets) or previously authorized (e.g. State SW permit request for amendments, biweekly reports for individual construction reports) should be directed to the appropriate technical staff member (currently Waterbury or Essex Regional Office). Correspondence should be by email with PDF attachments. Please note that, where substantial changes are made to the technical content of a permit application during technical review, submission of a final, complete, electronic version of the appropriate plan set and technical application materials may be required prior to public notice (9015s, individual permits) or authorization (9020s).

3. Fees: Operating fees should continue to be mailed to the address listed on the billing invoice.

Your assistance in moving towards paper-free permitting is appreciated. If you have any questions, or require assistance in preparing electronic applications, please contact the district technical staff member for your project.

For further information on stormwater permitting, please visit the Stormwater Section [website](#).

