



State of Vermont
PERMIT AND LICENSE INFORMATION

LAND SUBDIVISION FACT SHEET

All subdivision of land requires a permit unless all of the lots created are unimproved and development restrictions are included in the deed for each lot.

If the property to be subdivided is improved and requires a septic system, the landowner must obtain a **Wastewater System and Potable Water Supply Permit** (see [Sheet #1](#)) prior to subdivision. The Permit is issued by a Regional Engineer (link to map below) located in one of five Regional Offices of the Wastewater Management Division of the Department of Environmental Conservation.

<http://www.anr.state.vt.us/dec/ww/EngServ.htm>

The landowner must hire a [licensed designer](#) to prepare the plans. Depending on whether or not the existing water and wastewater systems are fully complying and the distance from any buildings to the newly created property line, the location area for a replacement water and/or wastewater system may be required. Your designer will help you determine if a replacement system area designation is required.

If the property is served by municipal water and sewer, a designer will identify where the connections are to the municipal services and prepare a site plan. If one or more new lots are being subdivided for the construction of dwellings or other types of buildings, the designer will perform soil tests and design new wastewater systems and water supplies for the new lots.

If no building is to be constructed, undeveloped land may be transferred with development restrictions called "Notice of Permit Requirements." The restrictions are inserted into the deed and require any person who intends to develop the property with a building, which requires a septic system, to first obtain a **Wastewater System and Potable Water Supply Permit**. If the landowner does not deed an undeveloped parcel, the "Notice of Permit Requirements" must still be filed in the town land records.

The **Wastewater System and Potable Water Supply Permit** application form is located at <http://www.anr.state.vt.us/dec/ww/EngServ.htm>, or may be obtained from a Regional Office. Most designers will have application forms, as they must complete parts of the form.

LICENSED DESIGNERS:

Professional Engineers are listed under either civil or environmental engineers in the yellow pages, and must have been certified by the Secretary of State that they are compliant with licensing requirements including soils identification.

Class A and Class B designers (formerly "certified site technicians") are listed on the Licensed Designer website, and have passed a soils identification course given by the Wastewater Management Division.

Department of Environmental Conservation (DEC) District Environmental Commissions (Act 250)

DISTRICTS 1, 8 & 9

450 Asa Bloomer State Office Bldg.
Merchants Row,
Rutland, VT 05701-5903

Permit Specialist.....	786-5907
Regional Engineer.....	786-5900
Act 250 (Dist #1 & 8).....	786-5920
Act 250 (Dist #9).....	879-5614
River Management.....	786-5906

DISTRICTS 2 & 3

100 Mineral St, Ste #303
Springfield, VT 05156

Permit Specialist.....	885-8850
Regional Engineer.....	885-8855
Act 250 (Dist #2, 3 & 3A).....	885-8855
River Management.....	786-5906

DISTRICTS 4 & 6

111 West Street
Essex Junction, VT 05452

Permit Specialist.....	879-5676
Regional Eng (Dist #4 & 6).....	879-5656
Regional Eng (Dist #9).....	786-5900
Act 250 (Dist #4, 6 & 9).....	879-5614
River Management.....	879-5631

DISTRICTS 3A & 5

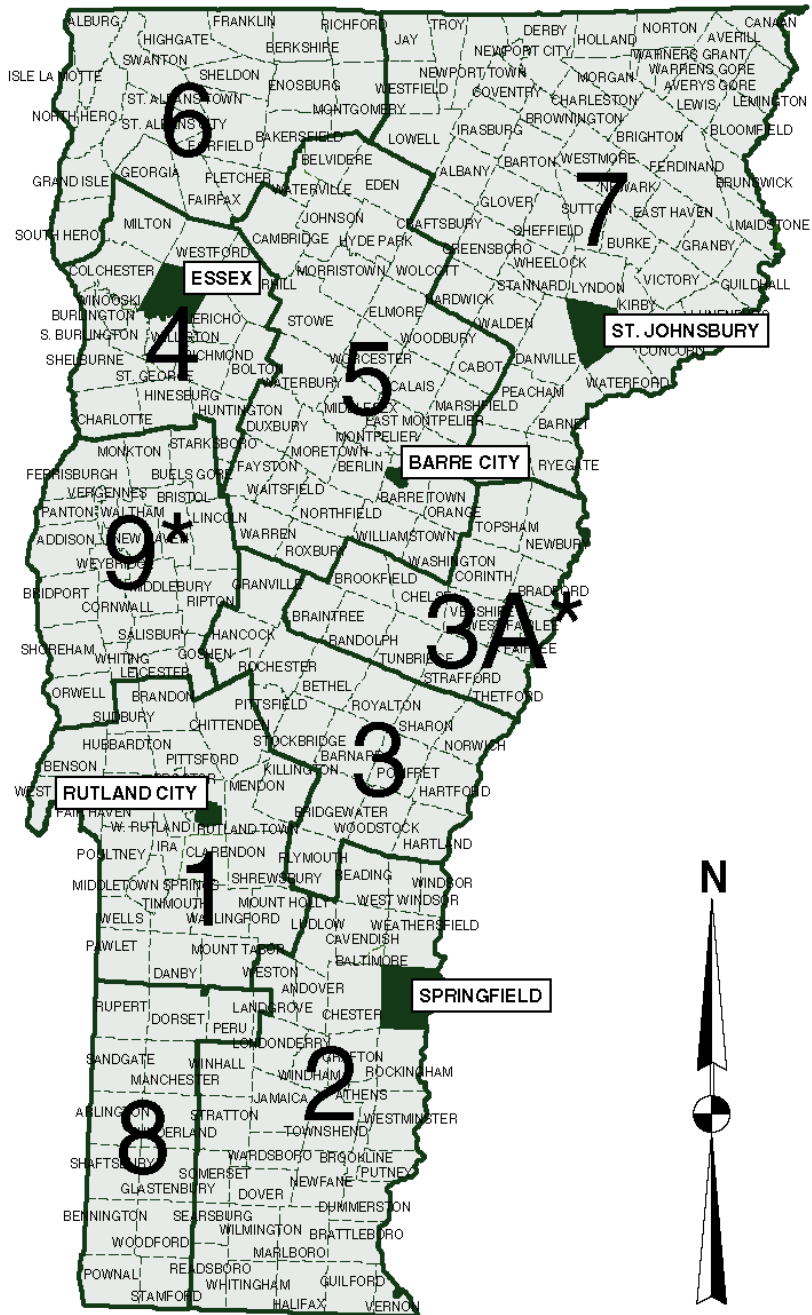
5 Perry Street, Suite 80
Barre, VT 05641

Permit Specialist.....	476-0195
Regional Engineer.....	476-0190
Act 250 (Dist #3A).....	885-8855
Act 250 (Dist #5).....	476-0185
River Management.....	879-5631

DISTRICT 7

1229 Portland St-Ste 201
St. Johnsbury, VT 05819

Permit Specialist (Tues).....	751-0127
Regional Engineer.....	751-0130
Act 250.....	751-0120
River Management.....	751-0129



3A* NOTE:

Towns in District 3A must contact the Springfield Office for Act 250 Permits. For Water Supply, Wastewater Disposal and Subdivision Permits, District 3A must contact the Barre Office.

9* NOTE:

Towns in District 9 must contact the Essex Junction Office for Act 250 Permits. For Water Supply, Wastewater Disposal and Subdivision Permits, District 9 must contact the Rutland Office.