

3-Acre Permit Obtainment Assistance Process



A. Award Letter

B. Submit W-9 Form via email

1C. Once 3-acre General Permit is authorized, submit paperwork for reimbursement costs

2C. Optional: Fill out Direct Payment Form for engineer (complete before W-9)

2D. Engineer proceeds with design work

2E. Informal check-in with Stormwater team, optional invoicing checkpoint

2F. Full notice of intent (NOI) submission and review. Mandatory invoicing checkpoint (must check in with POA program). Attach award letter when submitting NOI to receive an internal payment from CWIP team to Stormwater team for permit fees.

2G. Public Comment, optional invoicing checkpoint

2H. Permit Authorization, final invoice

Reach out to Madeline.Russell @Vermont.Gov with any questions

