

## Vermont Agency of Natural Resources, Department of Environmental Conservation Environmental Notice Bulletin – Frequently Asked Questions

Below are the answers to some common questions about the Department of Environmental Conservation's Environmental Notice Bulletin (ENB). For more detailed information see the [Department's related web page](#).

### **For Applicants:**

#### **Do I need to notify neighboring property owners of my application?**

*For some specific [types of applications](#), neighboring property owners must be notified at the time of application to the DEC. Some programs may have separate notification requirements; check with program staff if you have further questions.*

#### **Is there a specific form I should use to notify my neighbors of my application?**

*The form to be used to notify adjoining property owners is available in [letter](#) and [postcard](#) format.*

#### **I am applying for a shoreland permit. Do I need to notify all lakefront properties?**

*When applying for a shoreland permit which requires notification of adjoining property owners, it is the properties which have a land boundary in common which must be included in the notification.*

#### **Why is my application not showing up on the ENB when I search for it?**

*Applications appear on the ENB when they are deemed administratively complete by the Department, which is when all information required on the application has been received and all application fees paid.*

#### **How long does it take for an application to be posted to the ENB?**

*Depending upon the type of application and what is required for it to be deemed administratively complete, it can take from a couple of days up to several weeks for the application to be posted.*

#### **I applied for a Wastewater/Potable Water Supply permit; why is it not on the ENB?**

*Wastewater and Potable Water Supply permits are not noticed on the ENB. You may search for your permit from this [Department web page](#).*

#### **Why do some of the permits I've applied for have different comment period lengths?**

*The comment period varies for different types of applications; some emergency-type applications have no comment period available, others may have a two-week or month-long comment time. In some situations, the comment period may be extended.*

## Can't Find What You're Looking For?

**I received a notice from the Department of Environmental Conservation in the mail that I am an adjoining property owner to a proposed activity, but I do not see the application on ENB What does this mean?**

*An applicant is required to provide notice to their adjoining property owners prior to applying to the Department and must certify that they have notified adjoining property owners with their application.*

*Applications for activities only appear on ENB after they have been deemed administratively complete by the Department which means all information has been provided and any fee has been received. Therefore, it could take several weeks for the public notice of your activity to appear on ENB. Adjoining property owners should check back again after one or two weeks of receiving a notice in the mail.*

*In addition, you can register to receive notifications of activities in your Town so you would know when the application was administratively complete and posted to ENB.*

*Please note that the town field on ENB represents where the project or activity will take place (which is not necessarily the applicant's mailing address). Users should keep this in mind when searching.*

**I am looking for a certain permit type but don't see it on ENB- is there another place I can find it?**

*Yes. ENB is for permit or other activity applications that are governed by [Act 150](#), but some permits are exempt because they have different notice procedures or may not require a public notice period. You can visit [DEC's permit information page](#) to learn more about activities that are not required to be publicly noticed on ENB.*

*Exempt Permits/Activities include:*

- *Resource Conservation and Recovery Act (RCRA) permits;*
- *Hazardous Waste Facility - Certificates of Need;*
- *On site wastewater and potable water supply; and*
- *Unsafe Dam Orders*

**The permit/activity type that I am looking for is a type that should be noticed on ENB, but I can't find the activity I am looking for- is there someplace else I should be looking?**

*Yes, during this transition period applications that were deemed administratively complete prior to January 1, 2018 will not be noticed through the new ENB and the applications will be reviewed under former procedures. Please visit [DEC's Public Notice page](#) to learn where to find these applications on notice.*

## **General Questions:**

### **Am I able to use the ENB without creating an account?**

*Yes, you are able to search for applications without an ENB account. An account is required for setting up a notification subscription and receiving email updates related to applications in which you are interested.*

### **Can I get automatic updates from the ENB for certain applications?**

*Yes, if you establish an account on the ENB, you may set up a notification request for certain types of applications/geographic areas. You may also request receipt of email notifications of updates to specific applications once they are in the system.*

### **How do I get more information about a specific application?**

*If there is additional information you would like to receive regarding a specific application, contact the DEC staff person whose contact information appears on the application's Activity Profile page.*

### **Can anyone appeal a final decision?**

*In order to appeal the decision made by the Department, a person must have submitted a comment(s) to the Department regarding the application. The appeal must be based upon information related to the comment(s) submitted.*

### **I missed the comment period, am I still able to make a comment?**

*If you missed the comment period on an application, contact the program staff person listed on that application's Activity Profile page.*