

# Shoreland Protection Permit Application

Under Chapter 49A of Title 10, § 1441 et seq.



VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
**WATERSHED MANAGEMENT DIVISION**  
 LAKES & PONDS PROGRAM

<b>Application Number:</b> 3902-SP <b>For Shoreland Permitting Use Only</b>		
Submission of this application constitutes notice that the person in Section A intends to create impervious surface and/or cleared area within the Protected Shoreland Area, and certifies that the project will comply with Chapter 49A of Title 10, § 1441 et seq. All information required on this form must be provided, and the requisite fees (Section I) must be submitted made payable to the State of Vermont, to be deemed complete. Refer to the <a href="#">Application Instructions</a> for guidance in completing this application.		
<b>A. Parcel Information</b>		
1. Physical Address (911 Address):		
2. Town - County:	3. Zip:	
4. SPAN (###-###-#####):	The School Parcel Account Number can be obtained from your property tax bill or requested from your Town	
5. Identify the coordinates for where the parcel is located. (decimal degrees, can be found on Google Maps)		
Latitude:		Longitude:
6. Name of Lake/Pond:	7. Total Shore Frontage:	feet
8. Was the parcel of land created before July 1, 2014?	Yes	No
9. Are there wetlands associated with or adjacent to this parcel?  Contact the Wetlands Program (802) 828-1115 or <a href="https://dec.vermont.gov/watershed/wetlands">https://dec.vermont.gov/watershed/wetlands</a>	Yes	No
10. Have you ever applied for a permit with the Agency of Natural Resources associated with this parcel? If so, please describe (e.g., Wetlands, Act 250, Wastewater, etc.).		
11a. Is this application for a Shoreland permit amendment?      Yes      No  <i><b><u>If no, skip 11b. and 11c.</u></b></i>	11b. What is the original permit number of your approved Shoreland permit?	11c. Amendment type?  Major                      Minor
12. What is the square footage of your parcel within 250 feet of mean water level (the Protected Shoreland Area)?		Sq. ft.*
13. What is the square footage of all <b>existing impervious surfaces</b> within 250 feet of mean water level (e.g., all structures, decks, patios, paved and unpaved driveways, parking areas, etc.)?		Sq. ft.*
14. What is the square footage of all <b>existing cleared area</b> within 250 feet of mean water level (cleared area includes all impervious surfaces plus maintained lawn and landscaped areas)?		Sq. ft.*

\*round to the nearest whole number

## B. Project Description

1. Describe the proposed project. For this application to be considered administratively complete you must include:

- a) site plans that show the dimensions of existing and proposed cleared area and impervious surface, and distances from mean water level. **For amendments**, site plans that show proposed changes to the approved project that includes alterations to the approved cleared area and/or impervious surface footprints. Include the dimensions of approved and proposed cleared area and/or impervious surface, and distances from mean water level.
- b) no fewer than three photos of the project area.
- c) if your project includes shoreland stabilization measures that would otherwise not meet the applicable setback standard from mean water level, complete the [shoreland stabilization measures addendum](#) in addition to this form.

2. For **developed** parcels, how far is the existing habitable structure from Mean Water Level (MWL) \_\_\_\_\_(feet) and how far will new cleared area or impervious surface be from MWL \_\_\_\_\_(feet)?

**OR**

For **undeveloped** parcels, how far will new cleared area or impervious surface be from MWL \_\_\_\_\_(feet)?

3a. Identify the slope of the project area:  
\_\_\_\_\_%

3b. Is the slope of the project area less than 20%? If yes, skip question 3c.

Yes

No

3c. If no above (3b), describe the measures taken to ensure the slope is stable, resulting in minimal erosion and impacts to water quality:

4a. What is the surface area of **new impervious surface** associated with this project or amendment?

\_\_\_\_\_ square feet\*  
\*round to the nearest whole number

4b. Identify the **total resulting impervious surface** after completion of the project and prior to implementation of best management practices:  
\_\_\_\_\_ square feet

**(Question A13 + Question B4a = total resulting impervious surface)**

4c. Is the total resulting impervious surface 20% or less of the parcel area within the Protected Shoreland Area? If you are not creating any new impervious surface, check N/A. If yes, skip Question 4d.      Yes      No      N/A

**(Question B4b ÷ Question A12) x 100 = \_\_\_\_\_% impervious surface within the Protected Shoreland Area**

4d. If no above (4c), describe the best management practices used to manage, treat, and control erosion generated by stormwater runoff from the portion of the impervious surface that exceed 20%:

5a. What is the surface area of <b>new cleared area</b> associated with this project or amendment?  _____ square feet* <small>*round to the nearest whole number</small>	5b. Identify the <b>total resulting cleared area</b> after completion of the project and prior to implementation of best management practices: _____ square feet  <b>(Question A14 + Question B5a = total resulting cleared area)</b>
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5c. Is the total resulting cleared area 40% or less of the parcel area within the Protected Shoreland Area? If you are not creating any new cleared area, check N/A. If yes, skip Question 5d. Yes                      No                      N/A

**(Question B5b ÷ Question A12) x 100 = \_\_\_\_\_ % cleared area within the Protected Shoreland Area**

5d. If no above (5c), establishing vegetative cover (revegetation) equal to or greater in surface area than the proposed new cleared area is the only acceptable best management practice. Identify the surface area and location on the parcel of the proposed revegetation.

**C. Landowner/Applicant Information and Certification**  
*All landowners must sign the application. Submit additional pages if necessary.*

Name: \_\_\_\_\_


Mailing Address: _____	City/Town: _____	State: _____	Zip: _____
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Phone Number: _____	Email Address: _____
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Have you completed the voluntary [Natural Shoreland Erosion Control Certification](#) course? Yes                      No

If yes, please include the location and year you attended the course. Year and location:  
 A [list of certified contractors](#) is also available online.

**Landowner/Applicant Certification:**  
 As LANDOWNER/APPLICANT, I hereby certify that the statements presented on this application are true and accurate and recognize that by signing this application, I agree to complete all aspects of the project as authorized. I understand that failure to comply with the foregoing may result in violation of the Shoreland Protection Act, 10 V.S.A. Chapter 49A, and the Vermont Agency of Natural Resources may bring an enforcement action for violations of the Act pursuant to 10 V.S.A. chapter 201.

Landowner/Applicant Signature  Date: \_\_\_\_\_

**D. Application Preparer Information and Certification (check box if same as Section C.  )**

Name: \_\_\_\_\_

Mailing Address: _____	City/Town: _____	State: _____	Zip: _____
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Phone Number: _____	Email Address: _____
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Have you completed the voluntary [Natural Shoreland Erosion Control Certification](#) course? Yes                      No

If yes, please include the location and year you attended the course. Year and location:

A [list of certified contractors](#) is also available online.

**Application Preparer Certification:**

As APPLICATION PREPARER, I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Check this box to request co-applicant status. By checking this box, you will be considered a co-permittee and are responsible for the conditions of the permit. Co-permittee status is required for any individual or entity other than the permittee that is creating new cleared area or new impervious surface.

Application Preparer Signature  Date: \_\_\_\_\_

**E. Adjoining Property Owner Notification (Required action – the application will be incomplete without APO notification)**

I certify, by initialing to the left, that I have notified adjoining property owners of the proposed project using the [letter](#) template sent by U.S. Mail, as described in the [Adjoining Property Owner Notification Guidance](#).

**F. Additional Documentation (Please check to ensure you have completed the following)**

- All sections of the application are complete (or otherwise indicate “not applicable”).
- Application includes site plans denoting existing and proposed cleared area and impervious surface.
- Project description includes dimensions and distances to mean water level.
- Application includes three photos of the project area.
- [Shoreland stabilization measures addendum](#) included if applicable.

**G. Permit Application Fees (Administrative Processing + Application Review Fee)**

Administrative Processing Fee: \$125.00		<b>\$125.00</b>
Application Review Fee: \$0.50 per square ft. of <b>new impervious surface</b>	0.5 x _____ (from Question B4a) =	+ _____
<b>Total Fee Due:</b>		= _____

**Application submittal:**

Please submit this form and payment using ANROnline: [https://anronline.vermont.gov/?formtag=WSMD\\_Intake](https://anronline.vermont.gov/?formtag=WSMD_Intake)

Direct questions to: [ANR.WSMDShoreland@vermont.gov](mailto:ANR.WSMDShoreland@vermont.gov). If unable to submit online mail the completed application form, all required supporting materials, and a check for the correct application fee to:

**Vermont DEC - Watershed Management Division, Shoreland Program**  
**1 National Life Drive, Davis 3**  
**Montpelier, VT 05620-3522.**

Make checks payable to: State of Vermont

**Refund Policy**

- If an application is modified, withdrawn or denied after technical review has commenced; all fees are retained.
- If an application is withdrawn prior to administrative review; all fees will be refunded.
- If an application is withdrawn after administrative review but prior to commencement of technical review, deemed administratively incomplete and returned to applicant, or determined that a permit is not required; administrative fees are retained and permit application review fees will be refunded.

Project Name \_\_\_\_\_ Project No. \_\_\_\_\_

Regarding 303 Holiday Dr Road Date 11/4/2022

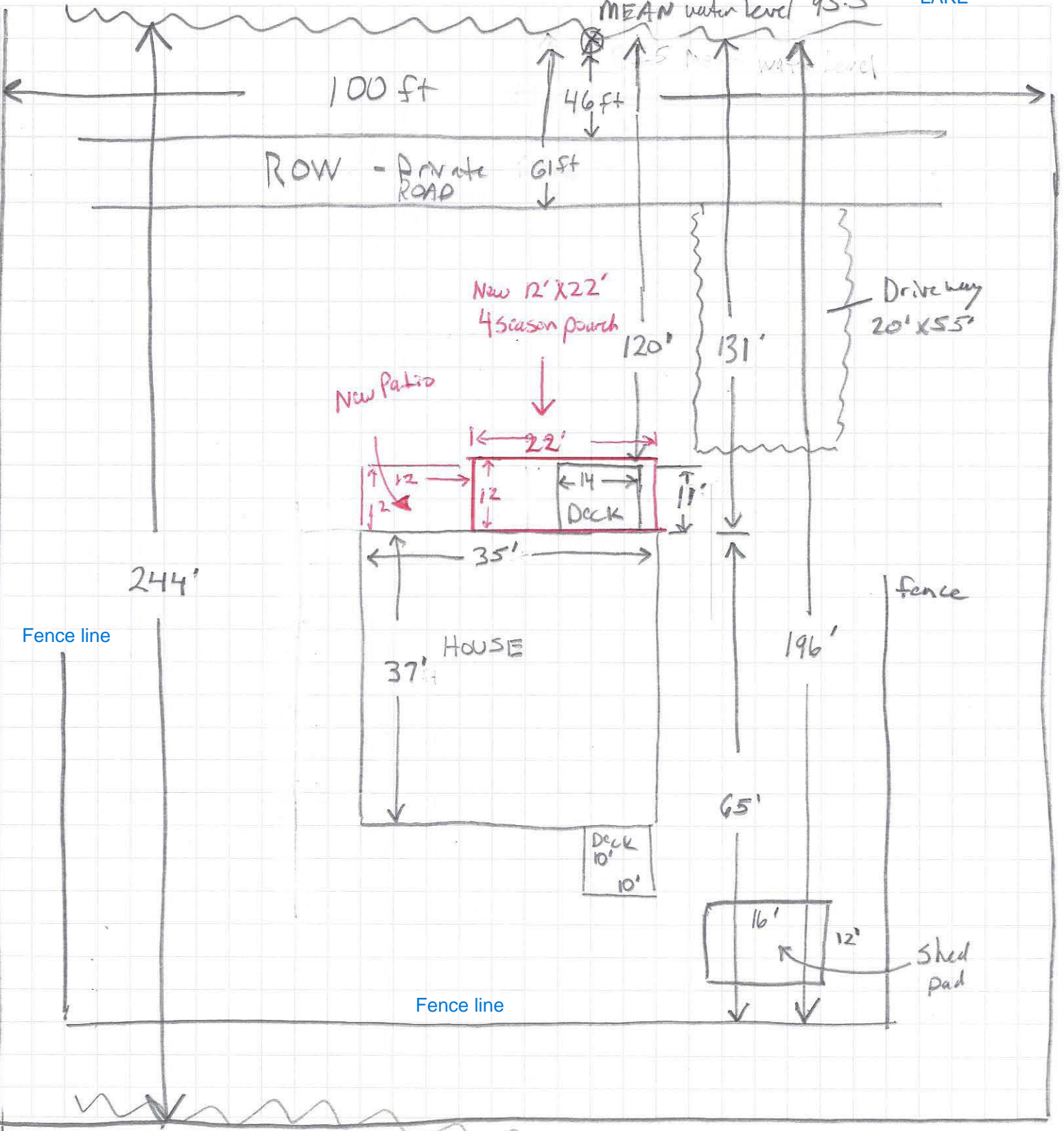
Scale Bshlmann Sheet No. \_\_\_\_\_ of \_\_\_\_\_

Parcel 03-03-82  
0.56 acre 100' x

Not To Scale

LAKE

LAKE



Wetlands







**From:** Sewell, Krystal T  
**Sent:** Wednesday, February 22, 2023 1:20 PM  
**To:** Chris Bohlmann  
**Cc:** Follensbee, Julie; Woods, Laura  
**Subject:** RE: FW: Shoreland Permit Application Number 3902 Under Technical Review, Northeast Arm - Lake Champlain

Hi Chris,

Thank you for getting back to us with your updated plan. The adjustments as you have described them (adding a front 3 season room over the top of the current deck, expanding it slightly and covering it and making the adjustments to get to <250 sq ft) are permissible under Allowed Use 6.12 of the Vermont Wetland Rules and do not require a wetland permit.

You do not need to revise your Shoreland permit application. After speaking with Laura and my wetlands colleague, it is preferable for you to leave the application as is to simplify the process of adding the patio in the future. Please ensure you remain in contact with Lakes and Ponds- as this may require an amendment to your Shoreland permit. If/when you are ready to pursue the patio and have had a wetland delineation- please reach out and we will come out to review the delineation. If necessary, based on the delineation results, you can move forward with the wetland permitting process.

Thank you for working with the Wetlands Program, and good luck on your projects.

<https://dec.vermont.gov/watershed/wetlands/jurisdictional/permit-info>  
<https://dec.vermont.gov/watershed/wetlands/what/id/wetland-consultant-list>

**Krystal T. Sewell** (she/her) | District Wetlands Ecologist  
Vermont Department of Environmental Conservation  
Watershed Management Division, Wetlands Program  
Davis 3, 1 National Life Dr | Montpelier, VT 05620-3901  
802-490-6758

<https://dec.vermont.gov/watershed/wetlands>



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**From:** Chris Bohlmann <[bohlmann.ck@gmail.com](mailto:bohlmann.ck@gmail.com)>  
**Sent:** Wednesday, February 22, 2023 7:32 AM  
**To:** Sewell, Krystal T <[Krystal.T.Sewell@vermont.gov](mailto:Krystal.T.Sewell@vermont.gov)>  
**Cc:** Follensbee, Julie <[Julie.Follensbee@vermont.gov](mailto:Julie.Follensbee@vermont.gov)>; Woods, Laura <[Laura.Woods@vermont.gov](mailto:Laura.Woods@vermont.gov)>  
**Subject:** Re: FW: Shoreland Permit Application Number 3902 Under Technical Review, Northeast Arm - Lake Champlain

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**

Thank you Krystal for the clarification and spelling out the options.

I don't want to switch the porch and deck due to how we want the porch to enhance the living space.

Here is how I would like to proceed.

I would like to utilize the one-time expansion of 250 sq ft by adding a front 3 season room over the top of the current deck, expanding it slightly and covering it and making the adjustments to get to <250 sq ft.

I will remove the patio from the plans and that area will remain undisturbed.

My understanding is this <250sq ft expansion of existing infrastructure will not require a wetland permit.

I believe my next step is to revise the Shoreland Permit showing the new plan without the patio and meeting the cumulative 250sq ft expansion limit.

I don't need to submit a new permit but just a change to the drawing and description in my original permit.

Krystal/Laura

Will you please confirm this is what I should do? Following that, I will submit a new drawing in my submission HPP-Q529-NQOCV

Thank you,

Chris Bohlmann

[bohlmann.ck@gmail.com](mailto:bohlmann.ck@gmail.com)

912-433-1507

On Thu, Feb 16, 2023 at 2:35 PM Sewell, Krystal T <[Krystal.T.Sewell@vermont.gov](mailto:Krystal.T.Sewell@vermont.gov)> wrote:

Hi Chris,

Thank you for reaching out to the Wetlands Program regarding your Shoreland permit application.

The property in question has a wetland mapped on the Vermont Significant Wetland Inventory (VSWI) Map. This is determined to be Class II wetland and is protected under the Vermont Wetland Rules. Please note that the VSWI maps show only an approximate location of wetlands. The exact boundaries of the wetland would need to be determined during the growing season, with a wetland delineation. Class II significant wetlands and their 50-foot buffers are protected under the Vermont Wetland Rules (VWR). Any activity in the wetland or 50-foot buffer zone may need a Vermont Wetland Permit before you start work.

Under the Vermont Wetland Rules, you are allowed a ONE-TIME expansion of existing infrastructure on a property *less than 250 sq. ft.* into the wetland/buffer, with no permit needed. This includes the full limit of disturbance, not just the structure, and is inclusive of both permanent and temporary impacts. For example: adding a bay onto the existing garage, or a deck onto the existing house. We are looking at total cumulative impacts to be less than 250 sq. ft to qualify as an Allowed Use. Impacts greater than 250 sq feet would trigger the need for a permit.

According to your site plan- your project (upgrading the deck to a 4-season porch and adding a new patio) consists of a total of 408 sq feet. While building a four-season porch over the existing deck would be considered new impact for the purposes of this calculation, improving the existing deck or replacing it with a patio (essentially 2D to 2D) would not be counted towards the total. If the patio and covered porch in your plan could trade places, the project would be at about 254 sq feet of new impact. Some minor adjustments would then get you to 249 sq ft- making this an allowed use and no permit required.

If you want to move forward with the design as is- a wetland delineation will be required to confirm that the project is outside of Class II wetland and buffer zone, or for permitting. Wetland permitting is required for any work that occurs in the wetland or buffer zone that is not considered an allowed use, in this case new impacts greater than 250 sq feet. Avoidance and minimization of impacts is a requirement of permitting process, and the burden of proof is on the applicant to demonstrate there will be no undue-adverse impacts on wetland functions and resulting from the project. If you can stay outside of the wetland and buffer, a permit will not be required. If you can minimize impacts, you may qualify for a general permit. You can find information about state wetland permitting here:

<https://dec.vermont.gov/watershed/wetlands/jurisdictional/permit-info>

You can find a list of consultants who perform wetland delineations here:

<https://dec.vermont.gov/watershed/wetlands/what/id/wetland-consultant-list>. Once this delineation has been obtained, you should schedule a site visit with our office to review the delineation.

I hope this provides you the necessary information to move forward with your project and Shoreland Permit application. Please reach out with any questions.

Thank you.

**Krystal T. Sewell** (she/her) | District Wetlands Ecologist  
Vermont Department of Environmental Conservation  
Watershed Management Division, Wetlands Program  
Davis 3, 1 National Life Dr | Montpelier, VT 05620-3901  
802-490-6758  
<https://dec.vermont.gov/watershed/wetlands>



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**From:** Follensbee, Julie <[Julie.Follensbee@vermont.gov](mailto:Julie.Follensbee@vermont.gov)>  
**Sent:** Thursday, February 9, 2023 2:30 PM  
**To:** Chris Bohlmann <[bohlmann.ck@gmail.com](mailto:bohlmann.ck@gmail.com)>  
**Cc:** Sewell, Krystal T <[Krystal.T.Sewell@vermont.gov](mailto:Krystal.T.Sewell@vermont.gov)>  
**Subject:** FW: Shoreland Permit Application Number 3902 Under Technical Review, Northeast Arm - Lake Champlain

Hi Chris,  
Thank you for reaching out. The Wetlands Program will review and respond, hopefully next week.  
Regards,  
Julie

**Julie Follensbee** (she/her) | District Wetlands Ecologist  
Vermont Department of Environmental Conservation  
Watershed Management Division, Wetlands Program  
Davis 3, 1 National Life Dr | Montpelier, VT 05620-3901  
802-490-6175 (office)  
<https://dec.vermont.gov/watershed/wetlands>

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**From:** Chris Bohlmann <[bohlmann.ck@gmail.com](mailto:bohlmann.ck@gmail.com)>  
**Sent:** Friday, February 3, 2023 3:49 PM  
**To:** Follensbee, Julie <[Julie.Follensbee@vermont.gov](mailto:Julie.Follensbee@vermont.gov)>  
**Subject:** Fwd: Shoreland Permit Application Number 3902 Under Technical Review, Northeast Arm - Lake Champlain

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**

Hi Julie,  
I am following up on Shoreland Permit Application Number 3902 which has been under Technical review.  
Can you please get in touch with me concerning this application.

Thank You

Chris Bohlmann  
[bohlmann.ck@gmail.com](mailto:bohlmann.ck@gmail.com)  
912-433-1507

----- Forwarded message -----

**From:** Woods, Laura <[Laura.Woods@vermont.gov](mailto:Laura.Woods@vermont.gov)>  
**Date:** Wed, Jan 4, 2023 at 8:42 AM  
**Subject:** RE: Shoreland Permit Application Number 3902 Under Technical Review, Northeast Arm - Lake Champlain  
**To:** Chris Bohlmann <[bohlmann.ck@gmail.com](mailto:bohlmann.ck@gmail.com)>  
**Cc:** Bean, Kelcie (she/her) <[Kelcie.Bean@vermont.gov](mailto:Kelcie.Bean@vermont.gov)>

Hi Chris,

Just following up on this. Have you been able to reach out to the Wetlands Program?

**Laura Woods** | Lake and Shoreland Ecologist  
Vermont Department of Environmental Conservation  
Watershed Management Division, Lakes and Ponds Program  
1 National Life Drive, Davis 3 | Montpelier, VT 05620-3522  
802-490-6100 | [laura.woods@vermont.gov](mailto:laura.woods@vermont.gov)  
<https://dec.vermont.gov/watershed/lakes-ponds>

***Written communication to and from state officials is considered public record and is subject to public review***

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**You may now submit permit applications, compliance reports and fee payments through our new online form to expedite its receipt and review:** [https://anonline.vermont.gov/?formtag=WSMD\\_Intake](https://anonline.vermont.gov/?formtag=WSMD_Intake). Division staff contact information can be found online here: <https://dec.vermont.gov/watershed/contacts>.

*The Agency of Natural Resources supports telework, and there are times when I may be working from another office location. I am available to connect by phone and email. I am also available to connect in-person upon request.*

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**From:** Bean, Kelcie (she/her) <[Kelcie.Bean@vermont.gov](mailto:Kelcie.Bean@vermont.gov)>  
**Sent:** Wednesday, December 7, 2022 11:24 AM  
**To:** Woods, Laura <[Laura.Woods@vermont.gov](mailto:Laura.Woods@vermont.gov)>; Chris Bohlmann <[bohlmann.ck@gmail.com](mailto:bohlmann.ck@gmail.com)>  
**Subject:** RE: Shoreland Permit Application Number 3902 Under Technical Review, Northeast Arm - Lake Champlain

Hi Chris,

I apologize if my original email was unclear. To make contacting the wetland ecologists easier, the program created an online inquiry form that applicants can fill out that will automatically send your responses to the wetlands program: <https://forms.office.com/g/NYE1dgvnuJ>

You can use this form if you haven't already been in touch with your regional wetland ecologist.

Thank you,

Kelcie Bean (she/her)

*You may now submit permit applications, compliance reports and fee payments through our online form to expedite its receipt and review: [ANR Online Intake Form](#)*



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**Kelcie Bean (she/her)**, Environmental Technician  
Vermont Agency of Natural Resources | Department of Environmental Conservation  
Watershed Management Division | Business & Operation Support Services (BOSS)  
1 National Life Drive, Davis 3 | Montpelier, VT 05620-3522  
802-490-6195 (o/c) | [Kelcie.bean@vermont.gov](mailto:Kelcie.bean@vermont.gov)  
<http://dec.vermont.gov/watershed>

*The Agency of Natural Resources supports telework, and I work primarily remotely. I am available to connect by phone and email.*

*Public Records Statement: Written communications to and from state officials regarding state business are considered public records and may be subject to public scrutiny.*