

What do I need to submit the Initial NOI?

1. Applicant Information
 - a. If the application is for a multi-lot development, the application shall include the owners' association, condominium association, or other common association as co-applicant.
2. Preparer Information
3. Site/Project Information
 - a. Project name
 - b. Project Description
 - c. Physical Address
 - d. Project Town
 - e. SPAN #'s
 - i. If there are multiple lots, all SPANs will need to be listed (###-###-#####)
 - f. Location Coordinates (Latitude/Longitude)
 - g. Permits Previously Issued to this Project
 - h. Is there an associated Act 250 permit
 - i. Total Impervious area (if there are discharges to Class A and Class B waters the impervious to each needs to be determined and listed accordingly)
 - i. Class A receiving water impervious
 - ii. Class B receiving water impervious
4. Attachments
 - a. Include a site plan identifying all impervious surface on the parcel(s) requiring permit coverage. Acceptable plans may be based on the most current readily available remote imagery, including ANR Atlas, with hand-digitized estimates of impervious surface, or other GIS-based applications using hand or automated means for estimating impervious surface. Site plans, including new plans or plans approved under a previously-issued permit, that are based on in-field surveys of impervious surface may also be used.
5. Certifications and Signatures
 - a. The application shall be signed by a professional engineer licensed pursuant to 26 V.S.A. Chapter 20 and practicing within the scope of their engineering specialty.
 - b. A signature page will be available for all permittees to sign and include as an attachment.