

Department of Environmental Conservation & Natural Resources Board

Requesting a Project Review Sheet

Whenever a project is proposed that may require state environmental or other permits, a Permit Specialist can be asked to complete a Project Review Sheet. It is intended to assist the applicant by providing a list of potential permits. In some cases, a Project Review Sheet is required for a license or funding processes.

Based upon the information submitted, the Permit Specialist will decide if the information is adequate, describe the proposed project and begin the Project Review Sheet. Two major programs, Water & Wastewater and Act 250, will review the project description and sign the Project Review Sheet. Their signature is referred to as a Jurisdictional Opinion.

A request for a Project Review Sheet should include the following information:

- The project name
- The project location (911 address)
- The property owner's name, address, phone number and email address
- The applicant's name, address, phone number and email address
- A detailed description of the proposed project including the size of the parcel
- A description of the existing use of the property
- When did the existing use begin
- Any prior wastewater permits
- Any prior Act 250 permits
- Any prior state permits
- Site plans if available

The Permit Specialist in the Regional office serving the town your project is located in, can be found on the Environmental Assistance website; <http://www.anr.state.vt.us/dec/ead/pa>

