

# OFF-SITE ACTIVITY SUBMITTAL



- **This form is to be completed in its entirety by the Contractor/District Tech** when proposing any waste, borrow, or staging area or any work outside the defined Contract construction limits, unless an Exemption Record Form has been done.
- **Submit to Karen Spooner:** [karen.spooner@vermont.gov](mailto:karen.spooner@vermont.gov) , Phone: (802)828-2169, Fax: (802)828-2334, VTrans Highway Division, Environmental Section, One National Life Drive, Montpelier, VT 05633-5001
- **Submit a copy to the Resident Engineer**
- **Allow 21 calendar days (see Section 105.25 (c) of the VTrans Standard Specifications For Construction) for review once the application is administratively complete.**

▪ **SUBMITTAL INFORMATION**

<b>Project Name&amp; Number/District:</b> _____	<b>Contractor/District Tech:</b> _____
<b>Contact:</b> _____	<b>Phone:</b> _____
<b>Fax:</b> _____	<b>E-mail:</b> _____
<b>Resident Engineer:</b> _____	<b>Phone:</b> _____
<b>Project Manager:</b> _____	

- **PROPOSAL INFORMATION** (Select one type of area being proposed for use per submittal and describe associated characteristics)

<input type="checkbox"/> Waste	<input type="checkbox"/> Borrow	<input type="checkbox"/> Staging	<input type="checkbox"/> Other (ex. dewatering location): _____
Material: Type (asphalt, concrete, earthen, etc.) _____		Quantity (yds <sup>3</sup> ) _____	
Total Area of Land Disturbance (sq ft) _____			
Will there be any tree cutting? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Additional Info: _____			

- **LANDOWNER/PROPERTY INFO** (Fill all applicable boxes; **attach a Location Map and Sketch of Area**)

<b>Name:</b> _____	<b>Address:</b> _____	<b>Phone:</b> _____
Print Name	Full Address	
<b>Town Site is located in:</b> _____		
<input type="checkbox"/> Private Residential/Commercial	<input type="checkbox"/> Town/State Owned Facility	<input type="checkbox"/> Other
Additional Info: _____		
Are there other users of this site? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Known past uses: _____		
<input type="checkbox"/> Location Map (Google or other map that shows the site location)		
<input type="checkbox"/> Sketch of Area: <input type="checkbox"/> North arrow <input type="checkbox"/> Approx scale <input type="checkbox"/> Recognizable features		
<b>Permit Info:</b>		
Act 250 Permit Exists? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, # _____ Copy Enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
List of Other Existing Permits: _____		

<b>Landowner Agreement</b> ( <i>Signature is required for all private, town, and state owned properties</i> )	
I, _____, warrant that the information in the above permit application is accurate and agree to the	
<i>Landowner/Facility Manager Signature</i>	
specifications set forth in Section 105.25-105.28 of the latest VT AOT Standard Specifications for Construction provided by the Contractor. In addition I agree to the use of the proposed area by _____ as shown on the attached sketch. If acting	
<i>Name of Contractor</i>	
as the agent of the Landowner, I warrant (1) that the Landowner has the full right, power, and authority to authorize the proposed use, (2) that I am authorized to act as the Landowner's agent, and (3) that my authority to act as the Landowner's agent has not been revoked.	
Date: _____	

**This clearance is for the Natural and Cultural Resources Only.**