

Notice regarding the Act 250 Paperless Application Process

STARING MONDAY OCT 3, 2016

We are pleased to announce the development and roll out of “PAPERLESS” – our new electronic and environmentally friendly application program, effective October 3, 2016

Following a successful pilot study in the Springfield office, we are implementing a paperless (i.e., electronic) Act 250 application process on a statewide basis, **commencing Monday, October 3, 2016**. Please see below for additional information and more details.

The paperless application process will reduce costs associated with copying and mailing, reduce the amount of paper used and produced, and substantially facilitate and expedite the sharing and distribution of documentation for applicants and participants alike in the Act 250 process. A summary of the major changes:

A link to the updated “Application Guide: Act 250 Land Use Permit (10 V.S.A., Ch. 151)” is available on our NRB website: <http://www.nrb.state.vt.us/lup/publications/guide.pdf>

- Starting on **Monday, October 3, 2016** applicants will submit applications electronically to our District Office, along with one paper copy of the application, Schedule G, and any site plans and supplemental material. **For those applicants submitting application in District 2, please continue to follow the entirely paperless application submission process (i.e., no paper copies should be submitted in District 2).**
- **On October 3, 2016**, our Publications page (<http://www.nrb.state.vt.us/lup/publications.htm>) will contain the following links:
 - Act 250 Application Form
 - Schedule G “Notice of Application” Form
 - Exhibit List
 - District Statutory Email List (District 1, 2, 3, 4, 5, 6, 7, 8, & 9)
 - Application Guide
- The applicant will email the “Schedule G – Notice of Application” form as an attachment to all statutory parties. This is the notice to the Town that the application has been filed.
- In lieu of a paper copy of the application, all statutory parties (Town Selectboard, Town Planning Commission, Regional Planning Commission, state agencies) will access the electronic application and accompanying documents online, by clicking on the link provided in the Schedule G form.

A public computer kiosk is available at each of the Act 250 regional offices with staff who can provide technical assistance when needed.

We recommend making an appointment if your application has complexity, and additional service assistance is necessary. If you have any questions call and talk to your district Coordinator.