

City of Essex Junction Sewer Allocation Request

Instructions:

- 1) *Submit the completed form to the planning and zoning department electronically at thass@essexjunction.org during the conceptual plan review and amend at final plan review, if necessary.*
- 2) *Provide copies of state-issued wastewater permits or state wastewater permit exemptions- For more information, See Attachment B.*
- 2) *Payment of **sewer allocation fee and sewer connection fee** is due upon zoning permit request (final municipal permit before the start of construction). Refer to the current fee schedule for more information.*

Applicant Name and Mailing Address:

Phone Number: _____ **Email Address:** _____

Property Owner(s) Name and Mailing Address (if different):

Project Address: _____

Project Information (check or circle any that are applicable)

Single-family home # of bedrooms _____ Multiplex (see Attachment A)

Business: # of employees _____ **Public restroom available:** Yes or No?

Type of business: Animal groomer/kennel Conference space

Hair salon Tasting Room Brewery Car Wash

Care Facility Catering Child Care Facility Dentist office

Doctors Office Grocery Store Hotel Laundromat

Nail Salon Office Restaurant Store Therapist office

Other _____



Detailed information about business (i.e. # of chairs with sinks, type of office or store)

Existing land use of parcel or building (be detailed):

If residential, include # of bedrooms. If commercial, include type of business, # of employees.

Sewer allocation request calculations (reference Attachment A for housing). If unsure leave blank. Staff will make the assessment and circulate it back to you for review:

*Applicants should request the difference between Proposed and Existing Sewer Allocation. If the proposed change results in a net decrease in flow rates, no sewer allocation fee will apply.

Signature of Property Owner: _____

Date: _____

STAFF USE ONLY

Existing Sewer Allocation: _____ gpd Proposed Sewer Allocation: _____ gpd

Provisional Sewer Allocation Requested*: _____ gpd X \$12.80 allocation fee =
\$ _____

Sewer Connection Fee: _____ gpd X \$7.19 connection fee = \$ _____

Final Allocation Approved _____ gpd

Final fee to be collected (allocation + connection) \$ _____

DEPARTMENTAL APPROVAL

Wastewater signature: _____ Date _____

Planning signature: _____ Date _____



Attachment A: Residential Flowrate Table and Resources

Number of bedrooms (BR) within dwelling unit	Wastewater Flowrate - Gallons/day (gpd)
1	140
2 or more	210

Examples:

- 1) **Studio or 1 BR apartment unit** = 140 gpd
- 2) **2 BR apartment unit** = 210 gpd
- 3) **2 BR house** = 210 gpd
- 4) **House or apartment unit with more than 2 BR** = 210 gpd
- 5) **Duplex** = sum of wastewater flowrates for each unit
i.e. 2 two BR units in duplex = $2 \times 210 \text{ gpd} = 420 \text{ gpd}$
- 6) **Single family home with accessory apartment** = sum of wastewater flowrates for each unit
i.e. 3 BR primary dwelling unit + 1 BR accessory apartment = $210 \text{ gpd} + 140 \text{ gpd} = 350 \text{ gpd}$
- 7) **Triplex, Fourplex and above** = sum of wastewater flowrates for each unit
i.e. 3 two BR units in triplex = $3 \times 210 \text{ gpd} = 630 \text{ gpd}$
i.e. 2 one BR units + 1 two BR unit = $140 \text{ gpd} + 140 \text{ gpd} + 210 \text{ gpd} = 490 \text{ gpd}$



Vermont State Wastewater Permits

What every homeowner needs to know before starting a project

Do I need a permit?

Ask yourself:

- Am I building a new house?
- Adding bedrooms or an apartment (like an in-law suite, basement apartment, etc.)?
- Changing my home's use (seasonal to year-round)?
- Fixing or replacing a septic system or well?
- Dividing land or creating a campground?

If the answer is "yes" to any, you probably need a state wastewater permit or may qualify for an exemption.

Do I qualify for an exemption?

Provided specific conditions are met, several Permit Exemptions exist for various activities, including but not limited to:

- Reconstruction of buildings or structures voluntarily removed or destroyed by fire, flood, or other force majeure.
- Minor repairs or replacements.
- Change of use or design flow for systems connected to municipal water or wastewater systems.

Always check with the Vermont Department of Environmental Conservation to confirm if your project qualifies for an exemption. See the list of resources for more information.

What should I do first & who can help?

- Don't start work yet!
- Only a licensed designer can plan or change your wastewater or water system.
- Find a licensed designer through DEC website under Resources.

Contact City Community Development to see if any local permits are needed.

How to get a permit & check record?

- Search for your property's permit online using the provided link under resources.
- Your designer helps fill out the permit application or file an exemption.
- Contact the City for an allocation request.
- Submit your application to DEC.
- Wait for approval from both state and local officials before starting any work.
- Keep copies of your permits for your records.

Key Takeaways

- Always check if a state WW Permit is needed before making changes.
- Work with licensed professionals.
- Keep records of all permits for your property.
- Communicate with Community Development.



Resources

WW Permit Fact Sheet:

<https://dec.vermont.gov/drinking-water-and-groundwater-protection/wastewater-systems-and-potable-water-supply-program-2/ww>

Accessory Dwelling Unit:

https://dec.vermont.gov/sites/dec/files/dwgwp/roed/pdf/ADU%20Fact%20Sheet_.pdf

Licensed Designers:

<https://dec.vermont.gov/drinking-water-and-groundwater-protection/wastewater-system-and-potable-water-supply-program-0>

Permit Search:

<https://anrweb.vt.gov/DEC/WWDocs/Default.aspx>

WW Supply Rules:

https://dec.vermont.gov/sites/dec/files/dwgwp/rorules/pdf/Wastewater%20Systems%20and%20Potable%20Water%20Supply%20Rules_11-06-2023%20with%202024%20corrections.pdf

Contact

City of Essex Junction Community Development
802-878-6944

