



## How-To: Apply for Wastewater Allocation

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Any new or additional wastewater flow being added to the City's wastewater system needs to apply for a Wastewater Allocation (WWA). This may occur as a result of new construction, or due to a change of use in an existing location (e.g. office space is getting turned into a restaurant which results in increased wastewater flow).

To obtain a wastewater allocation, please follow the steps below.

### Permit Process for Wastewater Allocations:

1. A property that wants to increase the volume of wastewater it sends to the City's wastewater system (via a new connection or an increase in volume through an existing connection) must submit an "[Application for Wastewater Allocation](#)" form to the City.
  - a. Properties that are changing the characteristics of their wastewater (e.g., converting from domestic to industrial type discharges) must also complete the application for allocation form even if there is not an increase in the volume of flow.
  - b. Obtaining a new wastewater allocation is generally a two-step process (Preliminary and Final). In order to obtain final approval, the fee must be paid (see below).
2. Completed forms must be submitted to the Department of Planning & Zoning (P&Z) at [planning@southburlingtonvt.gov](mailto:planning@southburlingtonvt.gov).
3. If applying for final allocation, please contact the Planning & Zoning Department to request an invoice for the amount owed. Planning & Zoning can be reached via phone at 802-846-4106 or via email at [planning@southburlingtonvt.gov](mailto:planning@southburlingtonvt.gov).
4. When paying for a final allocation, please submit the payment attention to the P&Z Department. [This link](#) outlines the different ways the payment can be made. If using the online option, choose "Planning & Zoning" as the payment type, and where it asks for a permit number, please enter "WWA".
5. After review by P&Z and the Director of Public Works, the signed form will be returned to you via email and added to our [online document repository](#).