



Natural Resources Board

10 Baldwin Street
Montpelier, VT 056533-3201

<https://nrb.vermont.gov>

Quick Guide

Create an ANROnline Account

Updated January 26, 2021

Contact Information: <https://nrb.vermont.gov/act250-program/district-staff-and-commissions>

Feedback about these instructions: Act250.General@vermont.gov

1. Go to ANR/NRB Online: <http://anrOnline.vermont.gov/home?organizationcode=NRB>

VERMONT
Agency of Natural Resources
Respect...Protect...Enjoy!

VTANR Home Home Finder Help Sign In Register

Organizations

Select the organization from which you would like to submit a form.

Select Organization

Forms

To locate a specific form please use our form finder.

Form Finder

Natural Resources Board

Welcome to the Natural Resources Board's Act 250 Online Portal for Application and CACC Form Submission

Choosing the Right Form

It is recommended you contact the District Coordinator for guidance on which form to use for your Act 250 land use project (see Contacts below). You can then choose the appropriate form according to the form's described use (see Forms section at the bottom of this page). **Note:** It is important to identify the correct form as submission of an incorrect form requires filling in a new form (no data or previously answered questions transfer over).

Application or CACC Submission

Once you reach the "Certify and Submit" section of the ANR/NRB Online forms, follow the instructions and then click on "Finalize Submission: Submit Form" to submit. How to download the payment voucher is covered in the **Act 250 Application Guide** (see Additional Links below).

Submitting Supporting Documents (Exhibits) for Your Application via Our FTP Site

Please upload all Exhibits (i.e., documents that are required for and/or that you believe are necessary to support your application) to our FTP site using the log-in information provided in our application guide. Do not use a web browser to open the FTP site with a PC. The application guide contains step-by-step FTP site instructions; exhibit guidelines, folder, and file naming conventions; and other steps necessary for the submission of a complete application.

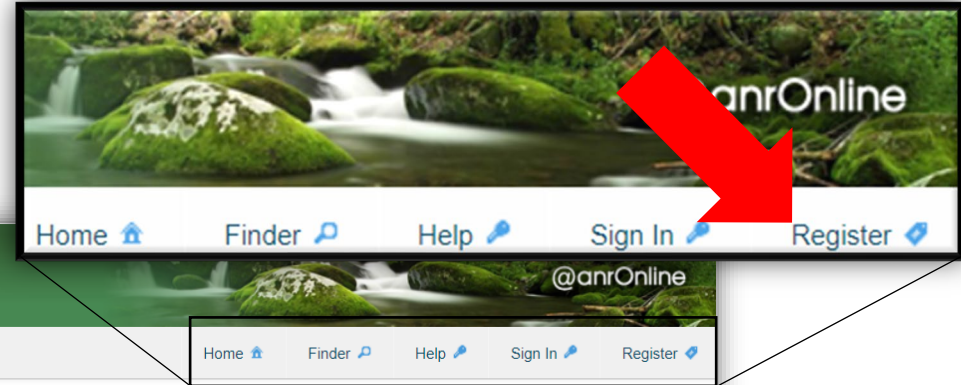
Payment Voucher and Application Fee Check Mailing

Once you submit your application here and upload your exhibits to our FTP site, please print and mail the payment voucher and a check payable to "State of Vermont" for the application fee to your District Office to the mailing addresses listed in the Contact section below.

Project Number Assignment

2. At the top-right of the screen, in the menu bar, click on “Register.”

The screenshot shows the Vermont Agency of Natural Resources website. The top navigation bar includes the Vermont logo, the text "Agency of Natural Resources" with the tagline "Respect...Protect...Enjoy!", and a "VTANR Home" link. A secondary navigation bar contains links for "Home", "Finder", "Help", "Sign In", and "Register". A red arrow points to the "Register" link. The main content area is titled "Natural Resources Board" and contains several sections: "Organizations" with a "Select Organization" dropdown, "Forms" with a "Form Finder" button, and "Natural Resources Board" with a welcome message and instructions for application and CACC form submission. The "Natural Resources Board" section includes sub-sections for "Choosing the Right Form", "Application or CACC Submission", "Submitting Supporting Documents (Exhibits) for Your Application via Our FTP Site", "Payment Voucher and Application Fee Check Mailing", and "Project Number Assignment".



3. In the “Create User Profile” form, complete all fields and then click “Register” in the lower left-hand corner.

VERMONT
Agency of Natural Resources &
Natural Resources Board (Act 250)

an official VERMONT government website

VTANR TEST Home

Home Finder Help Sign In Register

Organizations
Select the organization from which you would like to submit a form.
Select Organization

Forms
To locate a specific form please use our form finder.
Form Finder

User Profile

Register for a new account

First name *
Sam

Last name *
Smith

Email *
123Name@gmail.com

Phone *
555-555-5555

Password *

YOUR PASSWORD MUST CONTAIN

- ✓ One lower case letter
- ✓ One upper case letter
- ✓ One number
- ✓ One special character
- ✓ 8 characters minimum

Register Cancel

All forms in the system include contact information for the program responsible for the form. Please use that contact information for questions related to the content of the form itself or other program-related issues. For technical support with the ANR Online system (e.g. account creation, locked accounts, and other portal-related issues) contact ANR Online Support at:
ANR Online Phone Support: 802-272-4529 or 802-477-2982
ANR Online Email Support: ANR.OnlineServices@vermont.gov

4. Once your profile has been saved, a new window will pop up asking for a confirmation code, which will be sent to the email address you used to create the account from ANR/NRB Online Services. **Do not close this window!**

The screenshot displays the ANR/NRB Online Services Portal. At the top left is the Vermont logo and the text "Agency of Natural Resources & Natural Resources Board (Act 250)". The top right features a navigation bar with links for Home, Finder, Help, Sign In, and Register. The main content area is titled "Welcome to the ANR/NRB Online Services Portal". On the left, there are sections for "Organizations" and "Forms", each with a "Select Organization" dropdown and a "Form Finder" button. The central focus is a "Confirm account" modal window with a red border. This window contains the text: "An email has been sent to 123Name@gmail.com. Please check it and enter the confirmation code below." Below this is a text input field containing "FRHx5B". At the bottom of the modal are three buttons: "Confirm Code", "Cancel", and "Resend Confirmation Code". Below the modal, there is an "IMPORTANT" notice and a "Getting Help..." section with contact information for ANR Online Support.

VERMONT
Agency of Natural Resources &
Natural Resources Board (Act 250)

an official VERMONT government website

VTANR | [Home](#) | [Finder](#) | [Help](#) | [Sign In](#) | [Register](#)

Organizations
Select the organization from which you would like to submit a form.
[Select Organization](#)

Forms
To locate a specific form please use our form finder.
[Form Finder](#)

Welcome to the ANR/NRB Online Services Portal

Confirm account

An email has been sent to **123Name@gmail.com**. Please check it and enter the confirmation code below.

Confirmation code *

[Confirm Code](#) [Cancel](#) [Resend Confirmation Code](#)

IMPORTANT: Most forms require that you have an account before you can access the form. Instructions on how to create an account are available below under "Additional Links."

Getting Help...

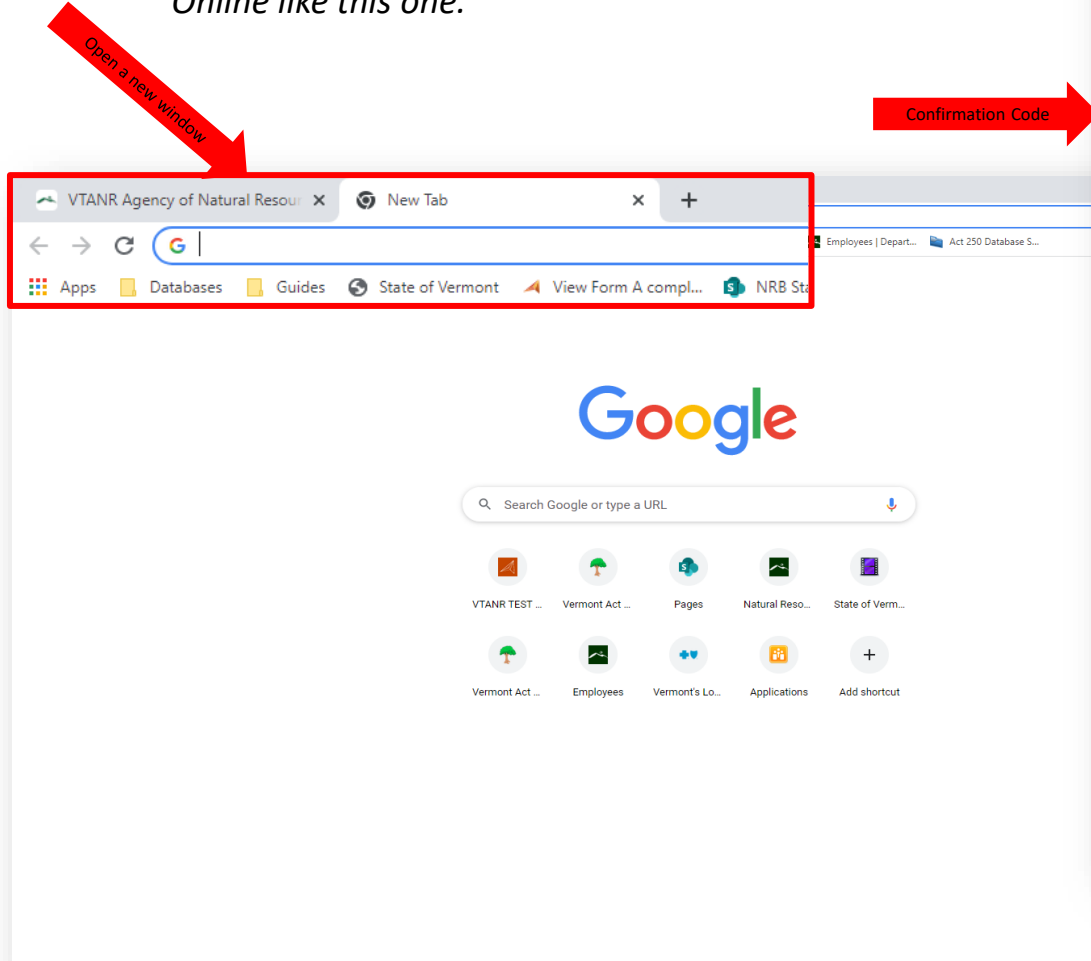
ANR Form Support

All forms in the system include contact information for the program responsible for the form. Please use that contact information for questions related to the content of the form itself or other program-related issues. For technical support with the ANR Online system (e.g. account creation, locked accounts, and other portal-related issues) contact ANR Online Support at:

ANR Online Phone Support: 802-272-4529 or 802-477-2982

5. While keeping the ANR/NRB Online Services window open, open a new window to check the inbox of the email account you used to register at ANR/NRB Online Services to verify you received the confirmation code email.

The confirmation code is found in an email from ANR Online like this one.



Welcome to the ANR Online Services Portal.

You have successfully created a new ANR/NRB Online account. Your username is 123Name@gmail.com. To complete the registration process and activate your account, enter the Confirmation Code provided below in Confirmation Code field on the Confirmation page in ANR/NRB Online.

Confirmation Code : FRHx5B

NOTE: If for some reason you have left the Confirmation page on the ANR/NRB Online site before entering the Confirmation Code, you can return to the Confirmation page by doing the following:

- Go to the ANR/NRB Online site if you are not already there at <https://anronline.vermont.gov>.
- Click the "Sign In" button in the top menu bar.
- When the Sign In window opens, enter you User ID (your email address) and the password you created when registering to create your account.
- Click the "OK" button.
- The Sign In window will now display a message in red instructing you to click the "Resend Confirmation Code" button. Click the Resend Confirmation Code button.
- Clicking the Resend Confirmation Code button will send another email to you with the same confirmation code and it will also open the Confirmation page in ANR Online in your browser where you can enter the Confirmation Code.
- Enter the Confirmation Code and click the "Confirm Email" button.
- Your account should now be activated.

If you did not request to register this account, or if you are having difficulty accessing or using the ANR/NRB Online system, please contact ANR.OnlineServices@vermont.gov.

Thank you,

 **VERMONT**
Agency of Natural Resources (ANR)
Natural Resources Board / Act 250 (NRB)

For assistance contact: ANR.OnlineServices@vermont.gov

[Customize Chrome](#)

6. Copy and paste the confirmation code you received by email (an example code is used below) into the corresponding box in Confirm-account window

VERMONT Agency of Natural Resources & Natural Resources Board (Act 250) an official VERMONT government website

VTANR TEST Home Home Finder Help Sign In Register

Organizations

Select the organization from which you would like to submit a form.

Select Organization

Forms

To locate a specific form please use our form finder.

Form Finder

Welcome to the ANR/NRB Online Services Portal

Confirm account

An email has been sent to 123Name@gmail.com. Please check it and enter the confirmation code below.

Confirmation code *

FRHx58

Confirm Code Cancel Resend Confirmation Code

IMPORTANT: Most forms require that you have an account before you can access the form. Instructions on how to create an account are available below under "Additional Links."

Getting Help...

ANR Form Support

All forms in the system include contact information for the program responsible for the form. Please use that contact information for questions related to the content of the form itself or other program-related issues. For technical support with the ANR Online system (e.g. account creation, locked accounts, and other portal-related issues) contact ANR Online Support at:

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7. Enter the password you created and sign in.

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VTANR TEST Home Home Finder Help Sign In Register

Organizations

Select the organization from which you would like to submit a form.

Select Organization

Forms

To locate a specific form please use our form finder.

Form Finder

Welcome to the ANR/NRB Online Services Portal

Sign in

✔ **Your account has been activated.**
You may now sign in to your new account.

Username *

123Name@gmail.com

Password *

Sign In Cancel

Getting Help...

ANR Form Support

All forms in the system include contact information for the program responsible for the form. Please use that contact information for questions related to the content of the form itself or other program-related issues. For technical support with the ANR Online system (e.g. account creation, locked accounts, and other portal-related issues) contact ANR Online Support at:

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8. A welcome message appears. Choose one of the two options in the bottom boxes to continue.

The screenshot shows the website for the Vermont Agency of Natural Resources & Natural Resources Board (Act 250). The page features a header with the Vermont logo and navigation links (Home, Finder, Help, Sign In, Register). The main content area is divided into sections for Organizations, Forms, and Finding Forms. A modal dialog box titled "Welcome" is overlaid on the page, containing a welcome message and two buttons at the bottom: "Don't show me this again" and "Remind me next time". A red arrow points to the "Remind me next time" button.

VERMONT
Agency of Natural Resources &
Natural Resources Board (Act 250)

VTANR TEST Home

Home Finder Help Sign In Register

Organizations
Select the organization from which you would like to submit a form.
Select Organization

Forms
To locate a specific form please use our form finder.
Form Finder

Find

ANR Form Support

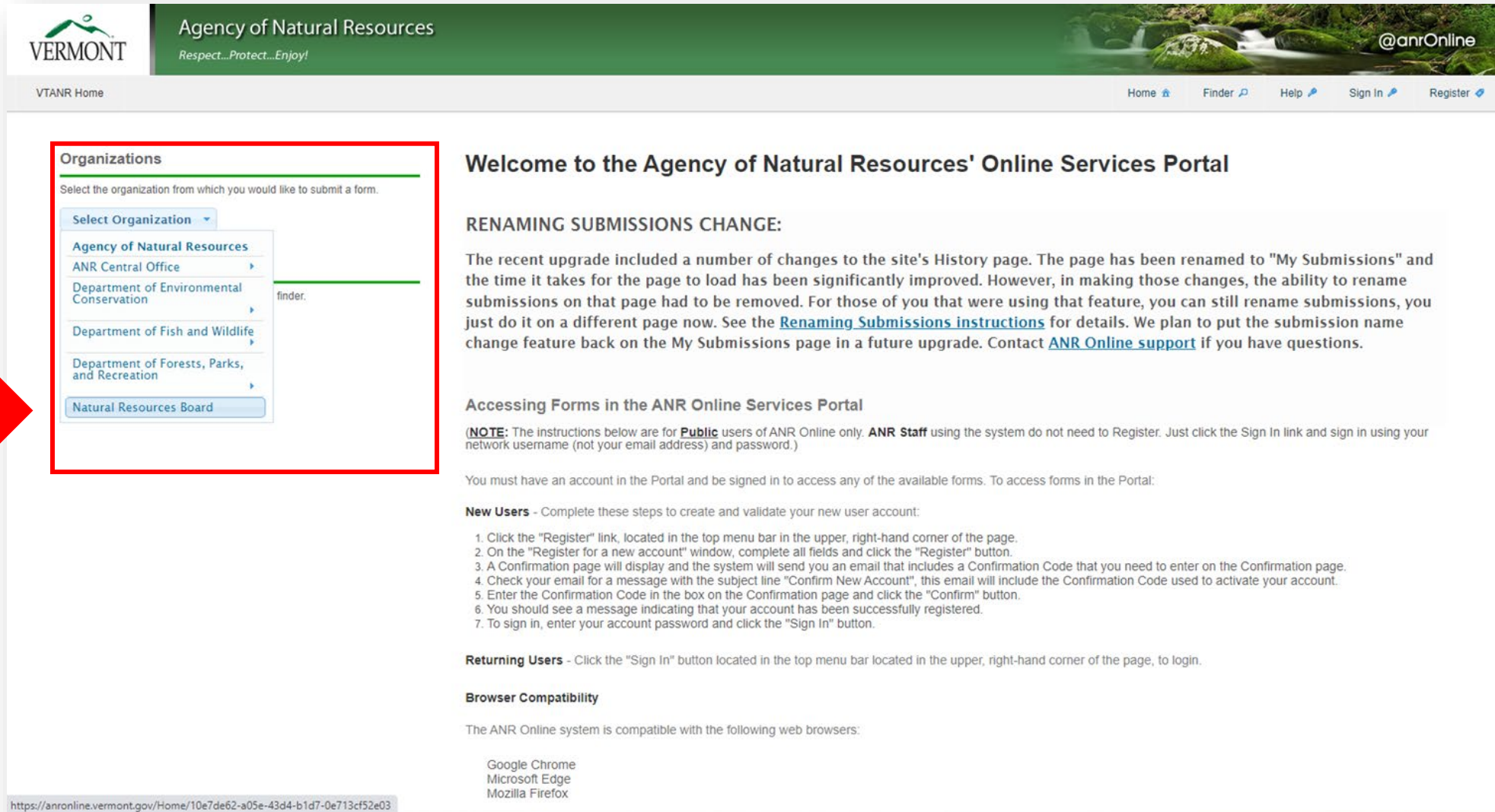
ANR Online Phone Support: 802-272-4529 or 802-477-2982
ANR Online Email Support: ANR.OnlineServices@vermont.gov

Welcome

Welcome to the Online Services Portal
for the
Vermont Agency of Natural Resources (ANR)
and the
Vermont Natural Resources Board (NRB)

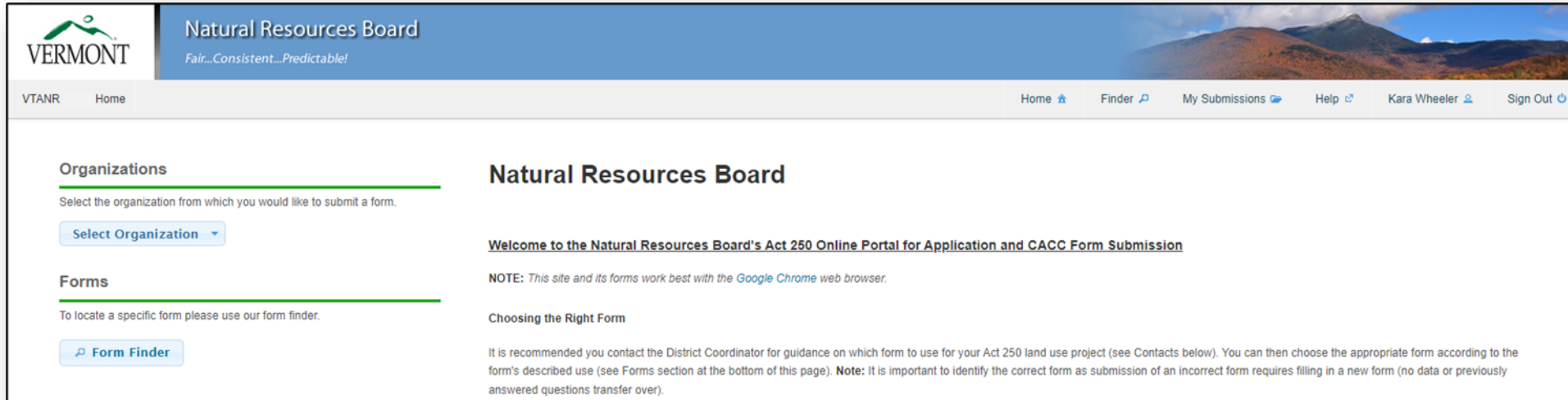
Don't show me this again Remind me next time

9. In the webpage that opens, locate the “Organizations” section top left. From the “Select Organization” drop-down menu, choose “Natural Resources Board.”



The screenshot shows the Vermont Agency of Natural Resources website. The header includes the Vermont logo, the text 'Agency of Natural Resources' with the tagline 'Respect...Protect...Enjoy!', and the '@anrOnline' social media handle. Navigation links for Home, Finder, Help, Sign In, and Register are visible in the top right. The main content area is titled 'Welcome to the Agency of Natural Resources' Online Services Portal'. On the left, under the 'Organizations' heading, there is a dropdown menu labeled 'Select Organization'. A red arrow points to this menu, which has 'Natural Resources Board' selected. The main content area contains a 'RENAMING SUBMISSIONS CHANGE' notice, instructions for 'Accessing Forms in the ANR Online Services Portal', and sections for 'New Users' and 'Returning Users'. At the bottom, there is a 'Browser Compatibility' section listing Google Chrome, Microsoft Edge, and Mozilla Firefox. A URL is visible at the bottom left: https://anronline.vermont.gov/Home/10e7de62-a05e-43d4-b1d7-0e713cf52e03

10. When you get to the Natural Resources Board page,



Organizations
Select the organization from which you would like to submit a form.
[Select Organization](#)

Forms
To locate a specific form please use our form finder.
[Form Finder](#)

Natural Resources Board

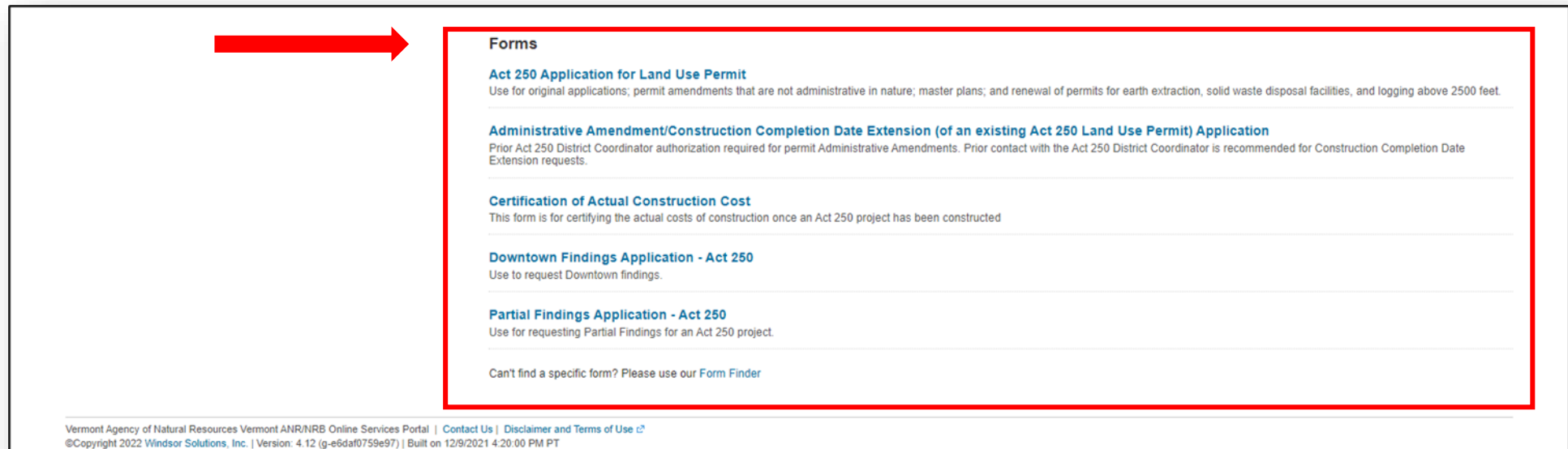
Welcome to the Natural Resources Board's Act 250 Online Portal for Application and CACC Form Submission

NOTE: This site and its forms work best with the Google Chrome web browser.

Choosing the Right Form

It is recommended you contact the District Coordinator for guidance on which form to use for your Act 250 land use project (see Contacts below). You can then choose the appropriate form according to the form's described use (see Forms section at the bottom of this page). **Note:** It is important to identify the correct form as submission of an incorrect form requires filling in a new form (no data or previously answered questions transfer over).

scroll down to the bottom page and locate the “Forms” section for a list of available application forms to be used to submit your application.



Forms

Act 250 Application for Land Use Permit
Use for original applications; permit amendments that are not administrative in nature; master plans; and renewal of permits for earth extraction, solid waste disposal facilities, and logging above 2500 feet.

Administrative Amendment/Construction Completion Date Extension (of an existing Act 250 Land Use Permit) Application
Prior Act 250 District Coordinator authorization required for permit Administrative Amendments. Prior contact with the Act 250 District Coordinator is recommended for Construction Completion Date Extension requests.

Certification of Actual Construction Cost
This form is for certifying the actual costs of construction once an Act 250 project has been constructed

Downtown Findings Application - Act 250
Use to request Downtown findings.

Partial Findings Application - Act 250
Use for requesting Partial Findings for an Act 250 project.

Can't find a specific form? Please use our [Form Finder](#)

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