



Land Use Review Board
10 Baldwin Street
Montpelier, VT 05633-3201
<https://act250.vermont.gov>

Quick Guide

Share Access to an Application Form (Editing-and-Submission or View-Only Rights)

Updated January 2, 2025

Contact Information: <https://act250.vermont.gov/contact-us>

Questions or comments about these instructions: act250.general@vermont.gov

Prerequisites:



- You must have an existing [ANR/NRB Online account](#)
- Whoever you share your application with must have an existing ANR/NRB Online account (see Quick Guide: Create an ANROnline Account)

The screenshot shows the ANR/NRB Online Portal for Application and CACC Form Submission. The header features the Vermont Agency of Natural Resources logo and the slogan "Respect...Protect...Enjoy!". The main content area is divided into two columns. The left column has sections for "Organizations" (with a "Select Organization" dropdown) and "Forms" (with a "Form Finder" button). The right column is titled "Natural Resources Board" and contains several sections: "Welcome to the Natural Resources Board's Act 250 Online Portal for Application and CACC Form Submission", "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".

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

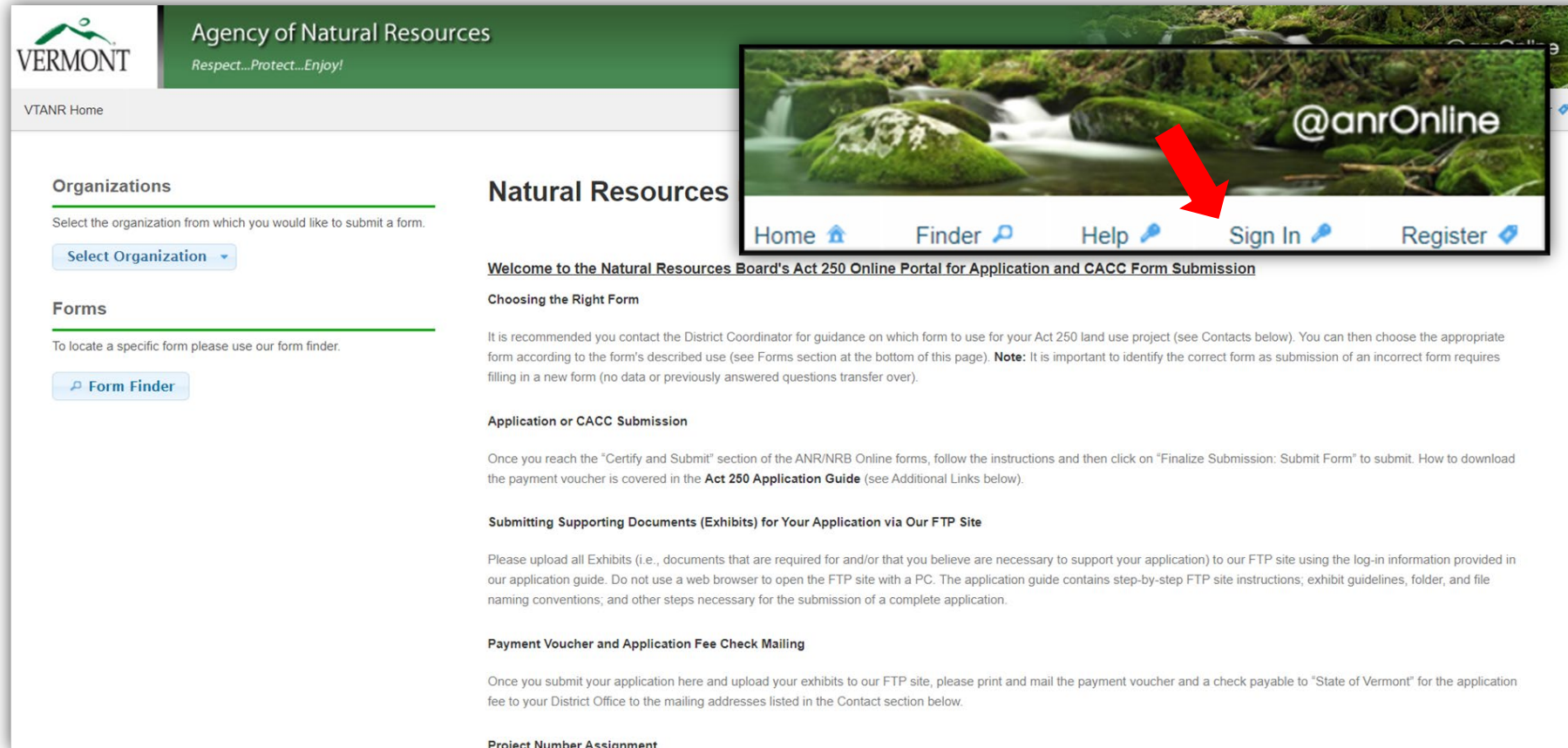
Once you submit your application here and upload your exhibits to our FTP site, please print and mail the payment voucher and a check payable to "State of Vermont" for the application fee to your District Office to the mailing addresses listed in the [Contact](#) section below.

Project Number Assignment

How to Share an Application with Others from within the form

(See page 14 for instructions on how to share an application with others
from the application's Summary page)

1. Sign into the NRB landing page at [ANR/NRB Online](#).



The screenshot shows the Vermont Agency of Natural Resources website. The header includes the Vermont logo and the text "Agency of Natural Resources" with the tagline "Respect...Protect...Enjoy!". Below the header, there is a navigation bar with the text "VTANR Home". The main content area is titled "Natural Resources" and features a banner image of a waterfall with the text "@anrOnline" and a red arrow pointing to the "Sign In" button in the navigation bar. The navigation bar also includes links for "Home", "Finder", "Help", "Sign In", and "Register".

Organizations
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[Select Organization](#)

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Natural Resources

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

Choosing the Right Form

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

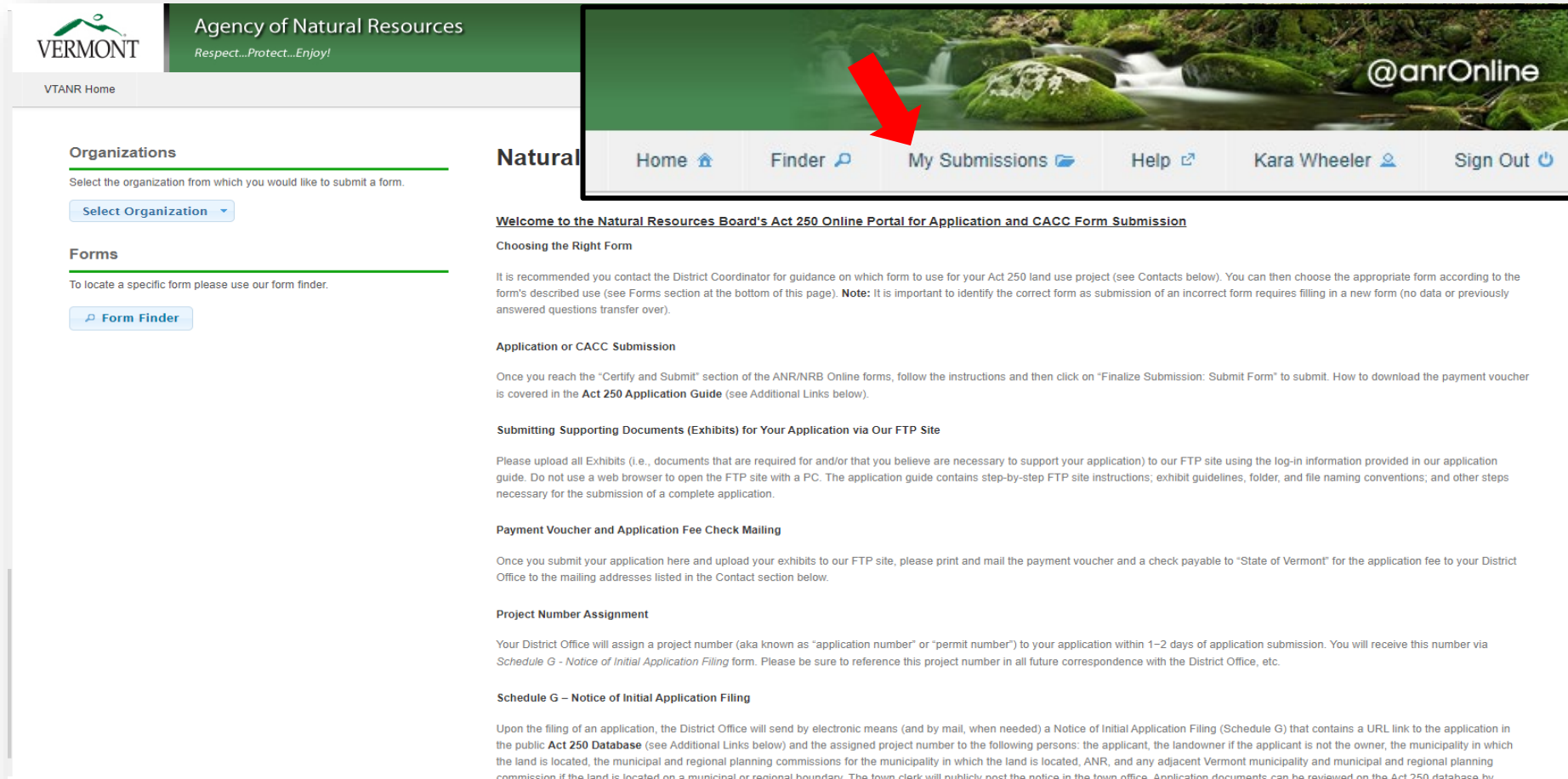
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Project Number Assignment

2. Once you have signed in, at the top of the web page, locate and click on the “My Submissions” tab.



The screenshot shows the Vermont Agency of Natural Resources website. The top navigation bar includes the Vermont logo, the agency name, and the slogan "Respect...Protect...Enjoy!". Below this is a "VTANR Home" link. The main navigation menu features several tabs: "Home", "Finder", "My Submissions", "Help", "Kara Wheeler", and "Sign Out". A red arrow points to the "My Submissions" tab. The page content includes sections for "Organizations", "Forms", and "Natural Resources Board's Act 250 Online Portal for Application and CACC Form Submission".

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

VTANR Home

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's Act 250 Online Portal for Application and CACC Form Submission

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

Choosing the Right Form

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Project Number Assignment

Your District Office will assign a project number (aka known as "application number" or "permit number") to your application within 1-2 days of application submission. You will receive this number via *Schedule G - Notice of Initial Application Filing* form. Please be sure to reference this project number in all future correspondence with the District Office, etc.

Schedule G – Notice of Initial Application Filing

Upon the filing of an application, the District Office will send by electronic means (and by mail, when needed) a Notice of Initial Application Filing (Schedule G) that contains a URL link to the application in the public **Act 250 Database** (see Additional Links below) and the assigned project number to the following persons: the applicant, the landowner if the applicant is not the owner, the municipality in which the land is located, the municipal and regional planning commissions for the municipality in which the land is located, ANR, and any adjacent Vermont municipality and municipal and regional planning commission if the land is located on a municipal or regional boundary. The town clerk will publicly post the notice in the town office. Application documents can be reviewed on the Act 250 database by

3. A list of all your draft and in-progress forms will appear. Choose the form you wish to share, then click on the arrow at the end of the line item to open the form.

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

an official VERMONT government website

VTANR Home Home Finder My Submissions Help Kara Wheeler Sign Out

My Submissions

HPD-Z7NW-6BNAN

1 results found

Name	Alternate ID	Submission ID	Started on	Submitted on	Balance Due	Status
Administrative Amendment/Construction Completion Date Extension (of an existing Act 250 Land Use Permit) Application		HPD-Z7NW-6BNAN	1/04/2022 3:23 PM	1/04/2022 3:24 PM		SUBMITTED

Page 1 of 1 Go to page: 1 Show 10

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4. From within the application, click on the gear icon that appears at the top of the window to the right of the form's name.

The screenshot shows the Vermont Natural Resources Board application interface. The top navigation bar includes the Vermont logo, the text "Natural Resources Board Fair...Consistent...Predictable!", and links for "VTANR" and "Home". The main header displays the form title "Administrative Amendment/Construction Completion Date Extension (of an existing Act 250 Land)" and submission details. A user menu at the top right shows "Users", "My Submissions", "Help", "Kara Wheeler", and "Sign Out". A notification banner at the top right indicates "Last saved 35 minutes ago" and a "SAVE PROGRESS" button. A red arrow points to a gear icon next to the "Calculated Fee Computed at Payment" notification. The main content area is titled "Applicant(s)" and includes a sidebar with a progress indicator for sections like "Applicant(s)", "Landowner(s)", "Property Information", "Primary Contact for Application", "Other Contacts", "Others with Significant Legal Interest in this Property", "Schedule E - Adjoiner Information", and "Project Information". The "Applicant(s)" section is expanded, showing a table with columns for "FIRST NAME", "LAST NAME", "ORGANIZATION NAME", "APPLICANT EMAIL", and "APPLICANT PRIMARY PHONE". The table contains one row with values "1", "1", "1", "1@1.com", and "111-111-1111". Below the table are "ADD ROW", "CLEAR", and "DUPLICATE" buttons. The "Mailing Address" section is also visible, with columns for "ADDRESS 1", "ADDRESS 2", "CITY", "STATE", "POSTAL CODE", and "COUNTRY".

5. In the new window that opens, click on “Manage Shared Access.”

The screenshot shows the Vermont Natural Resources Board application interface. The header includes the Vermont logo and the text "Natural Resources Board Fair...Consistent...Predictable!". The navigation bar contains links for Home, Finder, Dashboard, Users, My Submissions, Help, Kara Wheeler, and Sign Out. The main title is "Administrative Amendment/Construction Completion Date Extension (of an existing Act 250 Land Use Permit) Application". Below the title, there is a "Calculated Fee Computed at Payment" button. A red arrow points to a dropdown menu that is open, showing two options: "Manage Shared Access" and "Delete Draft".

Applicant(s)

Please include information for all the applicants related to this permit application.

1 Applicant(s) CLEAR DUPLICATE

FIRST NAME	LAST NAME	ORGANIZATION NAME	APPLICANT EMAIL	APPLICANT PRIMARY PHONE
1	1	1	1@1.com	111-111-1111

ADD ROW

ADDRESS 1	ADDRESS 2	CITY	STATE	POSTAL CODE	COUNTRY
1		1	1	1	

Applicant's legal interest in land

6. In the new window that opens called “Manage Access to the Submission,” in the designated field, type in the email address of the person you would like to share the form with.

Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

Manage Access to the Submission
(Submission #: HPE-FRRP-MRB41, v1)

Enter the email address for the user you would like to authorize:

123Name@gmail.com

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?

Users with Access to this Submission

Username	Affiliation	Can Manage Access to Submission?	Is Submission Owner?	Actions
Kara Wheeler		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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7. To give the person editing and submission rights to the application, check the box next to “Can Manage Access to Submission?” If you wish to give **read-only** rights, do not check this box.

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

VTANR Home Home Finder Dashboard Users My Submissions Help Sam Smith Sign Out

Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

Manage Access to the Submission (Submission #: HPE-FRRP-MRB41, v1)

Adding a user will allow them to access, modify and view this submission

Can Manage Access to Submission?


tem to be eligible.

Add

Done

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8. Within the same section, locate and click on “Add.”



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VTANR Home Home Finder Dashboard Users My Submissions Help Kara Wheeler Sign Out

Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.


Manage Access to the Submission (Submission #: HPE-FRRP-MRB41, v1) Sam Smith

Enter the email address for the user you would like to authorize:

123Name@gmail.com

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?



Users with Access to this Submission

Username	Affiliation	Can Manage Access to Submission?	Is Submission Owner?	Actions
Kara Wheeler		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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9. A “Verify User” window opens. Click “Confirm” to add the person, who will then receive an automatic email invitation to the form.

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VTANR Home Home Finder Dashboard Users My Submissions Help Sam Smith Sign Out

Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to add or remove other users from the submission by selecting the **Can Manage Access to Submission** checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

Manage Access to the Submission
(Submission #: HPE-FRRP-MRB41, v1)

Enter the email address for the user you would like to authorize:

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Can Manage Access to Submission?

Add

Users with Access to this Submission

Username	Submission?	Is Submission Owner?	Actions

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10. On the same page, click “Done” to complete the process. You will be returned to the Summary page. The added person will now have access to your form.

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VTANR Home Home Finder Dashboard Users My Submissions Help Sam Smith Sign Out

Manage Access to the Submission

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Can Manage Access to Submission?

Add

Users with Access to this Submission

Username	Affiliation	Can Manage Access to Submission?	Is Submission Owner?	Actions
Bob Smith		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Done

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★ Helpful tip! If more than one user is working in the same ANR/NRB Online form at the same time, all users will need to refresh the browser frequently to see the latest edits.

How to Share an Application with Others from the application's Summary page

(See page 3 for instructions on how to share an application
with others from within the form)

1. Sign into the NRB landing page at [ANR/NRB Online](#).

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

VTANR Home

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

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

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

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

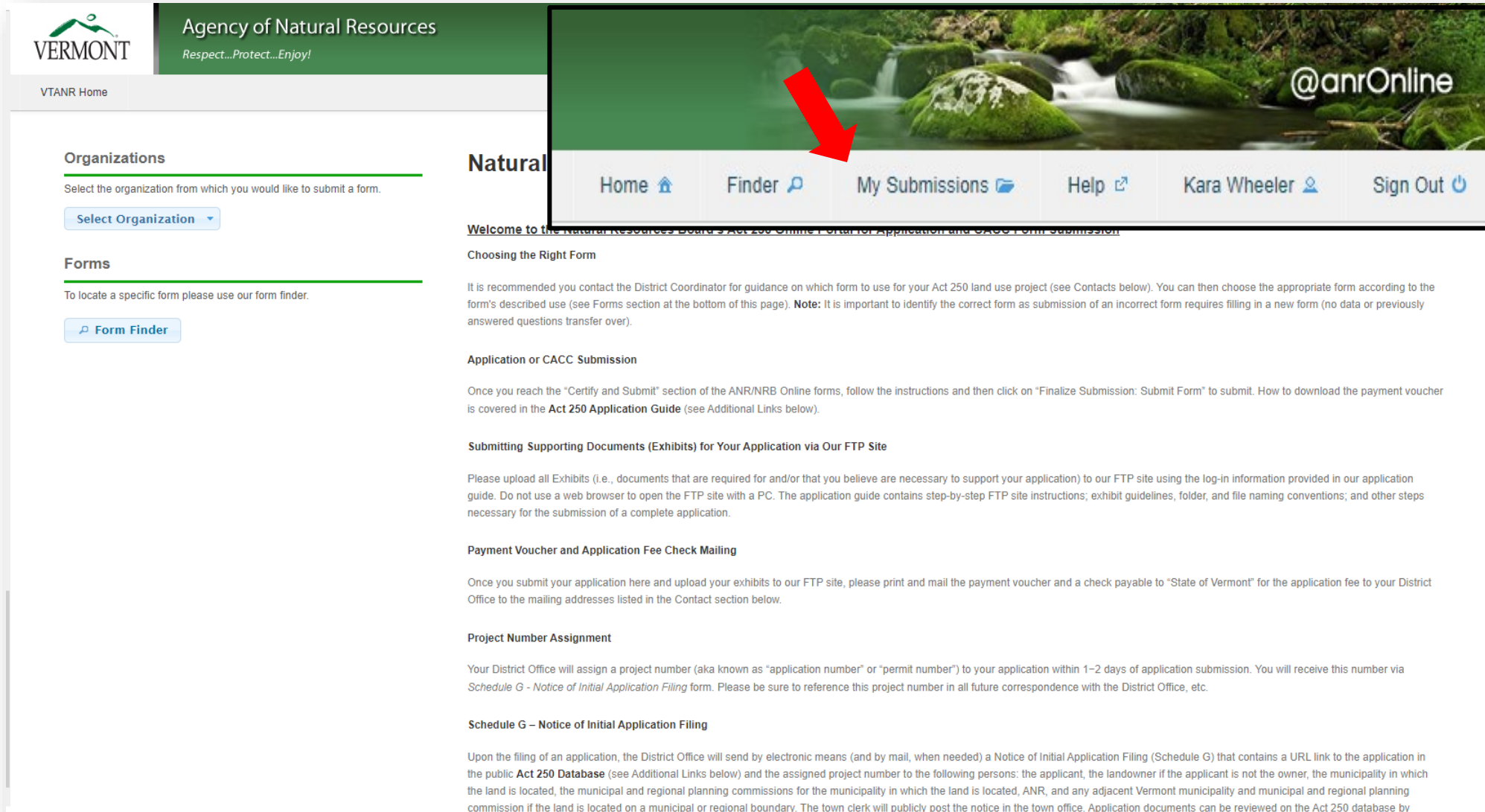
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Project Number Assignment

2. Once you have signed in, at the top of the web page, locate and click on the “My Submissions” tab.



The screenshot shows the Vermont Agency of Natural Resources (ANR) website. The header includes the Vermont logo and the text "Agency of Natural Resources" with the tagline "Respect...Protect...Enjoy!". Below the header is a navigation bar with the following items: Home, Finder, My Submissions, Help, Kara Wheeler (user profile), and Sign Out. A red arrow points to the "My Submissions" tab. The main content area is titled "Natural Resources" and contains several sections: "Organizations" with a "Select Organization" dropdown, "Forms" with a "Form Finder" button, and a "Welcome to the Natural Resources Board's Act 250 Online Portal for Application and CACC Form Submission" section. The "Welcome" 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", "Project Number Assignment", and "Schedule G – Notice of Initial Application Filing".

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Home Finder My Submissions Help Kara Wheeler Sign Out

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Schedule G – Notice of Initial Application Filing

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3. A list of all your draft and in-progress forms will appear. Choose the form you wish to share, then click on the arrow at the end of the line item to open the form.

The screenshot displays the user interface of the Vermont Agency of Natural Resources & Natural Resources Board (Act 250) online services portal. The page title is "My Submissions" and it shows a search filter for "HPD-Z7NW-6BNAN". A table lists one submission with the following details:

Name	Alternate ID	Submission ID	Started on	Submitted on	Balance Due	Status
Administrative Amendment/Construction Completion Date Extension (of an existing Act 250 Land Use Permit) Application		HPD-Z7NW-6BNAN	1/04/2022 3:23 PM	1/04/2022 3:23 PM	—	SUBMITTED

A red arrow points to a blue chevron icon at the end of the submission row, indicating where to click to open the form. The page footer includes the Vermont Agency of Natural Resources Vermont ANR/NRB Online Services Portal, contact information, and copyright notice: ©Copyright 2022 Windsor Solutions, Inc. | Version: 4.12 (g-e6daf0759e97) | Built on 12/9/2021 4:20:00 PM PT.

4. On the “Submission Overview” page that opens...

...scroll down the page, and on the right-hand side, locate and click on the box that states, “Share with...”

The screenshot shows the 'Submission Overview' page for 'Downtown Findings Application - Act 250'. The page includes a navigation bar with 'Home', 'Finder', 'Dashboard', 'Users', 'My Submissions', 'Help', 'Kara Wheeler', and 'Sign Out'. A red arrow points to the 'View Form' button in the top right corner. Below the navigation bar, there is a 'SUBMISSION OVERVIEW' section with the title 'Downtown Findings Application - Act 250' and ID # HPE-FRRP-MRB41. The page also features a 'Notes & Issues' section, a 'Processing' section with a progress bar, and a 'Fees' section.

The screenshot shows the 'Access' section of the submission overview page. It displays the status 'ASSIGNED COORDINATOR' and a unique ID '0x0101003AE45DBACB07EE40BDD9DCF513BA3D79'. Below this, there is a 'Payment Remittance Address' section with contact information for the Rutland District Office. A red arrow points to the 'Share with...' button in the 'Access' section, which is currently set to 'Not shared with any users.'

5. In the new window that opens called “Manage Access to the Submission,” in the designated field, type in the email address of the person you would like to share the form with.

Manage Access to the Submission

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(Submission #: HPE-FRRP-MRB41, v1)

Enter the email address for the user you would like to authorize:

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Can Manage Access to Submission?

Users with Access to this Submission

Username	Affiliation	Can Manage Access to Submission?	Is Submission Owner?	Actions
Kara Wheeler		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

Manage Access to the Submission
(Submission #: HPE-FRRP-MRB41, v1)

Adding a user will allow them to access, modify and view this submission.

Can Manage Access to Submission?

[Add](#)

Username	Affiliation	Can Manage Access to Submission?	Is Submission Owner?	Actions
Kara Wheeler		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[Done](#)

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7. Within the same section, locate and click on “Add.”

The screenshot displays the Vermont Agency of Natural Resources & Natural Resources Board (Act 250) website. The header includes the Vermont logo and the text "Agency of Natural Resources & Natural Resources Board (Act 250)". The navigation bar contains links for Home, Finder, Dashboard, Users, My Submissions, Help, Kara Wheeler, and Sign Out. The user is logged in as Sam Smith.

The main content area is titled "Manage Access to the Submission". It contains the following text:

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

The form includes the following elements:

- Section title: "Manage Access to the Submission (Submission #: HPE-FRRP-MRB41, v1)"
- Label: "Enter the email address for the user you would like to authorize:"
- Text input field containing "123Name@gmail.com"
- Text: "Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible."
- Checkbox: "Can Manage Access to Submission?" (checked)
- Button: "Add" (highlighted with a red arrow)
- Button: "Done" (located at the bottom right of the form area)

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8. A “Verify User” window opens. Click “Confirm” to add the person, who will then receive an automatic email invitation to the form.

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

an official VERMONT government website

VTANR Home Home Finder Dashboard Users My Submissions Help Sam Smith Sign Out

Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

Manage Access to the Submission (Submission #: HPE-FRRP-MRB41, v1)

Enter the email address for the user you would like to authorize:

123Name@gmail.com

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?

Add

Verify User

Bob Smith is associated with this email. Please confirm this selection.

Confirming will allow this user to modify and submit this submission.

Confirm Cancel

Done

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9. On the same page, click “Done” to complete the process. You will be returned to the Summary page. The added person will now have access to your form.

Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

Manage Access to the Submission
(Submission #: HPE-FRRP-MRB41, v1)

Enter the email address for the user you would like to authorize:

123Name@gmail.com

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?

[Add](#)

Users with Access to this Submission

Username	Affiliation	Can Manage Access to Submission?	Is Submission Owner?	Actions
Bob Smith		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[Done](#)

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★ Helpful tip! If more than one user is working in the same ANR/NRB Online form at the same time, all users will need to refresh the browser frequently to see the latest edits.