DEPARTMENT OF ENVIRONMENTAL SERVICES
WETLANDS BUREAU
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
Phone: (603) 271-2147 Fax: (603) 271-6588
Website: www.des.nh.gov/wetlands Email: wetmail@des.nh.gov

Standard Dredge and Fill Application Form

The Standard Dredge and Fill application package to be submitted to DES consists of:

1. Application form (this document).
2. Checklist(s) with required information attached. ("Checklist for Submission of your Standard Dredge and Fill Application," and if appropriate, "Compensatory Mitigation Information and Checklist").

Type or print clearly -- missing information may result in your application review being delayed if it is considered administratively incomplete. If you are completing this as a Word version on your computer, use your **tab key** to move through the document to enter data in the appropriate areas.

If you have questions about any terms used, check the Definitions section of the Instructions.

1.	Name of Landowner* (last, first, middle initial)	Owner daytime phone number	Owner fax number	Owner email
		( )	( )	

* If there are multiple landowners, please attach a separate page with the names of all landowners, and documentation as to the one person who represents the interests of the entire group.

Landowner (permanent) mailing address or PO Box	Town/City (owner mailing address)	State	Zip code

2.	Name of Applicant, if not the landowner	Applicant phone number	Applicant fax number	Applicant email
		( )	( )	
	Applicant street address	**Applicant town/city**	**State**	**Zip code**

3.	Company and Name of Agent	Agent phone number	Agent fax number	Agent email
		( )	( )	

Agent Street mailing address or PO Box	Town/City (agent mailing address)	State	Zip code

4.	Location(s) of the proposed work (fill in below)						
Street address(es) or nearest intersection(s)							
Town/City		Tax map		Block		Lot number(s)	

5.	For projects classified as minor or major impact, are there any vernal pools located on the subject property? If "**Yes,**" identify and label the location(s) of vernal pool(s) on the project plans.	Circle one: Yes / No

6.	Based on information obtained from the Natural Heritage Bureau (NHB), are there any state or federal threatened or endangered species or exemplary natural communities on the subject property? Provide the NHB file number: [ ] and attach the documentation (letter/memo & map) Natural Heritage information can be obtained at www.nhnaturalheritage.org. Click on "Services" for links to: 1) the DataCheck web tool, or 2) a hard copy form to obtain the required letter and map from NHB. If you do not have Internet access, you may contact NHB directly at (603) 271-2215 x 323 for information about obtaining the required documentation.	**Circle one:** **Yes / No**
7.	If there are any state or federal threatened or endangered species or exemplary natural communities located on the subject property, please provide a letter from NHB stating that the applicant has consulted with NHB. The letter should indicate either there is no impact, or include NHB guidelines for preventing or mitigating impacts.	

8. **Jurisdictional areas(s) where work is proposed; check box(es) below. Check the definitions in the instructions for additional information.** ***(If your resource type is not listed, contact DES for guidance):***

Nontidal wetland: swamp, wet meadow, etc.		Bank of surface water body		Intermittent (seasonal) stream		Name of water body from USGS topographic map:	
Vernal pool		Lake or pond		Perennial stream or river		Tributary to:	
Upland tidal buffer zone		Sand dune		Tidal wetland		Prime Wetland Buffer (within 100 feet of prime wetland)	
Freshwater marsh		Bog/fen (peatland)		Atlantic Ocean		Municipally designated prime wetland	

9.	**Provide a brief description** of all proposed work including: 1) the **size of the impact area** (square feet) in the resource, 2) the size (in acres) of the entire parcel(s), and 3) the compensatory mitigation proposed, if applicable, per Env-Wt 302.03(c). Attach a separate page if you are not completing this using a computer.	
10.	Does the project require compensatory mitigation to offset unavoidable impacts to wetlands? If **Yes**, attach a copy of the completed **Mitigation Checklist**.	**Yes / No**
11.	Have you requested a waiver of any wetland rules per Env-Wt 204? If **Yes**, attach your waiver request to this application.	**Yes / No**
12.	Is there any DES emergency authorization associated with this property? Are you aware of any DES enforcement issues related to this property? If **Yes**, provide the file number(s): _____	**Yes / No**
13.	Explain why it is necessary to impact a wetland or other jurisdictional area to construct your project.	

14.	Explain why your project design proposes less environmental impact on areas in DES Wetlands jurisdiction than other alternatives. What other alternatives were considered? (Attach a separate page if you are not completing this expandable box on a computer)

15. Amount of Impact Proposed By Jurisdictional Area

Indicate whether **permanent** or **temporary** impacts. This information is necessary to calculate the fee and classify your project. Leave box blank if not applicable to your proposed project.

Jurisdictional area	Impact Type (indicate whether temporary or permanent)			
	Dredge	**Fill**	**Structure**	**Total**
Wetlands				sq. ft.
Impacts to very poorly drained soils (only required for pond construction)				sq. ft.
Prime wetland				sq. ft.
Vernal pool				sq. ft.
Prime Wetland Buffer (within 100 feet of designated prime wetland)				sq. ft.
Stream or River				sq. ft.
Bank of stream or river				sq. ft.
Bed of perennial stream				linear feet
				sq. ft.
Thread of Intermittent Stream				linear feet
Bank of Lake (for beach construction & replenishment, bank stabilization)				
Shoreline (see following page for how to calculate this average length)				linear feet
Dredge/fill within bank				sq. ft.
Dredge/fill within bank				cubic yards
Lake or Pond (below full lake elevation) Impacts for docks and structures listed in item 15 are entered below.				
Shoreline subject to impacts				linear feet
				sq. feet
Dredge or fill of lakebed				cubic yards
				sq. ft.
Sand dune				sq. ft.
Tidal wetland				sq. ft.
Upland tidal buffer zone				sq. ft.
Undeveloped?/ Developed? (choose one or both, as appropriate)				

16. Calculate and provide length of shoreline frontage.
Shoreline frontage is the average of two distances, 1) the actual natural navigable shoreline footage, and 2) a straight line drawn between property lines, both of which are measured at the normal high water line.

(a) Pin to pin distance (linear feet)	(b) Actual natural navigable shoreline (from pin to pin)	(a) + (b) = 2	Shoreline frontage (linear feet)

17. Enter the information below if you are proposing any **docking structures**. Your plans must show proposed and existing docking structures.

Docking structures (proposed)	Square Feet
Surface area of all **permanent** structures:	
Surface area of all **seasonal** structures:	

18. Other DES Permitting Requirements

____ **Have you addressed requirements of Comprehensive Shoreland Protection Act (CSPA), RSA 483-B?**
If your property is in the "protected shoreland" -- the area that is within 250 feet of a fourth order stream, a designated river, a lake or pond 10 acres or greater in size (on the DES *Official List of Public Waters)*, or tidal water, you will need to comply with the requirements of the Comprehensive Shoreland Protection Act (CSPA).

What is considered "protected shoreland"? To determine if your property is located in "protected shoreland," go to www.des.nh.gov/cspa or the following websites:

- A "fourth order" or larger stream or river (www.des.nh.gov/cspa).
- Any river or river segment designated as protected under the N.H. Designated Rivers Program, RSA 483 (www.des.nh.gov/rivers/).
- Public waters (www.des.nh.gov/Dam/)
- Tidal waters.

As of July 1, 2008, projects that involve construction, excavation, or filling within the protected shoreland, require a DES Shoreland Permit, unless the work is specifically permitted under a Wetlands Permit, OR exempted under Rule Env-Wq 1406.03 or Env-Wq 1406.04 (see des.nh.gov/rules/desadmin_list.htm#env-wq1400), and a DES Alteration of Terrain permit 50,000 square feet if any part of disturbance is within the protected shoreland. For more information: www.des.nh.gov/AOT/ and RSA 485-A:17.

____ **Does this project require a DES Alteration of Terrain (AoT) permit?** If yes, does this application and the other application reflect the same project area in its entirety?
Date of submittal to DES: _____
DES AoT File number: _____

____ **Does this project require a DES Subdivision or Subsurface Disposal System permit(s)?** If yes, does this application and the other application reflect the same project area in its entirety?
Date of Subsurface/Subdivision application submittal to DES: _____
DES Subsurface/Subdivision File number: _____

19. In accordance with RSA 482-A:3, XIV (b), I, _____, hereby authorize DES to communicate all matters relative to this application electronically with the individual identified below at the email address identified below. I agree to send an electronic return/read receipt of all emails sent by the department and understand that the department will do the same. I also agree that DES will be notified immediately of any change in the email address identified below. Please note that DES limits the size of documents that can be received or stored electronically. Any submittals that have a file size over 5 MB must be provided in hard copy.

(Check one box only and supply email address)

❒ Landowner email: _____ ❒ Applicant email: _____

❒ Agent email: _____

20. FILING FEE: A check or money order payable to the NH DES Wetlands Bureau must accompany this application. The minimum fee is $200. Minor and major impact projects are charged at the rate of: $0.20 per square foot of requested impact (if less than 1,000 square feet of impact is proposed, the minimum fee of $200 applies). All applications for shoreline structures shall include a base fee of $200. In addition, minor and major impact shoreline projects shall include fees charged at the rate of: $0.20 per square foot for requested dredge or fill impacts; $1 per square foot for requested seasonal docking structure; and $2 per square foot for requested permanent docking structure. The application will be considered administratively incomplete until the required fee is paid in full. **Attach the appropriate fee calculation worksheet(s).**

21. APPLICANT SIGNATURE. By signing this application, I am certifying that:

1) All abutters have been identified in accordance with the definition given in the instructions and I or my agent have/has sent notices to those abutters by Certified Mail.
2) I have read and provided the required information outlined in Env-Wt 302.04 and listed on the "Checklist for Submission of Your Standard Dredge and Fill Application," dated June 2008.
3) I have read and understand Env-Wt 302.03 and have chosen the least impacting alternative.
4) I have reviewed the information being submitted and that to my knowledge the information is true and accurate.
5) I have submitted a copy of the application materials to the NH State Historic Preservation Officer.
6) Authorize the municipal conservation commission to inspect the site of the proposed project.
7) I understand that the willful submission of falsified or misrepresented information to the New Hampshire Department of Environmental Services is a criminal act, which may result in legal action.

Signature of applicant(s)	**Print applicant's name(s)**	**Date**
Signature of authorized agent (if applicable)	**Print agent name**	**Date**

22. TOWN CLERK SIGNATURE: I hereby certify that the applicant has filed five sets of all materials with the town/city of _____ as required by Chapter 482-A:3, and I have received and retained certified postal receipts (or copies) for all abutters identified by the applicant. Upon signing the application below, I will forward immediately by certified mail to the DES the original application materials, including the filing fee, and distribute the three copies to each of the following: the local governing body, the municipal planning board, if any, and the municipal conservation commission, if any. Town clerk retains one copy.

Signature of town/city clerk	**Date**

For DES Office Use Only:

Fee received (amount): _____ DES File # _____ Name on check: _____

_____	_____	_____	_____	_____
date of check	date check received	check#	amount	initials

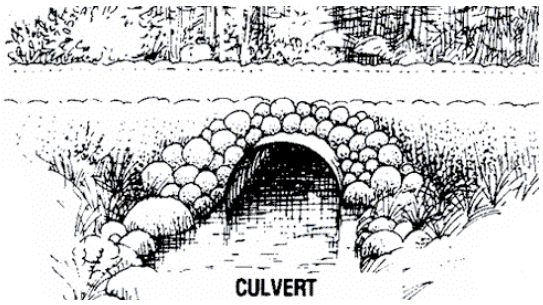
Additional check: Date of check:_____ Date check received:_____ Check number:_____ Check amount:_____

The U.S. Army Corps of Engineers has reissued its New Hampshire Programmatic General Permit (PGP) effective June 28, 2007. The Corps is requiring the submission of a new Corps Secondary Impacts Checklist to be submitted with the DES wetland application. The Corps will review this information to assess direct, indirect (secondary impacts) and cumulative impacts. The Corps **Secondary Impacts Checklist,** Appendix B to the New Hampshire PGP, is attached to this DES wetland application. The PGP does not impose any obligation on DES to assess secondary impacts that does not already exist in state law.

Calculating the Appropriate Application Fee to be Submitted with a Standard Dredge and Fill Application

Worksheet A

Use this worksheet for a project with no construction or modification of docking facilities.

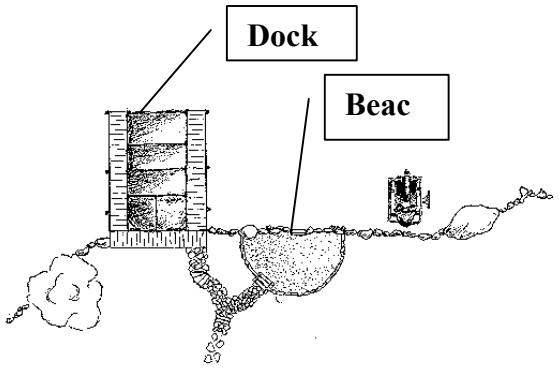


For Minor and Major Impact Projects:		Fee calculation rate and square feet of impact	Fee (subtotals and total)
1	**Minimum application fee**		**$200**
	OR		
2a	**Total area of new* impacts to wetland and other jurisdictional areas (excluding surface water) as measured in square feet**		
2b	**Multiply line 2a by the $0.20 fee per square foot of new impact to determine fee based on area of impacts to wetlands, bank or other jurisdictional area(s).**		$
3	**Which has the larger amount, line 1 or 2b? Circle one.**		**1** or **2b**
4	**Required Fee: Enter the** larger amount **of 1 OR 2b.**		$

"New" impact means work or activity beyond the limits (footprint) of a previously permitted or grandfathered project, including temporary impacts. For example, replacement of a 20-foot long culvert with a 40-foot long culvert would calculate 2b based on the 20 feet of new culvert length (times the width, etc.) used in 2a. This does not apply to shoreline structures that use Worksheet B.)

Calculating the Appropriate Application Fee to be Submitted with a Standard Dredge and Fill Application

Worksheet B



Use this worksheet for the following **shoreline structure** projects:

- Construction or modifications of seasonal or permanent docking facilities.
- Dredge or fill within lake bed
- Excavation, fill or construction within the banks of surface water body.

	For Minor and Major Impact Projects:	**Fee calculation rate and square feet of impact**	**Fee (subtotals and total)**
1	**Base application fee**		**$200**
2a	**Total square feet of new impacts to wetland, bank, and other jurisdictional areas**		
2b	**Multiply line 2a by $0.20 fee per square foot of new impacts to determine the** ADDITIONAL fee for wetlands, bank or other jurisdictional area		**$**
3a	**Total square feet of dredge and fill of surface waters**		
3b	**Multiply line 3a by $0.20 fee per square foot of impact to determine the** ADDITIONAL fee for surface water dredge and fill.		$
4a	**Total square feet of proposed seasonal docking structure**		
4b	**Multiply line 4a by $1 fee per square foot of impact to determine the** ADDITIONAL fee for seasonal structure(s):		$
5a	**Total square feet of proposed permanent docking structure**		
5b	**Multiply line 5a by $2 fee per square foot of impact to determine the** ADDITIONAL fee for permanent structure(s):		$
6	**Required Fee: Add lines 1, 2b, 3b, 4b, and 5b**		$

US Army Corps of Engineers ®
New England District

U.S. Army Corps of Engineers
Programmatic General Permit (PGP)
(http://www.nae.usace.army.mil/reg/NHPGPpermit.PDF)
Appendix B - Required Information and Corps Secondary Impacts Checklist

In order for the Corps of Engineers to properly evaluate your application, applicants must submit the following information along with the DES Wetlands Bureau application or permit notification forms. Some projects may require more information. For a more comprehensive checklist, see www.nae.usace.army.mil/reg/Application_PlanGuidelines.doc. Check with the Corps at (978) 318-8832 for project-specific requirements. For your convenience, this Appendix B is also attached to the State of New Hampshire DES Wetlands Bureau application and Permit by Notification forms.

Required information for all projects:
- **8½"x 11" plans: Locus map, plan views of the entire property and project limits with existing and proposed conditions. On each plan show the NGVD 1929 equivalent for the project's vertical datum with the vertical units. Do not use local datum.**

Required information for Federal inland (Section 404) wetland/waterway fill projects:
- Complete the "Corps Secondary Impacts Checklist" provided on the following page;
- **Each plan should show the ordinary high water (OHW) line in the absence of a contiguous wetland.**
- National Wetlands Inventory Map(s) (www.fws.gov/nwi/) showing the impacted wetland system(s);
- For Minor/Major Impact Projects, delineate special aquatic sites (SAS) and special wetlands, including vernal pools [see General Condition (GC) 26].

Information typically required for stream crossing projects (perennial and intermittent unless otherwise specified):
- Rosgen classification for perennial streams. See Applied River Morphology, Dave Rosgen, 1996;
- PE stamp on all perennial stream projects when required by the State;
- Crossing impact analysis of hydraulic capacity, hydrogeomorphic compatibility, watershed size above a crossing, upstream and downstream direct and secondary impacts from a proposed crossing;
- Stream bank full, and bank dimensions, channel dimensions, extent of the floodplain prone area;
- Crossing impact assessment to wildlife and fisheries and aquatic organisms (pre- and post design) including direct and secondary impacts;
- Replacements: an analysis of current crossing compatibility, stability of upstream and downstream channel and bank, recent scour events, systems analysis on hydrology, ecological stability and sediment loading.

Required information for projects in tidal waters:
- **Each plan should show the mean high water (MHW), mean low water (MLW), mean lower low water (MLLW), high tide line (HTL) or other tidal datum;**
- Delineate special aquatic sites (SAS) and special wetlands (see GC 26);
  Show or state the size of the waterbody;
- Limits of any Federal Navigation Project (FNP) within 100' of the project area and State Plane Coordinates for the limits of the proposed work closest to the FNP;
- Volume, type, and source of fill material to be discharged into waters and wetlands, including the area(s) (in square feet or acres) of fill in wetlands and the areas below the HTL.

Required information for tidal water dredge projects:

- Sediment testing, including physical (e.g., grain-size analysis), chemical and biological testing. For

projects proposing open water disposal, applicants should contact the Corps as early as possible regarding sampling and testing protocols. Sediment sampling and testing without such contact would be at the applicant's risk;

- Any existing sediment grain size and bulk sediment chemistry data;
- Nature of material (e.g., silty sand);
- Any nearby projects;
- The area in square feet and volume of material to be dredged below HTL;
- Existing and proposed water depths;
- Type of dredging equipment to be used;
- Location of the disposal site (include locus sheet);
- Information on the location and nature of municipal or industrial discharges and occurrence of any contaminant spills in or near the project area;
- Shellfish survey;
- Identify and describe potential impacts to essential fish habitat (see GC 10);
- Delineation of submerged aquatic vegetation (e.g., eelgrass beds).

U.S. Army Corps of Engineers
Programmatic General Permit (PGP)
Appendix B
Corps Secondary Impacts Checklist
(for inland wetland/waterway fill projects in New Hampshire)

1. Attach any explanations to this checklist. Lack of information could delay a Corps permit determination.
2. All references to "work" include all work associated with the project construction and operation. Work includes filling, clearing, flooding, draining, excavation, dozing, stumping, etc.
3. See PGP, GC 5 regarding single and complete projects.
4. Contact the Corps at (978) 318-8832 with any questions.

1. Impaired Waters	**Yes**	**No**
1.1 Will any work occur upstream within 1 mile upstream in the watershed of an impaired water? See www.des.nh.gov/wmb/Section401/ to determine if there is an impaired water in the vicinity of your work area.*		
2. Wetlands		
2.1 Are there are streams, brooks, rivers, ponds, or lakes within 200' of any proposed work?		
2.2 Are there proposed impacts to SAS, shellfish beds, special wetlands and vernal pools (see PGP, GC 26)? Applicants may obtain information from the NH Department of Resources and Economic Development Natural Heritage Bureau (NHB) website, www.dred.state.nh.us/divisions/forestandlands/bureaus/naturalheritage, specifically the book Natural Community Systems of New Hampshire.		
2.3 If wetland crossings are proposed, they are not adequately designed to maintain hydrology, sediment transport & wildlife passage.		
2.4 Would the project remove part or all of a riparian buffer? (Riparian buffers are lands adjacent to streams where vegetation is strongly influenced by the presence of water. They are often thin lines of vegetation containing native grasses, flowers, shrubs and/or trees that line the stream banks. They are also called vegetated buffer zones.)		
2.5 The overall project site is more than 40 acres.		
2.6 What is the size of the existing impervious surface area?		
2.7 What is the size of the proposed impervious surface area?		
2.8 What is the % of the impervious area (new and existing) to the overall project site?		
3. Wildlife	Yes	No
3.1 Has the NHB determined that there are known occurrences of rare species, exemplary natural communities, Federal and State threatened and endangered species and habitat, in the vicinity of the proposed project? (All projects require a NHB determination.)		
3.2 Would work occur in an area identified by NH Fish and Game Department as "Highest Ranked Habitat by Ecological Condition in NH" (magenta areas on maps) or "Highest Ranked Habitat by Ecological Condition in biological region" (green areas on maps)? www.wildlife.state.nh.us/Wildlife/Wildlife_Plan/highest_ranking_habitat.htm. The map is currently available as a PDF for download that can be zoomed in on.*		
3.3 Would work occur in an area identified as a "Conservation Focus Area" (purple areas). www.wildlife.state.nh.us/Wildlife/Wildlife_Plan/conservation_focus.htm? The map is currently available as a PDF for download that can be zoomed in on.*		
3.4 Would the project impact more than 20 acres of an undeveloped land block (upland, wetland/waterway) on the entire project site and/or on an adjoining property(s)?		
3.5 Does the project propose more than a 10-lot residential subdivision, or a commercial or industrial development?		
3.6 If stream crossings are proposed, will they impede hydrology, sediment transport & wildlife passage. (Note: Stream crossings should be designed in accordance with the PGP, GC 21.)		
4. Flooding/Floodplain Values	**Yes**	**No**
4.1 Is the proposed project within the 100-year floodplain of an adjacent river or stream?		
4.2 If 4.1 is yes, will compensatory flood storage be provided if the project results in a loss of flood storage?		

*Although this checklist utilizes state information, its submittal to the Corps is a Federal requirement.