



THE STATE OF NEW HAMPSHIRE
 DEPARTMENT OF ENVIRONMENTAL SERVICES
 LAND RESOURCES MANAGEMENT
 WETLANDS BUREAU

29 Hazen Drive, PO Box 95, Concord, NH 03302-0095
 Phone: (603) 271-2147 Fax: (603) 271-6588

Website: <http://des.nh.gov/organization/divisions/water/wetlands/index.htm>
 Permit Application Status: <http://des.nh.gov/onestop/index.htm>



WETLANDS PERMIT APPLICATION

| | | | |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| File No.: | Check No.: | Amount: | Initials: |
| Administrative Use Only | Administrative Use Only | Administrative Use Only | Administrative Use Only |

1. REVIEW TIME: If you do not know the review time for your project, refer to Attachment A to determine if your project's review time is Standard or Expedited.

Standard Review (Minimum, Minor or Major Impact) Expedited Review (Minimum Impact)

2. PROJECT LOCATION: A separate application must be filed with each municipality that jurisdictional impacts will occur in.

| | | | |
|---|--------|---|-------|
| ADDRESS: | | TOWN/CITY: | |
| TAX MAP: | BLOCK: | LOT: | UNIT: |
| US GEOLOGICAL SURVEY TOPO MAP WATERBODY NAME: | | LOCATION COORDINATES (If known): | |
| | | <input type="checkbox"/> Latitude/Longitude <input type="checkbox"/> UTM <input type="checkbox"/> State Plane | |

3. PROPERTY OWNER or APPLICANT INFORMATION (check all that apply). If the applicant is not the property owner, attach property owner information and written permission from the property owner granting the applicant permission to act on their behalf.

| | | |
|------------------|--------|-----------|
| NAME: | | |
| MAILING ADDRESS: | | |
| TOWN/CITY: | STATE: | ZIP CODE: |
| EMAIL or FAX: | PHONE: | |

By initialing here, I, hereby authorize DES to communicate all matters relative to this application electronically (RSA 482-A:3, XIV (b) : _____)

4. AGENT INFORMATION:

| | | |
|------------------|----------|-----------|
| NAME: | COMPANY: | |
| MAILING ADDRESS: | | |
| TOWN/CITY: | STATE: | ZIP CODE: |
| EMAIL or FAX: | PHONE: | |

By initialing here, I, hereby authorize DES to communicate all matters relative to this application electronically (RSA 482-A:3, XIV (b) : _____)

* Complete this page last.

5. PROPERTY OWNER / AUTHORIZED APPLICANT / AUTHORIZED AGENT SIGNATURE: A letter of authorization from the property owner/applicant is required if the property owner/applicant does not sign below. Note the property owner permission requirement in no.3 above.

By signing the application, I am certifying that:

1. All abutters have been identified in accordance with RSA 482-A:3, I and Env-Wt 100-900.
2. I have read and provided the required information outlined in Env-Wt 302.04 for the applicable project type.
3. I have read and understand Env-Wt 302.03 and have chosen the least impacting alternative.
4. Any structure that I am proposing to repair/replace was either previously permitted by the Wetlands Bureau or would be considered grandfathered per Env-Wt 101.44.
5. I have submitted a copy of the application materials to the NH State Historic Preservation Officer.
Link:<http://www.nh.gov/nhdhr/review/> (Copy link to your web browser)
6. I authorize DES and the municipal conservation commission to inspect the site of the proposed project.
7. I have reviewed the information being submitted and that to the best of my knowledge the information is true and accurate.
8. 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.
9. I am aware that the work I am proposing may require additional state, local or federal permits which I am responsible for obtaining.
10. The mailing addresses I have provided are up to date and appropriate for receipt of DES correspondence. DES will not forward returned mail.

Property Owner/ Applicant / Authorized Agent

Print name legibly

Date

APPLICATION SUBMITTAL DIRECTIONS:

1. The Conservation Commission signature is ONLY required for Expedited Review; Standard Review applications do NOT require the Conservation Commission's signature;
2. Submit the original application form and materials, four copies, application fee and any required municipal fees (authorized by RSA 482-A:3,I) to the town/city clerk for the **REQUIRED town /city clerk's** signature and mailing via certified mail to DES. Municipal fees means an administrative fee not to exceed \$10 plus the cost of postage by certified mail.

6. This section is to be completed by the Town/City Clerk

As required by Chapter 482-A:3 (amended 1991), I hereby certify that the applicant has filed five application forms, five detailed plans, and five USGS location maps with the town/city indicated below and I have received and retained certified postal receipts (or copies) for all abutters identified by the applicant.

Town/City Clerk

Print name legibly

Date

Town/City

TOWN CLERK SUBMITTAL & MAILING DIRECTIONS:

Per RSA 482-A:3,I(d):

1. For applications where "Expedited Review" is checked on page 1, only accept the application if the Conservation Commission's signature has been obtained (Standard Review Applications do NOT require the Conservation Commission's signature);
2. Collect from the applicant the postal receipts demonstrating that all abutters and the Local Advisory Committee were sent proper notice;
3. Collect any administrative fees, not to exceed \$10 plus the cost of postage by certified mail (RSA 482-A:3,I).
4. Immediately sign the original application and four copies in the signature space provided in the space above;
5. Retain one copy of the application form and all attachments that will remain with the town/city clerk and will be made reasonably accessible to the public;
6. Immediately distribute a copy of the application with attachments to the municipal Conservation Commission, the local governing body (Board of Selectmen or Town/City Council), and the Planning Board in accordance with RSA 482-A:3, I; and
7. **IMMEDIATELY** send (DO NOT HOLD FOR OTHER MUNICIPAL REVIEWS) the original application materials and filing fee, by **CERTIFIED MAIL** to the NHDES Wetlands Bureau at the address indicated on the front of this application.

7. CONSERVATION COMMISSION SIGNATURE FOR EXPEDITED REVIEW ONLY:

ONLY Expedited Review applications require that the Conservation Commission signature is obtained prior to submittal the final application to the Town/City Clerk for signature and mailing to the NHDES Wetlands Bureau. The Conservation Commission may refuse to sign. If the Conservation Commission does not sign this statement for any reason, then the application is not eligible for expedited review and the "Standard Review" box should be checked on page 1. The application shall be reviewed in the standard review time.

The signature below certifies that the municipal conservation commission has reviewed this application, and: 1) waives its right to intervene per RSA 482-A:11; 2) believes that the application and submitted plans accurately represent the proposed project; and 3) has no objection to permitting the proposed work.

Authorized Commission Signature

Print name legibly

Date

8. RELATED FILES/APPROVALS: If applicable, indicate files and approvals that are related to the proposed project or project site. Link to all NHDES Programs, Bureaus and Units: <http://des.nh.gov/programs/index.htm> (Copy link to your web browser)

Wetlands Bureau enforcement, emergency authorizations: _____

Wetlands Bureau approvals, denials: _____

Shoreland/ Alteration of Terrain/ Subsurface: _____

Other: _____

9. PROJECT DESCRIPTION: Provide a brief description of the project, outlining the scope of work to be performed, including the area of impact (square feet) of permanent impacts, temporary impacts (impacts that are not intended to remain after the project is completed), and after-the-fact impacts (work completed prior to receipt of this application by DES) to each jurisdictional area that will be impacted (wetlands, streams, rivers, lakes/ponds, prime wetland/buffer, tidal waters, salt marsh, sand dune, [upland] tidal buffer zone & docking structures). Docking structures provide the square footage of seasonal docking structures and permanent docking structures. **Please provide only a brief project description as instructed above and attach additional sheets to provide other information requirements, but DO NOT reply "See Attached" in the space provided below.**

10. APPLICATION REQUIREMENTS: *This application will be returned to you if items outlined in A – J.1 are not provided.* If applicable items outlined in J.2 - L are not provided, you may receive a letter requesting the outstanding information. Please note that a DES request letter is a courtesy and applications that do not include the required information may be denied. Copy links to your web browser.

A. 1. Is the project within a ¼ mile of a designated river? Y N

Designated river list and map link: <http://des.nh.gov/organization/divisions/water/wmb/rivers/desigriv.htm>

2. If yes: Indicate river: _____

3. As required by RSA 482-A:3,1(d)(2), I have notified the Local River Advisory Committee (LAC) by sending a copy of the complete application and supporting materials via certified mail on: **Month:** __ **Day:** __ **Year:** __

LAC link: <http://des.nh.gov/organization/divisions/water/wmb/rivers/lac/index.htm>

B. Property Owner or Authorized Applicant/Agent and Town/City Clerk signatures, no.'s 5 & 6 on pg. 2 of this form (Env-Wt 501.02(a) & 505.01(i))

C. Narrative of the project description, no. 9 above (Env-Wt 501.02(a) & 505.01(i))

D. Documentation from the Department of Resources and Economic Development's Natural Heritage Bureau (NHB) indicating that NHB has reviewed your project. Documentation can be obtained online at: https://www2.des.state.nh.us/nhb_datacheck/ or by phone (603) 271-2215 x 323. Please attach the REQUIRED letter/memo and map provided by NHB.

E. A copy of a U. S. Geological Survey topographic map upon which the property lines and project limits have been outlined (surveyed property boundaries not required). The map must be at an unaltered scale of 1:24,000 or 1" = 2,000 feet (1:25,000 metric map). (Env-Wt 501.02(a)(4) & 505.01(g))

Topographic Map Links: <http://des.nh.gov/organization/divisions/water/wetlands/categories/technical.htm>

F. Attach legible and labeled color photographs clearly depicting the jurisdictional areas to be impacted, the resource outside of impact area, any shoreline structures and culvert inlet/outlets (Env-Wt 501.02(a)(3) & 505.01(i))

G. Attach drawing(s)/plan(s) (including a construction sequence) showing additional data requirements listed in Env-Wt 501.02(a)(2) & 505.01(h). See no. 11 on pg.'s 4 & 5 for drawing/plan requirements.

H. Attach a completed U.S. Army Corps of Engineers New Hampshire Programmatic General Permit (PGP) Appendix B – Required Information and Corps Secondary Impact Checklist: http://www.nae.usace.army.mil/Regulatory/SGP/NH_PGP.pdf (scroll to page 29 of 34 to reach Appendix B).

10. APPLICATION REQUIREMENTS CONTINUED:

- I. Attach the application fee, check or money order payable to: **"Treasurer-State of NH"** (RSA 482-A:3,I & Env-Wt 505.01(c))
 - Minimum Impact (Standard & Expedited Review): Flat fee of \$ 200 **OR**
 - Minor or Major Impact (Standard Review): Complete the minor & major application fee table below.

| MINOR & MAJOR APPLICATION FEE: | | | |
|--|---------|---|-----------------|
| Permanent impacts (non-docking): _____ | sq. ft. | X | \$0.20 = _____ |
| Temporary impacts (non-docking): _____ | sq. ft. | X | \$ 0.20 = _____ |
| Temporary (seasonal) docking structure: _____ | sq. ft. | X | \$1.00 = _____ |
| Permanent docking structure: _____ | sq. ft. | X | \$2.00 = _____ |
| Projects proposing shoreline structures add \$200 = | | | _____ |
| Total = | | | _____ |
| The Application Fee is the above calculated Total or \$200, whichever is greater = _____ | | | |

- J.1. Legible copy or tracing of the tax map from the municipal office (Env-Wt 501.02(a)(1)& 505.01(e)).
 2. Confirm the submitted tax map illustrates the property of the applicant, the location of the proposed project on the property, and the location of properties of abutters (defined Env-Wt 101.03) with each lot labeled with the abutter's name(s) and mailing address(es); or provide a list of abutters' names and mailing addresses to cross-reference with the tax map (Env-Wt 501.02(a)(1)& 505.01(f))
 - Abutter Notification Exceptions see Env-Wt 501.01(c).
 - If jurisdictional impacts occur within 20 feet of an abutting property line or imaginary extension thereof over surface water signed permission letter(s) from the affected abutters must be included with this application (Env-Wt 304.04). This letter must be notarized if your project is a boat docking facility (RSA 482-A:3-XIII(c)). Notarized abutter permission is not required for maintenance projects.
- K. Need, Avoidance & Questions:
 - Minimum: 1. Attach a statement demonstrating need for the proposed project (Env-Wt 302.03); and
2. Attach a statement demonstrating that the proposal is the alternative with the least adverse impact to areas and environments under the department's jurisdiction. (Env-Wt 302.03 & 505.01(d)&(y)); **OR**
 - Minor & Major: Attach a response to questions outlined in Wetland Rule Env-Wt 302.04(a)
- L. Minor & Major Impact Projects ONLY: Does the project require compensatory mitigation pursuant to Env-Wt 302.03?
 - Y** **N** **If yes:** Attach a completed Mitigation Agreement Form and materials outlined on the form (Env-Wt 501.02(a)(6) & 501.06)
Link: http://des.nh.gov/organization/commissioner/pip/forms/wetlands/documents/mitigation_form.doc

11. Review the "Project Types" listed below. For all "Project Types" that describe your project, refer to the corresponding wetlands rules (Env-Wt) or guidance listed under "Information Requirements" for site, design and drawing/plan information necessary to accurately describe your project. If applicable "Information Requirements" listed next to your "Project Types" are not provided, you may receive a letter requesting the outstanding information. Please note that a DES request letter is a courtesy and applications that do not include the required information may be denied.

Wetland Rules Link: <http://des.nh.gov/organization/commissioner/legal/rules/documents/env-wt100-900.pdf> (Copy link to your web browser)

| Project Types: | Information Requirements: |
|---|--|
| Minimum general plan requirements | Confirm the submitted drawing referenced in 10 G, pg. 3 includes: 1. An accurate drawing with detailed dimensions clearly annotated to document existing site conditions and to show the impact of the proposed activity on areas in department jurisdiction and detailing the precise location of the project (Env-Wt 505.01(h)); 2. Identification of the type of landform to be affected as follows: salt marsh, tidal water, sand dune, bog, freshwater marsh, swamp, wet meadow, river, perennial stream, seasonal stream, lake, upland tidal buffer zone or other (Env-Wt 505.01(k)); 3. The number of linear feet of shoreline frontage for projects located on water bodies (Env-Wt 505.01(r)); 4. The linear distance of project from abutting property boundaries (Env-Wt 505.01(s)); 5. Type of docking structure (Env-Wt 505.01(t)); 6. The diameter of culvert(s) to be used for road or driveway crossings (Env-Wt 505.01(u)); |
| Minor & Major general plan requirements | Env-Wt 501.02 (Note: Tidal wetlands: 501.02(b), Surface water shoreline: 501.02(c), Shoreland: 501.02(d)) |
| Minor & Major wetland delineation & classification and vernal pool survey | Env-Wt 301.01 [wetland delineation], 301.02 [wetland classification] Env-Wt 301.01 & 302.04(a)(7)(f) [vernal pool survey and report] |
| Subdivision | Env-Wt 304.09 |
| Vegetative & riprap bank stabilization (river, stream, lake, pond) | Env-Wt 404.03 & 404.04 |
| Freshwater Retaining Walls | Env-Wt 404.05(a) |
| Beach construction & replenishment | Env-Wt 304.08 (provide the cubic yards of proposed sand on plans or in narrative) |
| Surface water dredge | Provide the cubic yards of proposed dredge on plans or in narrative |
| All Shoreline Structures | Provide the Average Shoreline Frontage (linear feet), using the below formula: $\frac{(\text{Straight line distance pin to pin:}) + (\text{Actual natural navigable shoreline pin to pin})}{2}$ |
| Dock configuration | Env-Wt 402.01 |
| Dock dimensions | Env-Wt 402.03 |
| Seasonal docks | Env-Wt 402.05 |
| Permanent docks | Env-Wt 402.06 |
| Breakwaters | Env-Wt 402.07 |
| Stairways to access docks | Env-Wt 402.10 |
| Marinas | Env-Wt 402.16 |
| Tidal water retaining walls | Env-Wt 404.05(b) |
| Dikes, Tide Dams, and Tide Gates | Env-Wt 403.03 |
| Protected Shoreland (SWQP) | Env-Wt 501.02(d) |

| | |
|---|--|
| New Tier 1 Stream Crossing (Excluding: Env-Wt 303.04(z)) | Env-Wt 903.03(a) [plans], 904.01 [questions], 904.02 [design] |
| Tier 1 or 2 Stream Crossing Repair | Env-Wt 903.03(a) [plans], 904.01 [questions], 904.06 [design] |
| Tier 1 or 2 Stream Crossing Replacement | Env-Wt 903.03(a) [plans], 904.01 [questions], 904.07 [design] |
| New Tier 2 Stream Crossing (Excluding: Env-Wt 303.04(z)) | Env-Wt 903.03(a) [plans], 904.01 [questions], 904.03 [design] |
| All Tier 3 Stream Crossings | Env-Wt 903.03 (a) & (b) [plans] , 904.01 [questions] 904.04, 904.05 [design] |
| Stream Crossing Alternative Designs | Env-Wt 904.09 |
| Rule waiver | Env-Wt 204 (Stream rule waivers, use Alternative Designs Env-Wt 904.09) |