



WETLANDS PERMIT BY NOTIFICATION (PBN)

Water Division/ Wetlands Bureau
Land Resources Management

Check the status of your notification: <http://des.nh.gov/onestop>



RSA/Rule: RSA 482-A/ Env-Wt 100-900

1. PROJECT TYPES

The PBN process is limited to the 14 project types listed below. Check all project types that apply and confirm the project meets the Project Specific Criteria listed in the Project Specific Criteria document for each project number checked below.

<input type="checkbox"/> 1	<p>Freshwater Seasonal Dock: Construction or modification of a seasonal pier or wharf (dock), located on a non-tidal stream or river or in a lake or pond.</p>	<input type="checkbox"/> 8	<p>Culvert/Bridge Replacement: The replacement of a culvert/bridge on a watercourse with a contributing watershed less than or equal to 25 acres to permit vehicular access to one single family lot or for noncommercial recreational use.</p>
<input type="checkbox"/> 2	<p>Retaining Wall Repair and Replacement: Repair or replacement in-kind of a retaining wall (<i>in the dry during draw down</i>)</p>	<input type="checkbox"/> 9	<p>Beach Replenishment: Replenishment of an existing non-tidal beach with less than 10 cubic yards of sand.</p>
<input type="checkbox"/> 3	<p>Maintenance Dredge: Maintenance dredging, when necessary to provide continued usefulness of nontidal drainage ditches, man-made ponds, and spillways</p> <p><i>Stormwater detention ponds, fire ponds, or agricultural ponds may be exempt from permitting pursuant to RSA 482-A:3, IV-b. See the project specific criteria document for further information.</i></p>	<input type="checkbox"/> 10	<p>Seasonal Dock Anchoring Pad: Construction of an anchoring pad for a seasonal dock in non-tidal waters</p>
<input type="checkbox"/> 4	<p>Temporary Cofferdams: Temporary cofferdams and other water control devices constructed in flowing water or adjacent to dams in conjunction with the repair or maintenance of existing structures. All such work shall be designed, and supervised by a professional engineer (PE). Plans must be stamped by a PE.</p>	<input type="checkbox"/> 11	<p>Boatlift: Installation of <i>one</i> seasonal boatlift in non-tidal waters and not within 20 feet of abutter's property line.</p>
<input type="checkbox"/> 5	<p>Docking Structure Repair: Repair of an existing tidal and non-tidal docking structures</p>	<input type="checkbox"/> 12	<p>Watercraft Lift: Installation of <i>one or two</i> personal watercraft lift(s) in non-tidal waters adjacent to a dock.</p>
<input type="checkbox"/> 6	<p>Dry Hydrant: For a dry hydrant ONLY, excavation of less than 10 linear feet within the bank and bed of a surface water that does not exceed 200 square feet in total jurisdictional impact to the bed</p>	<input type="checkbox"/> 13	<p>Residential Utilities: Installation of a residential utility line. Stream impacts limited to a contributing watershed of 25 acres.</p>
<input type="checkbox"/> 7	<p>Maintenance of a Non-Docking Structure: Maintenance, repair or replacement of a non-docking structure.</p>	<input type="checkbox"/> 14	<p>Utility Right-of-Ways: Temporary impacts associated with the inspection, maintenance and repair of existing utility lines within an existing utility right of way.</p> <p>Use the Utility Maintenance Notification form for this project type.</p>

shoreland@des.nh.gov or (603) 271-2147

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www.des.nh.gov

<i>Administrative Use Only</i>	<i>Administrative Use Only</i>	<i>Administrative Use Only</i>	File No.:
			Check No.:
			Amount:
			Initials:

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. PROJECT DESCRIPTION:
Provide a brief description of the project, outlining the scope of work to be performed, including a narrative that describes the sequence of construction including pre-construction through post-construction activities and the relative timing and progression of all work. Do not write "see attached".

4. IMPACT AREA:
For each jurisdictional area that will be/has been impacted, provide square feet and, if applicable, linear feet of impact
Temporary = impacts not intended to remain (and will be fully restored to pre-construction conditions) after the project is completed

Jurisdictional Area	Permanent Sq. Ft.	Temporary Sq. Ft.	Jurisdictional Area	Permanent Sq. Ft.	Temporary Sq. Ft.
Forested wetland			Lake		
Emergent wetland			Pond		
Wet meadow			Tidal water		
Intermittent stream			Previously-developed upland in TBZ		
Perennial stream / river			Other		

5. NATURAL HERITAGE BUREAU & DESIGNATED RIVERS:

See the Project Specific Criteria document for instructions to complete a & b below.

a. Natural Heritage Bureau File ID: NHB ___ - _____.

b. Designated River the project is in ¼ miles of: _____ ; and
 date a copy of the application was sent to Local River Advisory Committee: Month: __ Day: __ Year: ____

NA

6. APPLICANT INFORMATION (Desired permit holder)

NAME:

TRUST / COMPANY NAME:

MAILING ADDRESS:

TOWN/CITY:

STATE:

ZIP CODE:

PHONE:

EMAIL or FAX:

ELECTRONIC COMMUNICATION: By initialing here: _____, I hereby authorize DES to communicate all matters relative to this application electronically

7. PROPERTY OWNER INFORMATION (If different than applicant)

NAME:

COMPANY NAME:

MAILING ADDRESS:

TOWN/CITY:

STATE:

ZIP CODE:

PHONE:

EMAIL or FAX:

ELECTRONIC COMMUNICATION: By initialing here _____, I hereby authorize DES to communicate all matters relative to this application electronically

8. AUTHORIZED AGENT INFORMATION

NAME:

COMPANY NAME:

MAILING ADDRESS:

TOWN/CITY:

STATE:

ZIP CODE:

PHONE:

EMAIL or FAX:

ELECTRONIC COMMUNICATION: By initialing here _____, I hereby authorize DES to communicate all matters relative to this application electronically

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9. CONDITIONS AND SIGNATURES

- a. I have reviewed the Project Specific Criteria documents for each project type checked on page 1 of this form and by signing below I am confirming the project meets all of the outlined project specific criteria (Env-Wt 506.03(k))
- b. Within 10 days following completion of the project, the applicant shall submit to the department confirmation of completion of the project, by either paper copy or electronically, with dated, labeled, photograph(s), mounted on 8½" x 11" sheets if paper copy, or digital photo(s) if electronic, depicting the areas where the impact occurred.
- c. All abutters have been notified in accordance with RSA 482-A:3, I.
- d. The project is at least 20 feet from an abutting property line or imaginary extension thereof over surface water unless it receives written agreement from the affected abutter concurring with any impact that may result relative to the abutter's interests. 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.
- e. I authorize the municipal conservation commission to inspect the site of the proposed project.
- f. I have reviewed the information being submitted, and that to the best of my knowledge, the information is true and accurate.
- g. 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.
- h. I am aware that the work I am proposing may require additional state, local or federal permits.
- i. I will confirm the PBN is complete or disqualified by checking the "One-Stop Wetland Permits Query" as outlined in the project specific document or by telephone at 603-271-2147 before starting work, and I will record the Wetlands File Number on the Notification Conditions page in the Project Specific Criteria document.
- j. I will post the completed Notification Conditions at a location on the project property visible to representatives from NHDES and/or the municipal conservation commission.
- k. If this Permit by Notification project is for the installation, construction, or repair of a dock, docking facility, or marina, I will record each permit granted in the registry of deeds for the county or counties in which the real estate is located and provide the department with a copy of the permit stamped by the registry with the book and page and date of receipt. I understand that the permit shall not be effective until so recorded (RSA 482-A:3, VI and Env-Wt 402.20).
- l. The mailing addresses I have provided are up to date and appropriate for receipt of NHDES correspondence. NHDES will not forward returned mail.
- m. 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.

Signature of Property Owner (Required)	Print name legibly	/ / Date
Signature of Property Owner (Required)	Print name legibly	/ / Date
Signature of Property Owner (Required)	Print name legibly	/ / Date

10. APPLICATION SUBMITTAL DIRECTIONS

1. Review the Project Specific Criteria document for each project number checked on page 1 to confirm your project qualifies for the PBN process and for a list of and instructions for the required attachments. If all of the required attachments are not provided, this notification and attachments will be returned to you.
2. If you would like your notification processed by NHDES within 10 days, you must obtain the municipal conservation commission or local governing body signature **prior** to submitting the final application to the Town/City Clerk for signature.
3. If sought, obtain the Conservation Commissions signature as outlined below, number 11;
4. Submit four copies of the application form and materials to the Town/City Clerk and submit the original application form bearing the signature of the Town/City Clerk, additional materials and application fee (\$200) to NHDES by mail or hand delivery.
5. To confirm completion or disqualification of your PBN you must check the "One-Stop Wetland Permits Query" as outlined in the Project Specific Criteria document and record the Wetlands File Number on the Notification Conditions page in your Project Specific Criteria document. **NOTE: YOU WILL NOT RECEIVE CORRESPONDENCE FROM NHDES UNLESS THE FORM IS INCOMPLETE OR DENIED.**

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MUNICIPAL SIGNATURES

11. CONSERVATION COMMISSION SIGNATURE - REQUIRED FOR 10 DAY PROCESSING

The Conservation Commission is not required to sign. If the Conservation Commission does not sign this statement for any reason, the application is not eligible for 10 day processing and will be processed in 25 days.

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

Authorized Commission Signature	Print name legibly	/ / Date
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12. TOWN / CITY CLERK - All applications require this section to be completed by the Town/City Clerk

As required by Chapter 482-A:3 (amended 2014), I hereby certify that the applicant has filed four application forms, four detailed plans, and four USGS location maps with the town/city indicated below.

Town/City Clerk Signature	Print name legibly	/ / Date	Town/City
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DIRECTIONS FOR TOWN/CITY CLERK Per RSA 482-A:3,I:

1. IMMEDIATELY sign the original application form and four copies in the signature space provided above;
2. Return the signed original application form and attachments to the applicant so that they may submit the application and attachments to NHDES by mail or hand delivery.
3. IMMEDIATELY distribute a copy of the application with one complete set of attachments to each of the following bodies: the municipal Conservation Commission, the local governing body (Board of Selectmen or Town/City Council), and the Planning Board; and
4. Retain one copy of the application form and one complete set of attachments and make them reasonably accessible for public review.

DIRECTIONS FOR APPLICANT

1. IMMEDIATELY submit the original permit application form bearing the signature of the Town/ City Clerk, additional materials, and the application fee to NHDES by mail or hand delivery.

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