



NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES

WETLANDS BUREAU

29 Hazen Drive PO Box 95

Concord, NH 03302-0095

Phone: (603) 271-2147 Fax: (603) 271-6588

www.des.nh.gov

wetmail@des.nh.gov



Permit by Notification (PBN) Form

DES File # _____

Please write legibly. If you are completing this as a Microsoft-Word version on your computer, use your tab key to move to the boxes to enter data in the appropriate areas. Please read the instructions and separate project-specific booklet(s) before proceeding.

1.	Name of landowner (last, first, middle initial)		Daytime phone number	Fax number	Email address		
			()	()			
Landowner (permanent) mailing address			Town/City		State	Zip code	
2.	Name of agent		Agent phone number	Agent fax number	Agent email address		
			()	()			
Agent mailing address			Town/city (Agent mailing address)		State	Zip code	
3.	Location(s) of the proposed work (Street address or nearest intersection(s))						
	Street address(es) or nearest intersection(s)						
	Town/City		Tax map/ block		Lot number(s)		
4.	Check ✓ or "X" resource where work is proposed						
	<input type="checkbox"/>	Nontidal Wetland	<input type="checkbox"/>	Bank of Surface Water Body	<input type="checkbox"/>	Intermittent (seasonal) Stream (only certain maintenance projects)	Name of water body, if applicable:
	<input type="checkbox"/>	Tidal Wetland	<input type="checkbox"/>	Lake or Pond	<input type="checkbox"/>	Perennial Stream or River (only certain maintenance projects)	
5.	Provide a brief description of all proposed work, including the size of the impact area to the resource:						

¹ After DES assigns a file number to your application, write the file number on your personal copy of the completed form

For DES Office Use Only:			File #: _____		
Fee Paid _____	By: _____	Check #: _____	Date received: _____	Initials: _____	

6. Permit by Notification (PBN) Project Types

I have obtained a copy of the PBN project-specific booklet for each proposed project checked below. I will comply with all of the standards and conditions contained in that project-specific booklet(s). *Check all that apply*

Project/Booklet # & Description

1. **Repealed.** New crossings need to use the Minimum Impact Expedited or Standard Dredge and Fill application.
 2. Installation of a residential utility line that does **NOT** involve impacts to a perennial stream or river.
 3. Maintenance dredging of nontidal drainage ditches, legally constructed man-made ponds and nontidal spillways (that have not been abandoned).
 4. Maintenance and repair of non-docking **structures** (including the replacement of a culvert or bridge to permit access to one single family residence or lot or for noncommercial recreational use, where contributing watershed is 25 acres or smaller).
 5. Construction of a temporary cofferdam or **other** temporary water control devices (plans must be stamped by a Professional Engineer)
 6. Temporary impacts associated with maintenance and repair of existing residential utility lines that do **NOT** propose impacts to a perennial stream or river.
- Note: Projects 7-14 are shoreline projects and are grouped in one booklet.*
7. Construction of a standard configured seasonal dock in lake, pond or nontidal waters in a stream or river.
 8. Construction of an anchoring pad for a seasonal pier (dock).
 9. Installation of a seasonal boatlift installed in an existing boat slip
 10. Installation of a seasonal personal watercraft lift.
 11. Repair of existing docking facility.
 12. Repair or replacement of an existing retaining wall in the dry or during draw down
 13. Replenishment of an existing nontidal beach (single family residence only).
 14. Installation or repair of dry hydrant.

7. For each attachment included, check the box below:

- List of **abutters**, in accordance with the DES definition in Env-Wt 101.
- Tax map** of your property locating the property and all abutting properties with the tax map number, lot numbers and owner names clearly identified.
- Copy of a **USGS topographic map** (at its original scale 1:24,000 or 1:25,000) on which the property and project location(s) have been clearly identified.
- An accurate drawing** of proposed project, with name of preparer and date, and with the required plan details as described in the project-specific booklet.
- Copies of the **certified postal receipts** indicating that you sent notice to the abutters.
- Copies of the **certified postal receipts** indicating that you sent a copy of the permit application package to the Local River Advisory Committee if the project is within one-quarter mile of a designated river.
- Abutter's agreement** (only required if working within 20 feet of abutter's property line.) The agreement must be notarized if project is a docking structure.
- Photographs** clearly showing existing condition of project area, including the proposed impact area, existing structures, surrounding land, and waterbody in or adjacent to work location. (These pictures should not have snow cover). Mount or print color photographs of proposed work site(s) on 8-1/2" x 11" paper.
- Natural Heritage Bureau** environmental review letter and map. The Department of Resources and Economic Development, Natural Heritage Bureau (NHB) has conducted an environmental review of the project area as I have described it. No exemplary natural communities or documented occurrences of state or federally listed endangered or threatened species were identified in the vicinity of the project area. The Natural Heritage Bureau file # is _____ **(required)**.
- \$200** filing fee (**nonrefundable**) made payable to: Treasurer, State of NH.

8. Please check each item and sign below. By checking the boxes and signing, you are certifying that each statement is true.

All information provided in this PBN form is complete, accurate, and not misleading.

If impacts proposed by this notification are associated with a subdivision, this form cannot be used. Please file a Minimum Impact Expedited Application for your minimum impact project.

If your project proposes a cofferdam or installation of other water containment or diversion controls, the plans have been stamped by a Professional Engineer.

I have obtained, read, and retained a copy of the Project Specific Booklet(s) and agree to abide by the conditions and requirements contained in the Project-Specific Booklet(s) and the DES rules Env-Wt 100-900.

Shoreland Certification. Please check **one** of the following:

- The proposed project is not within the protected shoreland, i.e., *not on land* within 250 feet of a lake or pond, river or stream listed on the DES Consolidated List of Waterbodies subject to the CSPA.
- The proposed project is within the Protected Shoreland as defined by the Comprehensive Shoreland Protection Act. I understand it is the applicant's responsibility to obtain any Shoreland Permit, if such a permit is required.

Designated River. Please check **one** of the following:

If the project is within one-quarter mile of a River designated under RSA 483, I have sent a copy of the application by certified mail to the appropriate Local River Management Advisory Committee (LAC) and provide the certified mail receipt to the municipal clerk with the required copies of the application. By checking the box to the left, you are indicating that you mailed a copy of the application to the LAC on _____ (date). See http://des.nh.gov/organization/divisions/water/wmb/rivers/lac/documents/drc_lac_contacts.pdf for information about the appropriate contacts.

The project is **not** within one-quarter mile of a Designated River

I understand that completion of the PBN process does not preclude DES from taking enforcement action if DES later determines that I provided misleading, incomplete, or false information or if I have failed to follow criteria or conditions.

I authorize the municipal conservation commission to access the project site for the purpose of verifying information contained in this form and determining compliance with the rules.

I understand that if my project proposal does not qualify for PBN review, that the application will be disqualified and that I must file a new appropriate application and submit a new application fee pursuant to Rule Env-Wt 506.02(h).

I understand that I may not proceed with the work until:

- a) After 10 calendar days from the municipal clerk's signature, if the PBN Form contains a waiver of intervention (signature) from the Conservation Commission; or
- b) After 25 calendar days from the municipal clerk's signature, if the Conservation Commission has not signed the PBN Form; or
- c) **No work may proceed if DES has requested more information or disqualified the project from the PBN process.**

Within 10 calendar days following completion of the work, I will complete and submit a completed *Confirmation of Project Completion* form to the DES Wetlands Bureau (in hard copy or by email).

Signature of Applicant	Print name	Date

Conservation Commission. The signature below certifies that the municipal conservation commission has reviewed this application, and waives its right to intervene, pursuant to RSA 482-A:11.

Authorized signature of Conservation Commission	Print name	Date

Town/City Clerk. I hereby certify that the applicant has filed the original and four copies of the application, required attachments and certified mail receipts (or copies) for abutter notifications with the town/city of _____ and that I will be distributing those copies as required by RSA 482-A:3, I.

Signature of Town/City Clerk	Print name	Date

Please note that the US Army Corps of Engineers requires the submittal of a completed “Appendix B-Corps Secondary Impacts Checklist” with this notification form. If not attached to this notification, the form may be downloaded from the DES website on the Wetlands Bureau’s “Forms/Applications” at http://des.nh.gov/organization/divisions/water/wetlands/documents/corps_secondary_checklist.pdf