



WETLANDS PERMIT-BY-NOTIFICATION (PBN)
 Water Division / Land Resources Management Program /
 Wetlands Bureau
[Check Notification Status](#)



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

Applicant name:		Address:	
Owner name:		Town or city:	
<i>Administrative Use Only</i>	<i>File number:</i>	<i>Initials:</i>	
	<i>Check number:</i>	<i>Amount:</i>	

NHDES will review your application for compliance with applicable provisions of:

- Env-Wt 307 (Conditions Applicable to All Activities in Jurisdictional Areas).
- Env-Wt 500 (Project-Specific Requirements).
- Env-Wt 600 (Coastal Lands and Tidal Waters / Wetlands).
- Env-Wt 900 (Stream Crossings, Culverts).

NHDES will also review your application for compliance with applicable best management practices described in:

- Env-Wt 306.02(a)(2) (Activities Eligible for a Lower Scrutiny Approval).
- Env-Wt 309.07 (Permit-by-Notification Application Requirements).

Please note that review may include NHDES staff inspecting your proposed project site, as described in RSA 482-A:6, II.

SECTION 1 – GENERAL CRITERIA (Env-Wt 306.02, Env-Wt 309.01)	
Does your proposed project involve work in any jurisdictional area that started before you obtained applicable approvals? Does it involve any work under an “After-the-Fact” permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your proposed project located in a Priority Resource Area (PRA), other than a documented occurrence of protected species and habitat? For more information, see our Priority Resource Areas or Protected Species and Habitat fact sheets.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you answered "Yes" to one or both questions above, you are ineligible for a Wetlands Permit-by-Notification (PBN). Please file a Standard Dredge and Fill Wetlands Permit Application.</i>	

SECTION 2 – PROJECT-SPECIFIC CRITERIA (Env-Wt 309.06)

Please check the best applicable box(es) for your proposed project and refer to [project-specific checklists](#). If your proposed project type is not listed below, or does not meet project-specific checklist criteria, it is ineligible for a PBN. It may be eligible for an [Expedited Minimum Impact Wetlands Permit](#) or a [Standard Dredge and Fill Wetlands Permit](#).

Docking, beach and bank stabilization projects:

- [Sand replenishment of an existing legal beach.](#)
- † [Repair or replacement of an existing legal boat launch.](#)
- † [Installation of a new canopy.](#)
- † [Construction, installation, or modification of docking structures.](#)
- [Repair or replacement of an existing legal docking structure.](#)
- [Maintenance of an existing legal tidal docking structure.](#)
- [Repair or replacement of an existing legal retaining wall.](#)

Stream crossing projects:

- [Repair of an existing legal tier 1 stream crossing.](#)
- ‡ [Repair of an existing legal tier 2 stream crossing.](#)
- ‡ [Repair of an existing legal tier 3 stream crossing.](#)
- [Replacement of an existing legal tier 1 stream crossing.](#)
- † [Installation of a temporary tier 1 stream crossing.](#)
- † ‡ [Installation of a temporary tier 2 stream crossing.](#)

Utility projects:

- † [Installation of residential utilities to a single-family home.](#)
- † [Utility activities.](#)

Other projects:

- [Repair or replacement of an existing legal deck or patio.](#)
- † [Exotic aquatic weed control activities not exceeding one acre.](#)
- † [Agricultural activities.](#)
- † [Temporary coffer dams.](#)
- † A new, single lot, residential driveway.
- † [Dry hydrant installation or maintenance.](#)
- † [Forestry activities.](#)
- † Pond maintenance.
- † Residential, commercial, or industrial maintenance.

NHDES will review PBN applications within 10 calendar days (Env-Wt 309.08(a)) with two exceptions:

- † You are strongly encouraged to include a signed written waiver of intervention from your conservation commission. If you do not, assigned staff will review your PBN application within 25 days.
 - ‡ You are strongly encouraged to include a signed written waiver of intervention from your local river management advisory committee, if applicable. If you do not, assigned staff will review your PBN application within 25 days.
- For more information on “Lower Scrutiny Approvals” see Env-Wt 309.

SECTION 3 – PROJECT DESCRIPTION AND IMPACT AREA (Env-Wt 309.07(c))

In one or two paragraphs, describe your proposed project. Include detailed dimensions and timing of impacts to any areas listed below. Add any other information necessary to specify your proposed actions.

Complete the table below. Indicate square feet (SF) and/or linear feet (LF) of impacts, as applicable. "Temporary" impacts are those you will restore to pre-construction conditions after you complete the project. For new seasonal dock projects, enter your proposed square footage as "permanent."

Jurisdictional Area	Permanent (SF/LF)	Temporary (SF/LF)	Jurisdictional Area	Permanent (SF/LF)	Temporary (SF/LF)
Lake			Forested wetland		
Pond			Wet meadow		
Perennial river / stream			Emergent wetland		
Intermittent / ephemeral stream			Developed upland in tidal buffer zone		
Tidal water			Other		

SECTION 4 – PROJECT LOCATION

Address: _____ Town or city: _____

Tax map / lot number: _____

Name of waterbody, wetland or other jurisdictional area: _____

Latitude / longitude (in decimal degrees to five decimal places): _____

For projects located on waterbodies only: linear distance from abutting property boundaries: _____

SECTION 5 – APPLICANT (DESIRED PERMIT HOLDER) INFORMATION

If the applicant is a trust or company, enter the name of the trust or company as the applicant's name.

Name: _____

Mailing address: _____

Town or city: _____ State: _____ ZIP: _____

Daytime phone: _____ Email: _____

SECTION 6 – PROPERTY OWNER INFORMATION (Env-Wt 309.07(a))

Owner and applicant are the same – skip.

Name: _____

Mailing address: _____

Town or city: _____ State: _____ ZIP: _____

Daytime phone: _____ Email: _____

SECTION 7 – AGENT INFORMATION IF APPLICABLE (Env-Wt 309.07(a))

Name:		
Mailing address:		
Town or city:	State:	ZIP:
Daytime phone:	Email:	

SECTION 8 – REQUIRED CERTIFICATIONS (Env-Wt 309.07(d))

*The **applicant** must initial the box below and sign the application to certify:*

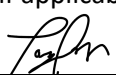
Initials:	<ul style="list-style-type: none"> • I will conduct my project in a manner that will meet the applicable conditions and limits of Env-Wt 307 and all applicable “minimum impact” project rules. • Any docking structure I am proposing to repair or replace within jurisdictional areas is a legally existing structure. • My proposal results in the “least adverse impact” to jurisdictional areas. (Env-Wt 313.03, Avoidance and Minimization). • I am aware of the limits of this PBN and understand and will comply with all its conditions.
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*The **owner, applicant (if different from owner) and agent** must initial each box below and sign to certify:*

Initials:	<ul style="list-style-type: none"> • To the best of our knowledge and belief, we have provided all required notifications. • To the best of our knowledge and belief, the information submitted on or with this application is true, complete, and not misleading. • In signing, we understand that the submission of false, incomplete, or misleading information constitutes grounds for NHDES to: <ol style="list-style-type: none"> 1. Deny the application. 2. Revoke any approval that is granted based on the information. 3. Refer a certified wetland scientist, licensed surveyor, or licensed professional engineer to the Office of Professional Licensure and Certification. For more information, see RSA 310.
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SECTION 9 – REQUIRED SIGNATURE(S) (Env-Wt 309.07(d))

Each signature below certifies that you are aware of this application and do not object to its filing.

Owner signature:	Print name legibly:	Date:
Applicant signature (if different from owner):	Print name legibly:	Date:
Agent signature (if applicable): 	Print name legibly:	Date:

Section 10 – TOWN OR CITY CLERK (RSA 482-A:3, I; Env-Wt 309.07(f))		
As required by RSA 482-A:3, I(a)(1), I hereby certify that the applicant has provided a hard copy and a digital copy of a completed application form, with required attachments, to the town or city indicated below.		
<input type="checkbox"/> N/A Town is not incorporated.		
Town or city clerk signature:	Print name legibly:	
Town or city:	Date:	
SECTION 11 – CONSERVATION COMMISSION SIGNATURE (Env-Wt 306.02(c); Env-Wt 309.07(h); Env-Wt 309.08(a))		
The signature below is for projects with “+” in Section 2. If you include this signed written waiver, assigned staff will review complete PBN applications within 10 days. Otherwise, assigned staff will review it within 25 days.		
The signature below certifies that the municipal conservation commission or, if there is no conservation commission, the local governing body, has reviewed this application and waives its right to intervene, as described in RSA 482-A:11.		
Authorized commission signature:	Print name legibly:	Date:
SECTION 12 – LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE (LAC) SIGNATURE (Env-Wt 306.02(d); Env-Wt 309.07(i); Env-Wt 309.08(a))		
The signature below is for projects with “‡” in Section 2. LAC jurisdiction for these projects applies to activities located in or within 250 feet of a designated river where the activity will occur on a “Tier 2” or “Tier 3” stream that has a direct surface water connection to the designated river. Please use the Designated River Corridor Mapper to determine if your proposed project is within a designated river corridor. If you include this signed written waiver, assigned staff will review complete PBN application within 10 days. Otherwise, assigned staff will review it within 25 days.		
The signature below certifies that the LAC waives its right to intervene, as described in RSA 482-A:11. (<input type="checkbox"/> N/A This project is <i>not</i> within a designated river corridor and/or is <i>not</i> within LAC jurisdiction.)		
Authorized LAC representative signature:	Print name legibly:	Date:

DIRECTIONS FOR TOWN OR CITY CLERK

1. Upon confirming receipt of one paper copy and one digital copy of this application, with its attachments, immediately sign a copy of the application and return it to the applicant for submittal to the department.
2. Retain the hard copy for review by the public and immediately distribute a digital copy of the application package to each of the following bodies:
 - a. Local conservation commission.
 - b. Local governing body such as select board or town or city council.
 - c. Local planning board.

DIRECTIONS FOR APPLICANT

1. Bring one hard copy of the application and its attachments, and one digital copy of the same, to the municipal clerk(s) of the town(s) in which proposed jurisdictional impacts are located. Digital copies shall be in PDF format or other formats approved by NHDES.
2. Submit the copy of the complete application package signed by the municipal clerk(s) to NHDES.
3. State agency applicants may file simultaneously with NHDES and the municipal clerk.

ATTACHMENTS

You must include the following attachments with your application.

REQUIRED PLANS FOR ALL PROJECTS (ENV-WT 309.07, PBN APPLICATION REQUIREMENTS)

- Accurate drawing with dimensions clearly shown to document existing site conditions and property location.
- Accurate drawing and cross-section to show the impact of the proposed activity on jurisdictional areas, including:
 - An overview of the property and proposed impact areas in relation to property lines.
 - The scale, if any, used on the plan.
 - If the drawing is not to scale, the dimensions of all existing and proposed structures and all other relevant features necessary to clearly define the project.
 - A labeled north-pointing arrow to show orientation.
 - A legend that includes all symbols, line types, and shading used on the plan.
 - The location of jurisdictional areas delineated in accordance with Env-Wt 400 (Delineation and Classification of Jurisdictional Areas; Classification of Projects).
 - Proposed sequence of construction (including pre-construction through post-construction activities) and the relative timing and progression of all work.
 - Location and type of siltation and turbidity controls indicated graphically and labeled or annotated as necessary.
 - For any project using a temporary coffer dam, and for any repair of a tier 3 stream crossing (as classified and described in the [Designated River Corridor Mapper](#)), the date, signature and seal of the licensed professional engineer who prepared or had responsibility for the plan(s).
 - Plan date, latest revision date and preparer's name.

WETLAND DELINEATION

- Wetland boundaries** must be delineated by a certified wetlands scientist, except for the following projects:
 - Shoreline structure projects, such as docking structures at the shoreline of and extending over open water where there are no vegetated wetlands.
 - Exotic aquatic weed control activities not exceeding one acre.
 - Agriculture projects impacting less than three acres of wet meadow, if the application and plan are prepared by the Natural Resources Conservation Services (NRCS) or by a certified wetlands scientist.
 - [Request technical assistance](#) if needed for questions on Env-Wt 309.07 or Env-Wt 406.

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

29 Hazen Drive, PO BOX 95, Concord, NH 03302-0095

des.nh.gov

ADDITIONAL ATTACHMENTS REQUIRED FOR ALL PROJECTS

- Application fee:** If filing offline, check or money order for \$600 payable to “Treasurer – State of NH” (as described in RSA 482-A:3, I(c) (Excavating and Dredging Permit; Certain Exemptions)).
- US Geological Survey map:** A copy of the appropriate US Geological Survey map with the property and project located (as described in Env-Wt 309.07(b)(3)).
- DataCheck review:** Complete [DataCheck Tool](#) review. Resolve any related questions with the ecological review section of NHDES as instructed. Include your DataCheck identification number, results and, if any, correspondence with NHDES. If results indicate that your proposed project is in or near a documented occurrence of a protected species or habitat, provide written recommendations from the ecological review section of NHDES for actions to be taken to protect the species or habitat. Sign below to commit to implement recommendations regarding the protected species or habitat (Env-Wt 407.02(c), Impact Classification Adjustments):

“I commit to implement NHDES recommendations, as applicable, for protected species or habitat.”

Signature:	Date:
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- Tax Map:** Legible town tax map copy showing proposed project location in relation to abutters (Env-Wt 309.07(b)(2)).
- Dated Photographs:** Original or digital photos, clearly showing existing conditions of the area to be impacted, mounted no more than two per sheet, on 8.5 inches by 11 inches paper and captioned (Env-Wt 309.07(b)(5)).

REQUIRED ATTACHMENTS, IF APPLICABLE

- For the maintenance of existing legal tidal docking structures only:** Data screening required by Env-Wt 603.03 (see also: Env-Wt 306.05(a)(3) and Env-Wt 309.07(b)(6)).
- For stream crossing projects only:** Size of the watershed (Env-Wt 306.05(a)(5)).
- For new docking structures only:** Permission for work within 20 feet of abutting properties (as described in RSA 482-A:3, XIII). If jurisdictional impacts for boat docking facilities occur within 20 feet of an abutting property line or imaginary extension thereof over surface water, you must include signed permission letter(s) from the affected abutters. A notarized, written agreement with any abutter(s) when the proposed seasonal pier or wharf is located within 20 feet of the property line or imaginary extension thereof over surface waters.
- Agricultural activities only:** A signed statement by the county conservation district or certified wetland scientist certifying compliance with all conditions as described in Env-Wt 522.06(a)(2). (Env-Wt 309.07(g))
- For work within 10 feet of abutting properties:** Written consent from the affected abutter to extend work closer than 10 feet to their properties (Env-Wt 307.13(d), subject to exemptions described in Env-Wt 307.13(e)).
- Additional project-specific information:** Please refer to the [Project-Specific Checklists for Wetlands PBNs](#).