



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/cspa/index.htm>

Permit Application Status: [http://www2.des.state.nh.us/OneStop/Wetland\\_Permits\\_Query.aspx](http://www2.des.state.nh.us/OneStop/Wetland_Permits_Query.aspx)

## SHORELAND PERMIT APPLICATION

Administrative Use Only	Administrative Use Only	Administrative Use Only	File Number:
			Check No.
			Amount:
			Initials:

This is an application for a permit to excavate, fill or construct new structures within the protected shoreland as regulated under RSA 483-B. For a complete list of activities that do not require a shoreland permit, view the shoreland program [frequently asked questions](#) (FAQ's)

Please type or print clearly. **Please note:** Application packages missing required elements will be returned to the applicant in their entirety, including the fee. Land Resources Management will include a letter identifying the missing elements and describing how to resubmit the application package to DES. Application packages that are accepted will proceed to technical review to ensure the applicant has fulfilled all requirements as specified by statute or regulation. For more information visit the [New Land Resources Management Application Return Process](#) site located on the Shoreland Program Page.

<b>1. PROPERTY OWNER</b>			
LAST NAME, FIRST NAME, M.I.: <input type="text"/>			
ADDRESS: <input type="text"/>	TOWN/CITY: <input type="text"/>	STATE: <input type="text"/>	ZIPCODE: <input type="text"/>
PHONE: <input type="text"/>	EMAIL: <input type="text"/>		
<b>2. PROJECT LOCATION</b>			
ADDRESS: <input type="text"/>	TOWN/CITY: <input type="text"/>	STATE: <input type="text"/>	ZIPCODE: <input type="text"/>
WATERBODY NAME: <input type="text"/>	TAX MAP: <input type="text"/>	LOT NUMBER: <input type="text"/>	
<b>3. CONTRACTOR OR AGENT</b>			
LAST NAME, FIRST NAME, M.I.: <input type="text"/>			
ADDRESS: <input type="text"/>	TOWN/CITY: <input type="text"/>	STATE: <input type="text"/>	ZIPCODE: <input type="text"/>
PHONE: <input type="text"/>	EMAIL: <input type="text"/>		
<b>4. CRITERIA</b>			
Please check at least one of the following below:			
<input type="checkbox"/> This is a standard shoreland permit application and neither a proposal to make the property more nearly conforming nor a request for a waiver of a minimum standard is required.			
<input type="checkbox"/> This shoreland permit application includes a proposal to make the structures and/ or the property more nearly conforming in accordance with RSA 483-B:11			
<input type="checkbox"/> This shoreland permit application includes a request for a waiver of the minimum standards under RSA 483B:9.			
If a waiver of a minimum standard is being sought, indicate which minimum standard of RSA 483-B:9, V the applicant is seeking relief: RSA 483-B:9, V _____.			
<b>5. PROJECT DESCRIPTION</b>			

Provide a brief description of the proposed project. \_\_\_\_\_

### 6. PERMIT APPLICATIONS SUBMITTED

Please indicate if applications for any of the permits listed below have been submitted or will need to be submitted:

- Wetlands Permit per RSA 482-A                       Individual Sewage Disposal System per RSA 485-A:29  
 Alteration of Terrain Permit Per RSA 485-A:17                       Subdivision Permit Per RSA 485-A:29

### 7. REFERENCE LINE ELEVATION (REQUIRED FOR LAKES, PONDS, AND ARTIFICIAL IMPOUNDMENTS)

\_\_\_\_\_ FT

Reference line elevations for lakes, ponds and artificial impoundments greater than 10 acres in size are listed in the [consolidated list of waterbodies subject to the shoreland water quality protection act](#) as found on the DES website at [www.des.nh.gov](http://www.des.nh.gov). Please see RSA 483-B:4, xvii for the appropriate definition of reference line.

### 8. APPLICATION FEE

A non-refundable permit application fee of \$100 plus \$0.10 per square foot of impacts (both permanent and temporary) is required at the time the application is submitted. Fees are capped at \$750 for projects impacting less than 10,000 sq ft, \$1,875 for projects impacting between 10,000 and less than 25,000 sq ft, and \$3,750 for projects impacting 25,000 sq ft and greater. Please note that your application will not be considered complete if it does not include the appropriate fee. **Please make checks payable to the Treasurer, State of NH.**

### 9. CALCULATING THE TOTAL IMPACT AREA AND PERMIT APPLICATION FEE

Total impact area is calculated by determining the sum of permanent and temporary impacts. Permanent impacts are areas of all new post-construction impervious area. Temporary impacts are areas disturbed by regrading, excavation and filling. Temporary impacts often include, but are not limited to: areas disturbed when installing a new septic system or foundation, creating temporary access roads for the purpose of installing a well and regrading associated with landscaping activities.

Permanent Impact Total: \_\_\_\_\_ (A) Square Feet. Temporary Impact Total: \_\_\_\_\_ (B) Square Ft

Total Area Impacted Within 250 Of The Reference Line. [ (A) + (B) ] = \_\_\_\_\_ (C) Square Feet

Multiply The Total Impact Area By 10¢ **and** add \$100.00. [ (C) X .10 + \$100.00 ] = \$\_\_\_\_\_ Permit Fee

### 10. REQUIRED CERTIFICATIONS

By initialing within the blank before each of the following statements, and signing below, you are certifying that: to the best of my knowledge, the information provided is true, complete and not misleading.

\_\_\_ I understand that any permit or waiver granted based on false, incomplete, or misleading information shall be subject to revocation.

\_\_\_ I am aware that obtaining a shoreland permit will not exempt the work i am proposing from other state, local or federal approvals.

\_\_\_ I have notified the municipality or municipalities in which the proposed impacts are located and provided them with a complete copy of the application and all supporting materials on \_\_\_ / \_\_\_ / \_\_\_ via certified mail.

\_\_\_  This project is within ¼ mi of a [designated river](#) (river name: \_\_\_\_\_) and i have notified the [Local River Management Advisory Committee](#) by providing them with a copy of the complete application, including all supporting materials, via certified mail on **day:** \_\_\_ **month:** \_\_\_ **year:** \_\_\_ and i have included a copy of the certified mail receipt in the application submittal (RSA 482-A:3,i(d)(2))

This project is **not** within ¼ mi of a designated river

\_\_\_ I have notified all abutters of the proposed impacts via certified mail as required by RSA 483-B:5-b, iv-a. (see definition of "abutter" on page (6)).

### 11. SIGNATURES

OWNER     AUTHORIZED AGENT

PRINT NAME LEGIBLY: \_\_\_\_\_

DATE: \_\_\_\_\_

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Please mail this application and all other attachments to the Department of Environmental Services Wetlands Bureau, PO Box 95, Concord NH 03302-0095. Missing information will delay processing of your application and may result in denial of a Shoreland Permit.



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## SHORELAND APPLICATION WORKSHEET

This form must be submitted to the Department of Environmental Services Wetlands Bureau accompanied with a Shoreland Permit Application. [Instructions for completing this form](#) are available on the shoreland program web page.

For the purposes of this worksheet, "Pre-Construction" impervious areas<sup>2</sup> means all human made impervious surfaces currently in existence on the property, whether to be removed or to remain after the project is completed. "Post-Construction" impervious area means all impervious surfaces that will exist on the property upon completion of the project, including both new and any remaining pre-existing impervious surfaces. All answers shall be given in square feet.

CALCULATING THE IMPERVIOUS AREA WITHIN 250 FEET OF THE REFERENCE LINE			
	STRUCTURE DESCRIPTION	PRE-CONSTRUCTION IMPERVIOUS AREA	POST-CONSTRUCTION IMPERVIOUS AREA
<b>PRIMARY STRUCTURE</b> Including all <u>attached</u> decks and porches	_____	_____ FT <sup>2</sup>	_____ FT <sup>2</sup>
<b>ACCESSORY STRUCTURES</b> All other impervious surfaces excluding lawn furniture, well heads, fences and septic systems	_____	_____ FT <sup>2</sup>	_____ FT <sup>2</sup>
	_____	_____ FT <sup>2</sup>	_____ FT <sup>2</sup>
	_____	_____ FT <sup>2</sup>	_____ FT <sup>2</sup>
	_____	_____ FT <sup>2</sup>	_____ FT <sup>2</sup>
	_____	_____ FT <sup>2</sup>	_____ FT <sup>2</sup>
	_____	_____ FT <sup>2</sup>	_____ FT <sup>2</sup>
<b>TOTAL:</b>		<b>(A)</b> _____ FT <sup>2</sup>	<b>(B)</b> _____ FT <sup>2</sup>
Area of the lot located within 250 ft of reference line:			<b>(C)</b> _____
Percentage of lot covered by pre-construction impervious area within 250 ft of the reference line: <i>[divide (a) by (c) x 100]</i>			<b>(D)</b> _____ %

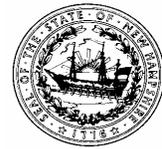
Percentage of lot to be covered by post-construction impervious area within 250 ft of the reference line upon completion of the project:  
*[divide (b) by (c) x 100]*

(E) \_\_\_\_\_ %

1. “**Impervious Area**” means, for purposes of the impervious surfaces limitation specified in RSA 483-B:9, V(g), the area that is occupied, covered, or over hung by any impervious surface<sup>2</sup>.
2. “**Impervious Surface**” means any modified surface that cannot effectively absorb or infiltrate water. Examples of impervious surfaces include, but are not limited to: roofs and unless designed to effectively absorb or infiltrate water, decks, patios, and paved, gravel, or crushed stone driveways, parking areas and walkways.



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## IMPERVIOUS AREA THRESHOLDS

For projects that propose a post-construction impervious area (calculation E) greater than 20% within the protected shoreland, as specified in RSA 483-B:9, V(g)(2), you must provide:

- Plans for a [stormwater management](#) system that will infiltrate increased stormwater from development in accordance with Env-Wq 1500.

For projects that propose a post-construction impervious area (calculation E) greater than 30% within the protected shoreland, as specified in RSA 483-B:9, V(g)(1) and (3), you must provide:

- Evidence that each grid segment of the waterfront buffer at least meets the minimum required tree, sapling, shrub and groundcover score and/ or a planting plan with the locations and species of all plantings proposed to at least bring each deficient grid segment up to the required minimum point score. An explanation of how to [score grid segments](#) and a [native species planting list](#) is available on the Shoreland Program web page.
- Plans for a stormwater management system designed and certified by a professional engineer that will not concentrate stormwater runoff or contribute to erosion

CALCULATING THE AREA TO REMAIN IN AN UNALTERED STATE	
Total area of the lot between 50 ft and 150 ft of the reference line currently existing in an unaltered state <sup>3</sup> (see definition below). If this area is completely altered, place a zero on line (F) and (I) and proceed to (J).	(F) _____
Total area of the lot between 50 ft and 150 ft from the reference line	(G) _____
At least 25 percent of the vegetation within area (G) must remain in an unaltered state. [.25 x G]	(H) _____
Place the smaller of line (F) and calculation (H) on this line. In order to remain compliant with RSA 483-B:9, V(b), this is the minimum area that must remain in an unaltered state between 50 ft and 150 ft from the reference line. This area must be represented on all plans.	(I) _____
Name of person who prepared this worksheet:	(J) _____
Name and date of the plan this worksheet is based upon:	(K) _____
SIGNATURE: _____	DATE: <input type="text"/>

<sup>3</sup> “Unaltered State” means vegetation allowed to grow without cutting, limbing, trimming, pruning, mowing or other similar activities except as needed for plant health, normal maintenance and renewal. Existing lawns, fields and beaches and landscaped areas are NOT considered unaltered areas.



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## CHECKLIST OF REQUIRED ITEMS

Unless specified, all *items* listed below are *required*. Failure to provide the required items will delay a decision on your project and may result in permit denial. Please reference statute RSA 483-B, the Shoreland Water Quality Protection Act (SWQPA) and administrative rules Env-Wq 1400 et seq of the SWQPA available online at [www.des.nh.gov](http://www.des.nh.gov). This *checklist* is for your guidance only. Please submit the required items but *do not* submit the checklist to DES.

### 1. PLANS (FORMAT) (ref. Env-Wq 1406.11)

All plans must be created to a standard engineering scale appropriate for the size and scope of the project.

- Please submit a pre-existing conditions plan and a post-construction conditions plan.
- Fold oversized plans to 8.5 x 11 inches.

### 2. PLANS (DETAILS)

**Required Information to be Shown on All Plans** (ref. Env-Wq 1406.09 and Env-Wq 1406.10)

- A) The scale, if any, used on the plan, or if the plan is not to scale, the complete dimensions of all features.
- B) A north-pointing arrow, indicating orientation.
- C) A legend that clearly indicates all symbols, line types and shadings.
- D) The reference line, the primary structure setback line, the natural woodland buffer, and the protected shoreland zone.
- E) All other applicable local and state setbacks.
- F) The dimensions and locations of all existing pre-construction impervious areas.
- G) The dimension and locations of all post-construction impervious areas.
- H) The dimensions, locations, and descriptions of all proposed temporary impacts associated with completion of the project.
- I) Proposed methods of erosion and siltation controls indicated graphically and labeled, or otherwise annotated as needed for clarity, as specified by Env-Wq 1404.
- J) The locations of all existing altered areas, such as, lawns, fields, gardens and beaches.
- K) The locations of all areas between 50 ft and 150 ft of the reference line that will remain in an unaltered state (as determined on *line (I)* of the shoreland application worksheet)
- L) For any project involving work within the waterfront buffer, provide the following:
  - A plan delineating each segment of waterfront buffer that will be impacted by the project;
  - The location and diameter of all trees and saplings and the location of all shrubs and ground cover, at least up to that which is sufficient to meet the point requirement specified in RSA 483-B:9, V(a)(2)(D) within each segment to be impacted;
  - A designation of the trees to be cut during the project, if any, including:
    - The diameter of all trees and saplings at 4 ½ feet from the ground or by caliper at a height consistent with established nursery standards when nursery stock is present; and
    - The names of the existing species, using either Latin names or common names.
- M) Location and description of any on-site septic system including approval number, if known.
- N) Indicate and orientate where all required photos were taken

## Impervious Surface Thresholds

For projects that propose a post-construction impervious area greater than 20% within the protected shoreland, as specified in RSA 483-B:9 V (g)(2), please provide:

- Plans for a [stormwater management](#) system that will infiltrate increased stormwater from development in accordance with Env-Wq 1500.

For projects that propose a post-construction impervious area greater than 30% within the protected shoreland, as specified in RSA 483-B:9 V (g) (1) and (3), please provide:

- Evidence that each grid segment of the waterfront buffer at least meets the minimum required tree, sapling, shrub and groundcover score and/ or a planting plan with the locations and species of all native plantings proposed to at least bring each deficient grid segment up to the required minimum point score. An explanation of how to [score grid segments](#) and a [native species planting list](#) is available on the Shoreland Program web page.
- Plans for a stormwater management system designed and certified by a professional engineer that will not concentrate stormwater runoff or contribute to erosion.

## Nonconforming Structures in accordance with RSA 483-B:11

For projects that propose expansions of non-conforming primary structures, please provide a more nearly conforming request form in accordance with RSA 483-B:11.

- A Shoreland *More Nearly Conforming* Request Form.

## Waivers

For projects that request a waiver of the minimum standards of RSA 483-B:9, please provide a Waiver Request in accordance with RSA 483-B:9,V(i).

- A Shoreland *Waiver* Request Form.

## Pervious Technology Use

For any project that proposes the use of pervious surface technologies such as pervious asphalt or porous concrete, please provide:

- A plan with the dimensions and locations of where all pervious technologies are proposed to be installed and a plan with the specifications indicating how the pervious technologies will be installed and maintained.

## 3. REQUIRED ATTACHMENTS (ref. Env-Wq 1406.12)

- A copy of the recorded deed of the current property owner.
- A copy of the US Geological Survey map at a scale of 1:24,000 with the property and project located.
- A copy of the tax map showing the location and lot number of the proposed project.
- Photographs of the area to be impacted.
- A copy of the NH Natural Heritage Bureau (NHB) Report for the subject property indicating that the project has been screened for species of concern. An NHB Report can be obtained online at: [www2.des.state.nh.us/nhb\\_datacheck](http://www2.des.state.nh.us/nhb_datacheck).
- Certified mail receipts verifying that the governing body of the municipality in which the project will be located, the Local River Management Advisory Committee, if the project is within ¼ mile of a [Designated River](#) under RSA 483:15 and all abutters<sup>3</sup> have been notified (ref. RSA-483-B:5-b, IV(a))
- A list of names and mailing addresses, as well as tax map and lot numbers, of all abutters<sup>4</sup>.

**Please Note:** Public infrastructure projects such as public roads, public utility lines, and associated structures and facilities, including public water access facilities are not required to notify abutters. (ref. RSA-483-B:5-b, IV(a)).

<sup>3</sup> “**Abutter**” means any person who owns property that is immediately contiguous to the property on which the proposed work will take place, or who owns flowage rights on such property. The term does not include those properties separated by a public road or more than 1/4 mile from the limits of the proposed work. If contiguous properties are owned by the person who is proposing the work, then the term includes the person owning the next contiguous property, subject to the 1/4 mile limitation.