



NH DEPARTMENT OF ENVIRONMENTAL SERVICES

WETLANDS BUREAU

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SHORELAND PERMIT APPLICATION

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)

GENERAL INSTRUCTIONS: 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 insure 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.

1. Name of Owner (Last, First, Middle Initial)
2. Mailing Address (Box # / Street, Town/City, State, Zip code, Daytime Telephone Number, Fax Number, Email)
3. Location of Proposed Project (Street #, Street/Road/Highway, Town/City, State, Zip code, Waterbody Name, Tax Map Number, Block/Lot Number)
4. Contractor or Agent (Name of Contact and Company Name (if any), Box # / Street, Town/City, State, Zip code, Daytime Telephone Number, Fax Number, Email)
5. Check appropriate answer below:
6. Provide a brief description of the proposed project including the square feet of all impacts and new structures.

FOR INTERNAL USE ONLY

Table with 6 columns: For internal use only, check #, Date received, Amount, Initials, Check date, DES File#. Includes Fee received field.

7. 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

8. Reference line elevation: _____ (only required for lakes, ponds and artificial impoundments).

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 CSPA](#) as found on the DES website at www.des.nh.gov. Please see RSA 483-B:4 XVII for the appropriate definition of Reference line.

PERMIT 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 25,000 sq ft, and \$3,750 for projects impacting more than 25,000 sq ft. 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.**

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.

9. **Permanent Impact total:** _____ (a) sq ft. **Temporary Impact total:** _____ (b) sq 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**

REQUIRED CERTIFICATIONS

- _____ a) 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.
- _____ b) I understand that any permit, waiver or variance granted based on false, incomplete, or misleading information shall be subject to revocation.
- _____ c) I am aware that obtaining a Shoreland Permit will not exempt the work I am proposing from other state, local or federal approvals.
- _____ d) 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.
- _____ e) This project is within ¼ mi of a [designated river](#) AND I have notified the [Local River Advisory Committee](#) by providing them with a copy of the complete application, including all supporting materials on ___/___/___ via certified mail.
 This project is **not** within ¼ mi of a designated river
- _____ f) 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)).

REQUIRED SIGNATURES

Signature of Owner or Authorized Agent (circle one) Print name clearly _____ Date

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.



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 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

	<u>Structure Description</u>	<u>Pre-Construction Impervious Area</u>	<u>Post-Construction Impervious Area</u>
Primary structure: (Including all <u>attached</u> decks and porches)	_____	_____	_____
Accessory structures: (All other impervious surfaces excluding lawn furniture, well heads, fences and septic systems)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Total:		_____ (A)	_____ (B)

Area of the lot located within 250 ft of reference line: _____ (C)

Percentage of lot covered by **pre-construction** impervious area within 250 ft of the reference line: *[Divide (A) by (C) x 100]* _____ % (D)

Percentage of lot to be covered **post-construction** impervious area within 250 ft of the reference line upon completion of the project: *[Divide (B) by (C) x 100]* _____ % (E)

Note: If the percentage of **post-construction** impervious area is greater than 20%, a [stormwater management plan](#) is required pursuant to RSA 483-B:9, V (g)(2) and if any grid segment does not currently meet the minimum required tree and sapling score, an equivalent level of protection must be planted to at least meet the required score in accordance with RSA 483-B:9,V(a).

* **Please note:** Examples of Stormwater Management techniques can be found within the [Homeowners Guide to Stormwater Management](#) located on the Shoreland Program Page.

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 state¹: **(See definition below)**. If this area is completely altered, place a zero on line **(F)** and **(L)** and proceed to **(M)**.

_____ **(F)**

Total area of the lot between 50 ft and 150 ft from the reference line

_____ **(G)**

Total area of the lot within 150 ft of the reference line:

_____ **(H)**

- If **(H)** is less than or equal to 21,780 sq ft, calculate **(I)** only.
- If **(H)** is greater than 21,780 sq ft, go to **(J)** and calculate **(K)** only.

Small Lots:

If (H) is less than or equal to 21,780 sq ft, at least 25 percent of the vegetation within area **(G)** must remain in an unaltered state.

Minimum area required to remain in an unaltered state on small lots:

$$[.25 \times (G)]$$

_____ **(I)**

STOP, GO TO (L)

Large Lots:

If (H) is greater than 21,780 sq ft, at least 50% of the vegetation within area **(G)**, exclusive of post-construction impervious area² within area **(G)**, must remain in an unaltered state.

Post-construction area between 50 ft and 150 ft **(G)** that will not be covered by impervious surfaces³.

_____ **(J)**

Minimum area required to remain in an unaltered state on large lots:

$$[.50 \times (J)]$$

_____ **(K)**

Place the smaller of line **(F)** and calculation **(I)** or **(K)** on this line:

_____ **(L)**

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.

Name of person who prepared this worksheet:

_____ **(M)**

Name and date of the plan this worksheet is based upon:

_____ **(N)**

If the project proposes a post-construction impervious area percentage **(E)** between 15-20%, a signature is required below certifying the impervious area is **NOT** greater than 20%

Signature: _____

¹ “**Unaltered state**” means native vegetation allowed to grow without cutting, limbing, trimming, pruning, mowing, or other similar activities. Existing lawns, fields and beaches and landscaped areas are **NOT** considered unaltered areas.

² “**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 surface³.

³ “**Impervious surface**” means any modified surface that cannot effectively absorb or infiltrate water. Examples of impervious surfaces include, but are not limited to: roofs, decks, patios, and paved, gravel, or crushed stone driveways, parking areas, and walkways unless designed to effectively absorb or infiltrate water.

CHECKLIST OF REQUIRED ITEMS TO BE SUBMITTED WITH THE DES SHORELAND APPLICATION FORM

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 Comprehensive Shoreland Protection Act (CSPA) and administrative rules Env-Wq 1400 et seq of the CSPA available online at 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.

- Whenever possible, 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

I. 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 (L) of the shoreland application worksheet)
- l) For any project involving work within the waterfront buffer, provide the following:
 1. A plan delineating each segment of waterfront buffer that will be impacted by the project;
 2. The location and diameter of all trees and saplings, 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; and
 3. A designation of the trees to be cut during the project, if any, including:
 - a. The diameter of all trees and saplings at 4 ½ feet from the ground; and
 - b. 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

II. 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:

- Evidence that each grid segment of the waterfront buffer at least meets the minimum required point 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. A [native species planting list](#) is available on the Shoreland Program web page.
- Plans for a stormwater management system that will infiltrate increased stormwater from development in accordance with Env-Wq 1500.

III. For projects that propose expansions of non-conforming primary structures or redevelopment of sites that have a pre-construction impervious area greater than 30%, please provide a Redevelopment Waiver Request in accordance with RSA 483-B:11.

- A completed Shoreland Waiver Request Form.

IV. For any project that includes a request for a variance of RSA 483-B:9, V, please provide:

- A completed Shoreland Variance Request Form.

V. 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.
- A plan with 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 existing site conditions of the subject lot, including the area within 50 feet of all proposed impacts.
- 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.
- A copy of a Shoreland Application Worksheet.
- 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 abutters⁴ 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 abutters⁴.

* **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)).

⁴ **“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.