



Wetlands and Shoreland Permit Applications Processing Guide For City and Town Clerks



Wetlands Permit Application Type	Signature of Town/ City Clerk Required?	City/ Town Clerk Responsibilities	Special Notes
Wetlands Permit Application Standard Review, Minimum, Minor or Major Project And Expedited Review – Minimum Impact only	Yes	1.) IMMEDIATELY sign the original application form and 4 copies of the permit application within the signature block. 2.) Return the signed original permit application form and attachments to the applicant so that the applicant may submit the original permit application form and attachments to NHDES by mail or hand delivery. 3.) IMMEDIATELY distribute three copies of the permit application form and attachments to the following bodies: Municipal Conservation Commission, Board of Selectmen or Town/City Council, and the Planning Board. 4.) Retain one copy of the application form and one complete set of attachments and make them reasonably accessible to the public.	For applications where “Expedited Review” is checked on page 1, if the Conservation Commission signature is not present, NHDES will accept the permit application, but it will NOT receive the expedited review time.
Wetlands Permit by Notification (PBN)	Yes	1.) IMMEDIATELY sign the original application form and 4 copies of the permit application within the signature block. 2.) Return the signed original permit application form and attachments to the applicant so that the applicant may submit the original permit application form and attachments to NHDES by mail or hand delivery. 3.) IMMEDIATELY distribute three copies of the permit application form and attachments to the following bodies: Municipal Conservation Commission, Board of Selectmen or Town/City Council, and the Planning Board. 4.) Retain one copy of the application form and one complete set of attachments and make them reasonably accessible to the public.	The Conservation Commission is not required to sign. If the Conservation Commission does not sign for any reason, the application is not eligible for 10 day processing and will be processed in 25 days.
Minimum Impact Agriculture	Yes	1.) IMMEDIATELY sign the original application form and 4 copies of the permit application within the signature block. 2.) Return the signed original permit application form and attachments to the applicant so that the applicant may submit the original permit application form and attachments to NHDES by mail or hand delivery. 3.) IMMEDIATELY distribute three copies of the permit application form and attachments to the following bodies: Municipal Conservation Commission, Board of Selectmen or Town/City Council, and the Planning Board. 4.) Retain one copy of the application form and one complete set of attachments and make them reasonably accessible to the public.	The Conservation Commission is not required to sign. If the application is not signed by the conservation commission, the application will be reviewed within 75 days of the notice of acceptance.

Wetlands Permit Application Type	Signature of Town/ City Clerk Required?	City/ Town Clerk Responsibilities	Special Notes
Routine Roadway and Railway Maintenance Activities Notification	No	<p align="center">No City/ Town Clerk Signature is Required</p> <p>Applicant sends application and materials directly to the NHDES Wetlands Bureau.</p> <p>For some applications, copies are mailed to the local governing body of the municipality, selectmen and conservation commission at the same time they are mailed to NHDES.</p>	
Wetlands Utility Maintenance Notification	No		
Wetlands Forestry Notification	No		
Wetlands Recreational Mineral Dredging Notification	No		
Wetlands Trails Notification	No		
Seasonal Dock Notification for Lakes and Ponds	No		For seasonal docks on rivers, applicants should use the standard wetlands permit application.

Shoreland Permit Application Type	Signature of Town/ City Clerk Required?	City/ Town Clerk Responsibilities	Special Notes
Shoreland Permit Application	No	<p align="center">No City/ Town Clerk Signature is Required</p> <p>Applicant sends the application and attachments directly to the NHDES Wetlands Bureau.</p> <p>The applicant mails a copy of the permit application and all attachments via certified mail to the governing body of the municipality.</p>	The City/ Town Clerk has discretion to copy and distribute the application form and the attachments to any municipal body it sees fit.
Shoreland Permit by Notification (PBN)	No	<p align="center">No Municipal Signature is Required</p> <p>Applicant sends the notification and attachments directly to the NHDES Wetlands Bureau.</p> <p>The applicant DOES NOT mail a copy of the notification via certified mail to the governing body of the municipality.</p>	