



Wetlands and Shoreland Permit Applications: Processing Guide for City and Town Clerks



Wetlands Permit Application Type	City/ Town Clerk Signature Required?	City/ Town Clerk Responsibilities	Special Notes
Standard Dredge and Fill Wetlands Permit Application or Expedited Minimum Impact (EXP) Wetlands Permit Application	Yes	Pursuant to RSA 482-A:3, I(a)(1): <ol style="list-style-type: none"> 1. IMMEDIATELY sign the original application form and four 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 the New Hampshire Department of Environmental Services (NHDES) by mail or hand delivery. 3. IMMEDIATELY distribute a copy of the application with one complete set of attachments to each of the following bodies: the municipal Conservation Commission, the local governing body (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 EXP Applications, if the application is administratively complete, except for the signed statement from the Conservation Commission and/or Local River Advisory Committee, the application will be processed under the application processing times established in RSA 482-A:3, XIV (Env-Wt 310.02(h)).
Wetlands Permit-by-Notification (PBN)	Yes	Pursuant to RSA 482-A:3, I(a)(1): <ol style="list-style-type: none"> 1. IMMEDIATELY sign the original application form and four 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 a copy of the application with one complete set of attachments to each of the following bodies: the municipal Conservation Commission, the local governing body (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. 	Projects indicated with the symbol “+” in section 2 of the application form are exempt from obtaining a conservation commission signature in order to qualify for expedited PBN review. However, all PBNs require City/Town clerk signature.

Wetlands Lower Scrutiny Approvals (LSA)	City/ Town Clerk Signature Required?	City/ Town Clerk Responsibilities
Routine Roadway Maintenance Activity Registrations (RRMARs)	No	Applicants send their applications directly to the NHDES Wetlands Bureau. Applicants may send copies to the city/ town clerk, but no action is required by city/town clerks pursuant to RSA 482-A (Fill and Dredge in Wetlands).
Statutory Permits-by-Notification (SPN), including: <ul style="list-style-type: none"> • Culvert Repair-Replacement SPN • Forestry SPN • Seasonal Dock for Lakes and Ponds SPN • Trails Notification SPN • Utility Maintenance Activity SPN 		
Small Motor Mineral Dredging Permit (SMMD)		
Non-Tidal Docking Structures Registration		

Shoreland Application Type	City/ Town Clerk Signature Required?	City/ Town Clerk Responsibilities
Shoreland Permit Application	No	Applicants send their applications directly to the NHDES Wetlands Bureau, Shoreland Program. Pursuant to RSA 483-B:5-b, at the time of the permit application, the applicant shall provide postal receipts or copies, verifying that the governing body of the municipality or municipalities in which the property is located have been notified by certified mail. However, no action is required by city/town clerks pursuant to RSA 483-B (Shoreland Water Quality Protection Act).
Shoreland Permit by Notification (PBN)	No	Applicants send their applications directly to the NHDES Wetlands Bureau, Shoreland Program. There are no requirements for applicants to send evidence that the municipalities have been notified of the PBN. No action is required by city/town clerks pursuant to RSA 483-B.

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