



SHORELAND PERMIT APPLICATION

Water Division / Wetlands Bureau

[Check Application Status](#)



RSA / Rule: RSA 483-B, Env-Wq 1400

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

This is an application for a permit to excavate, fill, construct new structures, or remove structures within the protected shoreland regulated under RSA 483-B. By providing your email address, you authorize NHDES to communicate all matters relative to this filing electronically, using your email address.

SECTION 1 - PROJECT DESCRIPTION (Env-Wq 1406.07)

Please concisely describe your proposed project:

SECTION 2 - PROJECT LOCATION (Env-Wq 1406.07)

ADDRESS:	TOWN/CITY:	STATE:NH	ZIP CODE:
WATERBODY NAME:		TAX MAP/ BLOCK/LOT NUMBER:	

SECTION 3 - PROPERTY OWNER AND DEED INFORMATION (Env-Wq 1406.07)

The legal name of each property owner must be as it appears on the deed of record. If the owner is a trust or a company, write the name of the trust or company as the owner's name.

LAST NAME, FIRST NAME, M.I.:			
MAILING ADDRESS:		TOWN/CITY:	STATE:
PHONE:	EMAIL (if available):		
REGISTRY OF DEED COUNTY	BOOK NUMBER	PAGE NUMBER	

SECTION 4 - APPLICANT (DESIRED PERMIT HOLDER), IF DIFFERENT THAN OWNER (Env-Wq 1406.07)

If the applicant is a trust or a company, write the name of the trust or company as the applicant's name. If the applicant is the owner, please leave blank and check the following box: ☐

LAST NAME, FIRST NAME, M.I.:			
MAILING ADDRESS:		TOWN/CITY:	STATE:
PHONE:	EMAIL (if available):		

SECTION 5 - CONTRACTOR OR AGENT (OPTIONAL)

LAST NAME, FIRST NAME, M.I.:			
ADDRESS:		TOWN/CITY:	STATE:
PHONE:	EMAIL (if available):		

29 Hazen Drive, PO Box 95, Concord, NH 03302-0095
shoreland@des.nh.gov or (603) 271-2147
des.nh.gov

SECTION 6 - CRITERIA (Env-Wq 1406.07)

Please check at least one of the following:

- ☐ This shoreland permit application requires neither a proposal to make the property more nearly conforming nor a request for a waiver of a minimum standard.
- ☐ 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.
- ☐ This shoreland permit application includes a [request for a waiver](#) of the following minimum standard(s): RSA 483-B:9, V.

SECTION 7 - RELATED PERMIT APPLICATIONS ASSOCIATED WITH THIS PROJECT (Env-Wq 1406.14)

Please indicate if you also require the following permits. If so, please indicate the status of your permit application.

Permit Type	Permit Required	File Number	Permit Application Status
Alteration of Terrain per RSA 485-A:17	YES NO		<input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING <input type="checkbox"/> DENIED
Individual Sewerage Disposal per RSA 485-A:29	YES NO		<input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING <input type="checkbox"/> DENIED
Subdivision Approval per RSA 485-A:29	YES NO		<input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING <input type="checkbox"/> DENIED
Wetlands Permit per RSA 482-A	YES NO		<input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING <input type="checkbox"/> DENIED

SECTION 8 - REFERENCE LINE ELEVATION (Env-Wq 1406.07)

Required for projects located on the protected shoreland of lakes or ponds. The reference line elevations for most lakes, ponds, and artificial impoundments greater than 10 acres are listed in the Consolidated List of Waterbodies Subject to the Shoreland Water Quality Protection Act. See RSA 483-B:4, XVII for the definition of reference line.

REFERENCE LINE ELEVATION (feet above sea level):

SECTION 9 - APPLICATION FEE & SUBMITTAL (RSA 483-B:5-b, I(b); RSA 483-B:5-b, X)

A nonrefundable permit application fee of \$200 plus \$0.20 per total square feet of impact for restoration of water quality improvement projects, or \$400 plus \$0.20 per total square feet of impact for all other projects is required at the time the application is submitted. *Applications for projects solely funded by municipal, county, state, or federal entities shall incur a permitting fee no greater than \$3,750.*

To mail or hand deliver this application and all required attachments to the NHDES Wetlands Bureau, please use PO Box 95, Concord, NH 03302-0095. Missing information may delay your shoreland permit application and may result in denial. *If paying by check or money order, please make payable to the Treasurer, State of New Hampshire.*

SECTION 10 - CALCULATING TOTAL IMPACT AREA / PERMIT APPLICATION FEE (RSA 483-B:5-b, I(b); RSA 483-B:5-b, X)				
Calculate total impact area by determining the sum of all areas disturbed by regrading, excavating, filling, construction or structure removal. Impacts often include, but are not limited to constructing new driveways, constructing new structures, areas disturbed when installing septic systems and foundations, creating temporary access roads to drill a new well and regrading associated with landscaping activities.				
TOTAL AREA IMPACTED WITHIN THE PROTECTED SHORELAND =		(A) square feet		
<ul style="list-style-type: none"> For restoration of water quality improvement projects: Multiply line (A) by \$0.20 and add \$200. $[(A) \times \\$0.20 + \\$200] = \\$ Permit fee¹ For all other projects: Multiply line (A) by \$0.20 and add \$400. $[(A) \times \\$0.20 + \\$400] = \\$ Permit fee 				
SECTION 11 - REQUIRED CERTIFICATIONS (Env-Wq 1406.08; Env-Wq 1406.10(a))				
By initialing each of the following statements, and signing below, you are certifying that:				
Initials:	The information provided is true, complete, and not misleading to my knowledge and belief.			
Initials:	I understand that: <ul style="list-style-type: none"> Any permit or waiver granted based on false, incomplete, or misleading information shall be subject to revocation. I am subject to the applicable penalties in RSA 641, Falsification in Official Matters. Obtaining a shoreland permit shall not exempt the work proposed from other state, local, or federal approvals. 			
Initials:	I have notified the governing body of the municipality or municipalities in which the property is located by certified mail, in accordance with Env-Wq 1406.13.			
Initials:	I have notified all abutters ² of the proposed impacts via certified mail, in accordance with Env-Wq 1406.13.			
Initials:	<input type="checkbox"/> This project is within one-quarter mile of a designated river, and I have provided the Local River Management Advisory Committee (LAC) with a copy of my complete application, including all supporting materials, via certified mail, in accordance with Env-Wq 1406.13. <input type="checkbox"/> This project is <i>not</i> within one-quarter mile of a designated river.			
Initials:	For any project proposing that the impervious area be at least 15% but not more than 20% within the protected shoreland, I certify that the impervious area is not more than 20%. <input type="checkbox"/> N/A			
SECTION 12 - REQUIRED SIGNATURES (Env-Wq 1406.08)				
Both the property owner and applicant must sign.				
SIGNATURE (OWNER):	PRINT NAME LEGIBLY:	DATE:		
SIGNATURE (APPLICANT, IF DIFFERENT FROM OWNER):	PRINT NAME LEGIBLY:	DATE:		

¹ Projects solely funded by municipal, county, state, or federal entities shall incur a permit application fee no greater than \$3,750.

² "Abutter" means any person who owns property 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 properties separated by a public road or located more than ¼ 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 ¼ mile limitation.

SHORELAND PERMIT APPLICATION WORKSHEET

You must include this worksheet with every shoreland permit application. Include a separate worksheet for each individual lot of record where impacts are proposed.

In this worksheet, “pre-construction” impervious surface area³ means all human-made impervious surfaces⁴ currently present within the protected shoreland of a lot, whether to be removed or to remain after the project is completed. “Post-construction” impervious area means all impervious surfaces that will exist within the protected shoreland of a lot upon completion of the project, including both new and any remaining pre-construction impervious surfaces. All answers must be in square feet.

Calculating Impervious Area

CALCULATING THE IMPERVIOUS AREA OF A LOT WITHIN 250 FEET OF THE REFERENCE LINE (Env-Wq 1406.12)			
	STRUCTURE DESCRIPTION	PRE-CONSTRUCTION IMPERVIOUS AREAS	POST-CONSTRUCTION IMPERVIOUS AREAS
PRIMARY STRUCTURE(S) House and all attached decks and porches.		FT ²	FT ²
ACCESSORY STRUCTURES All other impervious surfaces excluding lawn furniture, well heads, and fences. Common accessory structures may include driveways, walkways, patios and sheds.		FT ²	FT ²
		FT ²	FT ²
		FT ²	FT ²
		FT ²	FT ²
		FT ²	FT ²
		FT ²	FT ²
TOTAL:		(A) FT²	(B) FT²
Area of the lot located within 250 feet of reference line:			(C) FT²
Percentage of lot covered by pre-construction impervious area within 250 feet of the reference line: <i>[divide (A) by (C) x 100]</i>			(D) %
Percentage of lot to be covered by post-construction impervious area within 250 feet of the reference line upon completion of the project: <i>[divide (B) by (C) x 100]</i>			(E) %

³ “Impervious surface area” as defined in Env-Wq 1402.13 means, for purposes of the impervious surface limitation specified in RSA 483-B:9, V(g), the total footprint of each impervious surface that is located within the protected shoreland.

⁴ “Impervious surface” as defined in RSA 483-B:4, VII-b means any modified surface that cannot effectively absorb or infiltrate water. Examples may include roofs, and unless designed to effectively absorb or infiltrate water, decks, patios, and paved, gravel, or crushed stone driveways, parking areas, and walkways.

Stormwater Management Requirements

IMPERVIOUS AREA THRESHOLDS (RSA 483-B:9, V(g))
<input type="checkbox"/> A net decrease or no net increase in impervious area is proposed (If line E is less than or equal to line D).
<input type="checkbox"/> The percentage of post-construction impervious area (line E) is less than or equal to 20%. This project <i>does not require</i> a stormwater management plan and <i>does not require</i> a plan demonstrating that each waterfront buffer grid segment at least meets the minimum required tree and sapling point score.
<input type="checkbox"/> A net increase in impervious area is proposed and the percentage of post-construction impervious area (line E) is greater than 20%, but less than 30%. This project <i>requires</i> a stormwater management but <i>does not require</i> a plan demonstrating that each waterfront buffer grid segment at least meets the minimum required tree and sapling point score. <i>See details on Application Checklist</i>
<input type="checkbox"/> A net increase in impervious area is proposed and the percentage of post-construction impervious area (line E) is greater than 30%. This project <i>requires</i> a stormwater management plan designed and certified by a professional engineer <i>and requires</i> plans demonstrating that each waterfront buffer grid segment meets at least the minimum required tree and sapling point score. <i>See details on Application Checklist</i>

Natural Woodland Area Requirements

DETERMINING THE AREA TO REMAIN AS NATURAL WOODLAND	
Total area of the lot between 50 feet and 150 feet of the reference line within which the vegetation currently exists as natural woodland ⁵ (<i>see definition below</i>).	(F) FT ²
Total area of the lot between 50 feet and 150 feet from the reference line.	(G) FT ²
At least 25% of area (G) must remain in as natural woodland. $[0.25 \times G]$	(H) FT ²
Place the lesser of area (F) and calculation (H) on this line. To comply with the <i>natural woodland area requirement</i> , this is the minimum area that must remain as natural woodland between 50 feet and 150 feet from the reference line. This area must be represented on all plans and this area, exclusive of existing lawn, must remain in an unaltered state ⁶ .	(I) FT ²
Name of person who prepared this worksheet:	
Name and date of the plan associated with this worksheet:	

⁵ **"Natural Woodland"** means a forested area consisting of various species of trees, saplings, shrubs, and ground covers in any combination and at any stage of growth (483-B:4, XI).

⁶ **"Unaltered State"** means native vegetation allowed to grow without cutting, limbing, trimming, pruning, mowing, or other similar activities except as needed for renewal or to maintain or improve plant health (483-B:4, XXIV-b).

Please keep this checklist for your reference. Do not include it with your application.

SHORELAND PERMIT APPLICATION CHECKLIST

Unless specified, all items listed below are required. Failure to include them may delay a decision on your permit application and may result in 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 at des.nh.gov. This checklist is for your guidance.

Required Attachments for All Projects (Env-Wt 1406.06, Env-Wq 1406.07; Env-Wq 1406.12; Env-Wq 1406.13).

- ☐ Application fee required by RSA 483-B:5-b, I(b).
- ☐ A copy of the recorded deed of the current property owner.
- ☐ A copy of the U.S. Geological Survey map with the property and project located.
- ☐ Photos of existing site conditions within the protected shoreland, including within 50 feet of all proposed impacts.
- ☐ A copy of the tax map showing the location and lot number of the proposed project.
- ☐ A list of names and mailing addresses, as well as tax map and lot numbers, of all abutters (Env-Wq 1406.12(e)). 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 (RSA-483-B:5-b, IV-a).
- ☐ Certified mail receipts verifying that the governing body of the municipality in which the project will be located, the Local River Management Advisory Committee (LAC), if the project is within ¼ mile of a Designated River under RSA 483:15, and all abutters have been notified, as applicable (RSA-483-B:5-b, IV-a).
- ☐ A copy of the state Natural Heritage Bureau (NHB) report for the subject property indicating that the project has been screened for species of concern.
- ☐ If the applicant is not the property owner and is not the authorized agent of the property owner for purposes of the application, documentation supporting the applicant's right to engage in the proposed activity on the property, such as a long-term lease or purchase-and-sale agreement.
- ☐ Plans and additional information, as described below.

Plans (Format)

- ☐ Plans shall have a left margin of 2 inches. Remaining margins shall be at least 1 inch (Env-Wq 1406.11(b)).
- ☐ Plans drawn to scale shall be shown using a scale of not more than 20 feet to one inch. If a lot cannot be shown on a 1:20 scale, it shall be shown on a larger scale on a separate sheet (Env-Wq 1406.11(c)).
- ☐ Fold oversized plans to 8.5 x 11 inches (Env-Wq 1406.11(d)).

Plans (Details)

The following information must be shown on all plans (Env-Wq 1406.09; Env-Wq 1406.10):

- ☐ An overview plan of the property within 250 feet of the reference line that shows the approximate location of all property lines, easements, and rights-of-way, clearly labeled.
- ☐ The scale, if any, used on the plan. If the plan is not to scale, show the complete dimensions of all features.
- ☐ A north-pointing arrow, indicating orientation.
- ☐ A legend that clearly indicates all symbols, line types, and shadings.
- ☐ The reference line, the primary building line (meaning the 50-foot primary structure setback line), the limits of the woodland buffer, and the protected shoreland.

- ☐ All other applicable local and state setbacks.
- ☐ The dimensions and locations of all existing structures, impervious areas, disturbed areas, and all other relevant features necessary to clearly define existing conditions.
- ☐ The dimensions and locations of all proposed structures, impervious areas, and all other relevant features necessary to clearly define the proposed project.
- ☐ A delineation of all existing and proposed cleared areas, such as, lawns, fields, paths, gardens, and beaches.
- ☐ The dimensions, locations, and descriptions of all proposed temporary impacts associated with completion of the project.
- ☐ The locations of all areas between 50 feet and 150 feet of the reference line that will remain as *natural woodland* (as determined on *Line (I)* of the shoreland application worksheet).
- ☐ Proposed methods of erosion and siltation controls indicated graphically and labeled, or otherwise annotated as needed for clarity, as specified by Env-Wq 1404.
- ☐ If the topography is to be permanently altered, the existing and proposed topography, including a reference elevation.
- ☐ A plan of any planting(s) proposed in the waterfront buffer, showing the proposed location(s) and scientific names or common names of proposed species.
- ☐ If applicable, the location of an existing or proposed 6-foot-wide foot path to the waterbody or temporary access path, as allowed by RSA 483-B:9, V(a)(2)(D)(viii) and (ix).
- ☐ The date of plan and the preparer's name.

Required Additional Information

1. Projects Within the Waterfront Buffer (RSA 483-B:9, V(a)(2)(D); Env-Wq 1405.03; Env-Wq 1406.10)

- ☐ A plan delineating each waterfront buffer grid segment that will be impacted by the project.
- ☐ The location and diameter of all trees and saplings, at least up to that which is sufficient to meet the minimum point requirement specified in RSA 483-B:9, V(a)(2)(D) within each grid segment to be impacted.
- ☐ A designation of the trees and/or saplings to be cut during the project, if any, including:
 - ☐ The diameter of all trees and saplings at 4½ feet from the ground.
 - ☐ The names of the existing species, using either scientific names or common names.
- ☐ For any project proposing new or modification to the footprint of accessory structures within the waterfront buffer, provide the shoreland frontage of the lot, which is required to determine compliance with Env-Wq 1405.03.

2. Subdivision Projects and Projects Requiring New Septic Systems (RSA 483-B:9)

- ☐ Location and description of any on-site or proposed septic system including approval number, if known, to provide evidence of compliance with RSA 483-B:9, V(c).
- ☐ For subdivisions only: shoreland frontage of the lot, to provide evidence of compliance with RSA 483-B:9, V(e) & (f).

3. Projects Involving an Increase in Impervious Area (Env-Wq 1404.02; Env-Wq 1406.10; RSA 483-B:9, V(g))

Projects that propose a *net increase* in impervious area may be required to incorporate a stormwater management plan and enhance the waterfront buffer with additional vegetation:

- For projects that propose a net increase in impervious area and the percentage of post-construction impervious area will be greater than 20%, but less than 30% (as determined on *Line (E)* of the shoreland application worksheet) 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 net increase in impervious area and the percentage of post-construction impervious area will be greater than 30% (as determined on *Line (E)* of the shoreland application worksheet) within the protected shoreland, as specified in RSA 483-B:9, V(g)(1) and (3), please provide:
 - ☐ Plans for a stormwater management system designed and certified by a professional engineer. Such design shall demonstrate that the post-development volume and peak flow rate based on the 10-year, 24-hour storm event, shall not exceed the pre-development volume and peak flow rate for flow off the property within the protected shoreland.
 - ☐ Evidence that each grid segment of the waterfront buffer at least meets the minimum required tree and sapling point score and/ or a planting plan in accordance with PART Env-Wq 1413, 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 in the [Vegetation Management for Water Quality](#) fact sheet.

4. Pervious Technology Use (Env-Wq 1406.10)

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

- ☐ A plan with the dimensions and locations of all proposed pervious surfaces.
- ☐ A cross-section of each type of pervious surface that shows the construction method and details. And
- ☐ Specifications indicating how the pervious technologies will be installed and maintained.

5. Nonconforming Structures in accordance with RSA 483-B:11 (Env-Wq 1408.05)

- ☐ For projects that propose expansions of non-conforming primary structures, please provide a completed [More Nearly Conforming Request Form](#) or your own request explaining how the project meets the requirements of RSA 483-B:11 and Env-Wq 1408.05.

6. Waiver from the Minimum Standards (Env-Wq 1406.10; Env-Wq 1409)

- ☐ For projects that request a waiver from the minimum standards of RSA 483-B:9, please provide a completed [Request Waiver from the Minimum Standards Request Form](#) or your own request explaining how the project meets the requirements of RSA 483-B:9, V(I) and PART Env-Wq 1409.01.

7. Waiver from the Rules (Env-Wq 1413)

- ☐ For projects that request a waiver from the Env-Wq 1400 rules, please provide a completed [Request Waiver from the Shoreland Rules Form](#) or your own request explaining how the project meets the requirements of Env-Wq 1413.