



Wetlands and Shoreland Permit Applications Guidance for City or Town Clerks



Water Division / Wetlands Bureau / Land Resources Management Program

Permit Application Type	Clerk Signature Required?	City or Town Clerk Responsibility	Note
Wetlands Permit-by-Notification (PBN)	Yes	<ol style="list-style-type: none"> 1. Sign the form. Retain <i>one</i> digital copy and <i>one</i> printed copy of the complete application package. 2. Return the signed original form and attachments to the applicant for submittal to the New Hampshire Department of Environmental Services (NHDES). 3. Immediately distribute copies of the application with one complete set of attachments to the municipal conservation commission, the select board or town or 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. 	<p>Applicants are strongly encouraged to file electronically by creating an account using onlineforms.nh.gov.</p> <p>All require city or town clerk signature.</p>
Wetlands Standard Dredge and Fill Wetlands Expedited Minimum Impact	Yes	<ol style="list-style-type: none"> 1. Sign the form. Retain <i>one</i> digital copy and <i>one</i> printed copy of the complete application package. 2. Return the signed original form and attachments to the applicant for submittal to NHDES. 3. Immediately distribute copies of the application with one complete set of attachments to the municipal conservation commission, the select board or town or city council and the planning board. 4. Retain the copy of the application form with the complete set of attachments and make them reasonably accessible to the public. 	<p>Applicants are strongly encouraged to file electronically by creating an account using onlineforms.nh.gov.</p> <p>Parties may print additional copies as needed, but it is not required by state statute or administrative rule.</p>

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Statutory Permit-by-Notification (PBN): Culvert Repair-Replacement SPN Utility Maintenance Activity SPN Trails Notification SPN Forestry SPN	No	None	Applicants are strongly encouraged to file electronically by creating an account using onlineforms.nh.gov .
Seasonal Dock Notification Small Motor Mineral Dredging Non-Tidal Docking Structure Registration	No	None	Applicants are strongly encouraged to file electronically by creating an account using onlineforms.nh.gov .
Shoreland Permit Application	No	None	Applicants are strongly encouraged to file electronically by creating an account using onlineforms.nh.gov . These permit applications go directly to the NHDES Wetlands Bureau, Shoreland Program. Applicants are required to provide postal receipts or copies verifying the governing body of the municipality or municipalities in which the property is located have been notified by certified mail. (RSA 483-B:5-b).
Shoreland Permit by Notification (PBN)	No	None	Applicants are strongly encouraged to file electronically by creating an account using onlineforms.nh.gov . These PBNs go directly to the NHDES Wetlands Bureau. Applicants are not required to provide evidence that municipalities have been notified.

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