



SHORELAND PERMIT BY NOTIFICATION (PBN) ELIGIBILITY AND CHECKLIST



START:


Reading this checklist and confirming you meet the qualifications will ensure your Shoreland Permit by Notification (PBN) is accepted. Once a PBN is rejected, there is no process for adjustment, and the fee will not be returned.

CONFIRM:

Is my project proposal eligible for the simplified PBN process? You must **confirm your project meets EACH of the following statements to qualify** for the PBN. If you do not qualify for the PBN based on these statements, you must use the standard [Shoreland Permit Application](#).

- My project **does not** include work in the water or within the bank of a waterbody, such as a dock, boathouse or retaining wall; is not within the 100-foot [tidal buffer zone](#); or does not include beach sand replenishment.
- My project **does not impact** more than 1,500 square feet or result in a net increase of more than 900 square feet of [impervious area](#). *These square footage limits do not apply to the special project types in Section 5.
- My project **has not** already begun or been completed. After the Fact projects must be reviewed as Shoreland Permit Applications.
- My project **does not** include modification, expansion or redevelopment of a [non-conforming structure](#). These projects require a More Nearly Conforming Request and review as Shoreland Permit Applications.

Does your project proposal meet **EACH** of the statements above?

- YES. Proceed to completing the Shoreland PBN Form.
- NO.  You cannot use this form – you must use the Shoreland Permit Application Form.

UNSURE?

Check the [List of Activities That Do Not Require Shoreland Permitting](#).
See the Shoreland Program's [Vegetation Management Fact Sheet](#) and [Frequently Asked Questions](#).
Contact the Shoreland Program at lrn@des.nh.gov or call (603) 271-2147 to speak with a Shoreland Specialist.

WHAT TO EXPECT:

NHDES will review your notification within five business days and email (if provided) or mail you a copy of the accepted notification or a notice of rejection.

BE SURE TO CHECK THE FOLLOWING:

- The property owner read and signed the form and initialed the conditions and certifications in Sections 9 and 10.
- A check with the correct fee, per Section 6.
- Photos of each area that will be impacted, per Section 7.
- A complete plan of the proposed work in accordance with Section 8 of the PBN Form.



SHORELAND PERMIT BY NOTIFICATION (PBN)

Water Division/ Shoreland Program
Land Resources Management



Check the status of your PBN: <https://www.des.nh.gov/onestop/>

RSA/Rule: [RSA 483-B](#), [Env-Wq 1400](#)

Administrative Use Only	Administrative Use Only	<input type="checkbox"/> PBN Accepted, Expires:	
		<input type="checkbox"/> PBN Rejected	Reviewer Initials:
		File Number:	Admin Initials:
		Check No.	Amount:

This form requests authorization to excavate, fill, or construct new structures within the protected shoreland, which is 250 feet landward of the reference line, as regulated under RSA 483-B. Refer to the cover sheet to determine your eligibility to use this form in lieu of the standard Shoreland Permit Application. Please type or print clearly. **Please note:** Notification packages missing required components will be rejected and the fee will not be returned.

1. PROPERTY OWNER			
LAST NAME, FIRST NAME, M.I.: []			
ADDRESS: []	PHONE: []	STATE: []	ZIP CODE: []
TOWN/CITY: []	EMAIL: []		
2. PROJECT LOCATION			
ADDRESS: []	WATERBODY NAME: []	STATE: []	ZIP CODE: []
TOWN/CITY: []	TAX MAP: []	LOT NUMBER: []	
3. CONTRACTOR OR AGENT			
LAST NAME, FIRST NAME, M.I.: []			
ADDRESS: []	PHONE: []	STATE: []	ZIP CODE: []
TOWN/CITY: []	EMAIL: []		
4. PROJECT DESCRIPTION			
Provide a brief description of the proposed project including square footage of impacts and dimensions of new structures. []			
TOTAL SQUARE FEET OF IMPACT: [] TOTAL SQUARE FEET OF NEW IMPERVIOUS AREA: []			
Total impact area is determined by the sum of all areas disturbed by excavation, filling, and construction. Examples include, but are not limited to: constructing new driveways, constructing new structures, removing or replacing structure foundations, grading, and installing a new septic system or well.			

5. PBN CRITERIA: Check one of the following project type criteria.	(RSA 483-B:5-b)
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irm@des.nh.gov or (603) 271-2147

NHDES Wetlands Bureau, 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095
www.des.nh.gov

<input type="checkbox"/> 1. STANDARD	This project impacts less than 1,500 square feet of which no more than 900 square feet is a net increase in impervious area.
<input type="checkbox"/> 2.	This project is directly related to stormwater management improvements, erosion control, or environmental restoration or enhancement. <i>PBN Impact Limit: None / Fee: \$100.</i>
<input type="checkbox"/> 3.	This project is for the maintenance, repair or improvement of public utilities, public roads, or public access facilities. <i>PBN Impact Limit: None / Fee: Fee Exempt.</i>
<input type="checkbox"/> 4.	Per Env-Wq 1406.05, this project consists of geotechnical borings, test wells, drinking water wells or is a site remediation project. <i>PBN Impact Limit: None / Fee: Capped at \$250.</i>

6. FEE	
The PBN fee is the standard permit application fee of \$100 plus \$0.10 per square foot of the total impact area in Section 4. For example, 500 square feet of impact equals a fee of \$150. Projects solely funded by municipal, county, state or federal entities are fee exempt, and the special project types in Section 5 have alternate fee schedules as listed above.	
Checks and money orders payable to "Treasurer - State of NH".	TOTAL FEE: \$ _____

7. PHOTOS	
Required for all projects.	Dated photographs of <u>each</u> area proposed to be impacted.

8. PLAN REQUIREMENTS: Check Yes or No to all statements, and review the applicable plan requirements. If your plans do not include the information that is required, your notification will be rejected.	
Required for all projects.	A clear and detailed plan of work depicting, at a minimum, all the impact areas, the reference line and property lines. Plans that are not to scale must show all relevant distances and dimensions.
<input type="checkbox"/> Yes <input type="checkbox"/> No	This project proposes an increase in <u>impervious</u> (i.e. non-permeable) area. Plans must include the dimensions and locations of all existing and proposed impervious surfaces within 250 feet of the reference line. Decks are typically considered impervious.
<input type="checkbox"/> Yes <input type="checkbox"/> No	< 20% This project proposes an increase in impervious area, and the total post-construction impervious area within 250 feet of the reference line will not exceed 20%.
<input type="checkbox"/> Yes <input type="checkbox"/> No	20 – 30% This project proposes an increase in impervious area such that the total impervious area within 250 feet of the reference line will be greater than 20% but less than 30%. Plans must include a stormwater management system that will infiltrate increased stormwater runoff from development per RSA 483-B:9, V(g)(2) and in accordance with Env-Wq 1500 .
<input type="checkbox"/> Yes <input type="checkbox"/> No	> 30% This project proposes an increase in impervious area such that the total impervious area within 250 feet of the reference line will be greater than 30%. Plans must include a stormwater management system designed and certified by a professional engineer to account for all new development, and plans must demonstrate how the vegetation point score is met as per RSA 483-B:9, V(g)(1,3).
<input type="checkbox"/> Yes <input type="checkbox"/> No	This project proposes impacts within 50 feet of the reference line. Plans and photos must show each area of the Waterfront Buffer that will be impacted, including groundcover, and calculate the tree point scores in accordance with the Vegetation Management Fact Sheet .

<input type="checkbox"/> Yes <input type="checkbox"/> No	This project proposes impacts between 50 and 150 feet of the reference line. Plans must depict the 25% area of the Woodland Buffer to be designated and maintained as natural woodland. See the Vegetation Management Fact Sheet .
<input type="checkbox"/> Yes <input type="checkbox"/> No	This project proposes to install or expand an accessory structure , such as a patio or shed, within 50 feet of the reference line. Plans must demonstrate that the limits and setbacks for accessory structures will be met. Review these requirements at the link above or in Env-Wq 1405. The shoreland frontage on this lot is: _____ linear feet. <input type="checkbox"/> N/A – There is no direct frontage on this lot.
<input type="checkbox"/> Yes <input type="checkbox"/> No	This project proposes a pervious (i.e. permeable) surface technology. Plans must include the location and type of the surface and a cross-section depicting the construction method, materials and specifications as to how this surface will be maintained as a pervious technology.

9. CONDITIONS: Initial each of the required conditions below. (Env-Wq 1406.20)	
<input type="checkbox"/> 1. Erosion and siltation control measures shall: be installed prior to the start of work; be maintained throughout the project; and remain in place until all disturbed surfaces are stabilized. <input type="checkbox"/> 2. Erosion and siltation controls shall be appropriate to the size and nature of the project and to the physical characteristics of the site, including slope, soil type, vegetative cover, and proximity to wetlands or surface waters. <input type="checkbox"/> 3. No person undertaking any activity in the protected shoreland shall cause or contribute to, or allow the activity to cause or contribute to, any violations of the surface water quality standards established in Env-Ws 1700 or successor rules in Env-Wq 1700. <input type="checkbox"/> 4. Any fill used shall be clean sand, gravel, rock, or other suitable material. <input type="checkbox"/> 5. For any project where mechanized equipment will be used, orange construction fence shall: be installed prior to the start of work at the limits of the temporary impact area as shown on the plans approved as part of a permit or accepted as part of the permit by notification; be maintained throughout the project; and remain in place until all mechanized equipment has been removed from the site.	

10. CERTIFICATIONS: Initial each of the required certifications below. (Env-Wq 1406.18)	
<input type="checkbox"/> 1. The property owner shall sign the notification form. <input type="checkbox"/> 2. The signature(s) shall constitute certification that: the information provided is true, complete, and not misleading to the knowledge and belief of the signer; the signer understands that any permit by notification obtained based on false, incomplete, or misleading information is not valid; the project as proposed complies with the minimum standards established in RSA 483-B:9, V and will be constructed in strict accordance with the proposal; the signer accepts the responsibility for understanding and maintaining compliance with RSA 483-B and these rules; the signer understands that an accepted shoreland permit by notification shall not exempt the work proposed from other state, local, or federal approvals; and the signer understands that incomplete notifications shall be rejected and the notification fee shall not be returned. The signer is subject to the applicable penalties in RSA 641, Falsification In Official Matters.	

11. SIGNATURE OF OWNER			
OWNER SIGNATURE:		PRINT NAME LEGIBLY: <input type="text"/>	DATE: <input type="text"/>