TRAILS NOTIFICATION
INSTRUCTIONS AND REQUIRED ATTACHMENTS

LAND RESOURCES MANAGEMENT

WETLANDS BUREAU

Check Notification Status: www.des.nh.gov/onestop

1. PROJECT CRITERIA

If the below criteria do not describe the type of construction you are proposing, you must use a Wetlands Permit Application form for your project. Agree to the following statements that apply to your project by signing No. 6 on the Trails Notification form.

PROJECT TYPES	CRITERIA
ALL PROJECTS Env-Wt 303.04(y)(1)	All work is completed in accordance with The NH Department of Natural and Cultural Resources' *Best Management Practices for Erosion Control During Trail Maintenance and Construction* (2004) http://www.nhstateparks.org/uploads/BMPmanual2010.pdf
BRIDGES Env-Wt 303.04(h)(1) through (4)	▪ The proposed project includes installation of a new bridge or replacement of an existing bridge. ▪ No work will be performed in the water or in a wetland. ▪ No fill will be placed in the water or in a wetland. ▪ Impacts to the banks of the watercourse, including bridge structural supports, will not exceed 3,000 square feet per crossing. ▪ Bridges are not in a prime wetland, prime wetland buffer (see: http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm). ▪ Bridges are not in a bog, marsh, sand dune, or undisturbed tidal buffer zone. ▪ The proposed bridge footprint has not been identified by Natural Heritage Bureau (NHB) as an exemplary natural community, and/or does not have documented occurrences of state or federally listed endangered or threatened species. See C below.
ALL WATERBODY AND WETLAND CROSSINGS Env-Wt 303.04(y)(2) through (y)(4)	The proposed project includes installation of new waterbody or wetlands crossing(s) and: ▪ The project alters less than 3,000 square feet per crossing. ▪ The trail width at the crossing(s) does not exceed 20 feet. ▪ The fill width of the crossing, measured at the toe of trail side slopes, is minimized and does not exceed 50 feet. ▪ Till for any single wetland crossing does not exceed 60 feet in length, measured along the centerline of the proposed access way. ▪ No impacts have been made to bogs, marshes, sand dunes, tidal wetlands, cedar swamps or undisturbed tidal buffer zone. ▪ The crossing(s) is (are) not located in or within 100 feet of prime wetlands in accordance with RSA 482-A:11, IV(a); (see: http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm). ▪ The proposed crossing has not been identified by Natural Heritage Bureau (NHB) as an exemplary natural community, and/or does not have documented occurrences of state or federally listed endangered or threatened species (See C below). ▪ The crossing of wetlands, swamps or wet meadows will be limited to those that have no standing water for 10 months of the year. ▪ If the proposed project has stream crossings that impact jurisdictional areas, they cross a perennial stream or intermittent stream having a scoured channel of 8 feet or less; or meet the **Bridges** criteria above.

2. INFORMATION REQUIRED FOR NOTIFICATION ACCEPTANCE

If your notification package does not include the following information and attachments required for acceptance, it will be returned to you.

A. **Trails Notification Form** RSA 482-A:3, XII(b)(1) - (3) & Env-Wt 501.01

With name(s) and address(es) of property owner(s), name and address of organization or club (applicant), town, tax map number and lot number of proposed project site and signed by property owner or applicant in Section D on page 1 of 4.

B. **USGS Map** RSA 482-A:3, XII (b)(4)

A clear copy of the US Geological Survey map (specifically a map at 1:24,000 or 1:25,000 scale).
Clearly indicate:

- The type and location of all wetland and waterbody crossings.
- Roads, bridges, stepping stones, water bars, culverts.
- Property boundaries/lines, etc.
- If necessary, include a legend for all symbols used.

See Appendix A for an example of the required USGS Map and Information.

See the NH Department of Natural and Cultural Resources *Best Management Practices for Erosion Control During Trail Maintenance and Construction* (2004) for examples and explanations of approvable crossing types.

Topographic Map Links: http://des.nh.gov/organization/divisions/water/wetlands/categories/technical.htm

C. **Natural Heritage Bureau** RSA 212-A:9 and RSA 217:A-7

A copy of the *NHB DataCheck Results Letter and Map* from the Natural Heritage Bureau (NHB) confirming that NHB and NH Fish & Game have reviewed the proposed project. This letter can be requested online at: https://www2.des.state.nh.us/nhb_datacheck/

or by phone: (603) 271-2215 x 323. Allow up to 3-5 business days to receive the letter after submitting a request.

Indicate the file number and date of NHB DataCheck Report on 5.c. of the Trails Notification Form.

D. **Notification fee** RSA 482-A:3, XII(c)

Check or money order for $25 payable to: **Treasurer – State of NH**

E. **Prime Wetlands** RSA 482-A:11, IV(b) & RSA 482-A:11, IV (b)(3)

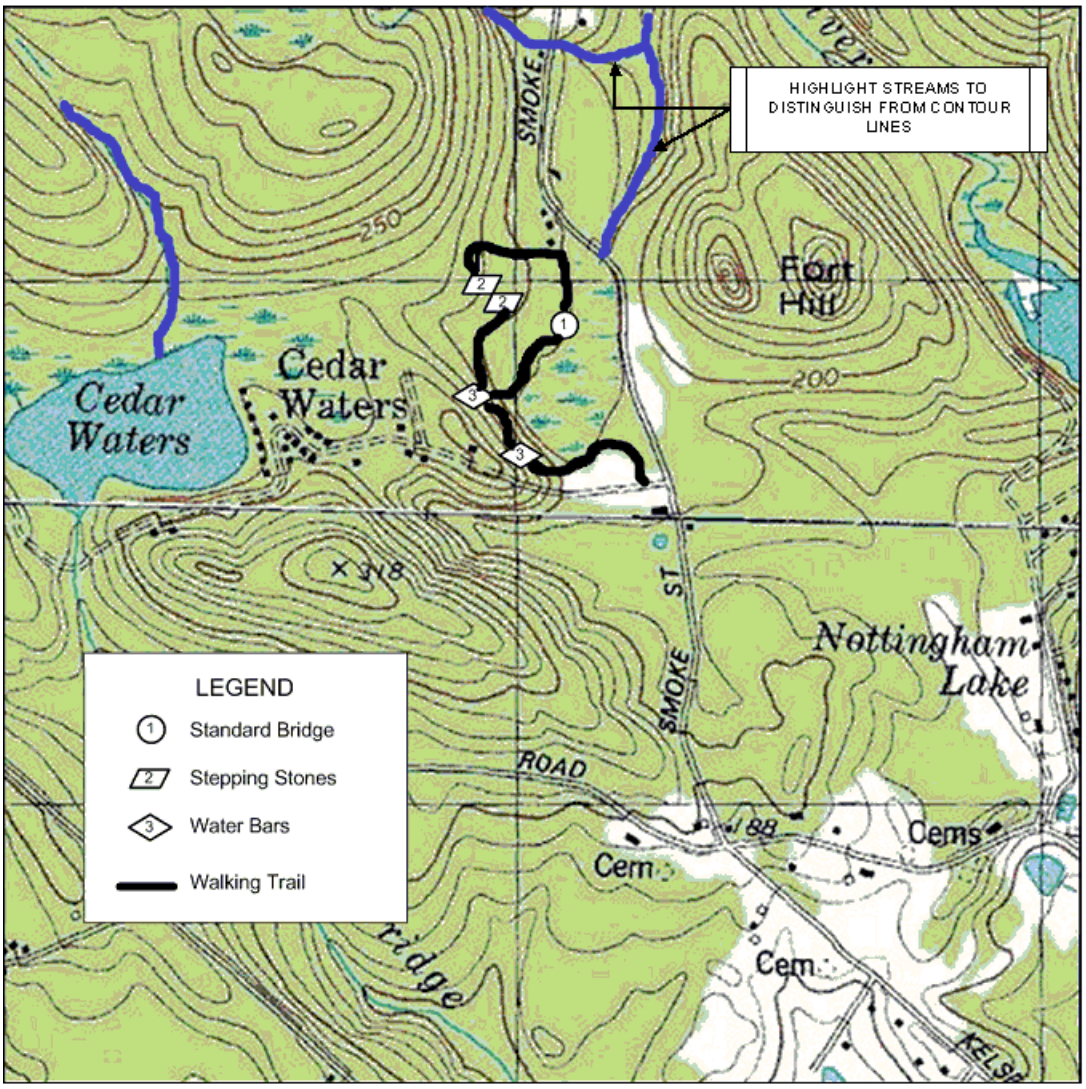
Refer to the link below to determine if your proposed project includes any crossing of wetlands located within a prime wetland or within 100 feet of a prime wetland (prime wetland buffer).

Original Prime wetland maps can be found at the municipal office. Electronic versions can be found at the following link:
http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm

Mailing & Starting Work

- Mail the notification form and attachments to the address on the top of this form.
- NHDES will send the organization or club a Complete Trails Notification letter to their permanent mailing address.
- If you submit a prime wetland waiver request with this notification, you may not begin work until the waiver is issued. NHDES must wait 14 days for the Municipal Conservation Commission to review the prime wetland waiver request before acting upon it.
- The status of the notification can be checked online: http://www2.des.state.nh.us/OneStop/Wetland_Permits_Query.aspx

ATTACHMENT A:
SAMPLE SKETCH OF SUPPLEMENTAL SITE MAP SHOWING TYPE AND LOCATION OF ALL WETLAND AND SURFACE WATER CROSSINGS

See NH Department of Natural and Cultural Resources' *Best Management Practices for Erosion Control During Trail Maintenance and Construction* (2004) for examples of appropriate crossing types which can be found at: http://www.nhstateparks.org/uploads/BMPmanual2010.pdf.

*If you propose alternate crossing types, please add them to the legend in sequential order and indicate on the map.