Pre-Application Technical Guidance Worksheet

Water Division/Land Resources Management

Wetlands Bureau

(Env-Wt 311.02)

A Pre-Application Meeting provides an excellent opportunity for applicants to determine what information is necessary to submit a complete wetlands application. Submitting a complete application results in an expeditious application review, while an incomplete application often results in processing delays. Meeting with a regional wetland specialist help identify application requirements. Regional wetland specialists are familiar with the project’s geographic area and knowledgeable about the regulatory process.

A Pre-Application Meeting highlights review procedures and provides guidance on the information necessary to advance the project, including, as applicable, the need for detailed engineering studies, natural resource assessments, and mitigation requirements. The intent is to ensure that potential wetland applicants understand what information is needed during the project development and design phases.

**When and how should you schedule a Pre-Application Meeting?**

Proper planning is key to a successful permit application experience, especially for those projects that will require compensatory mitigation to offset lost functions and values due to project impacts to resources. Schedule your Pre-Application Meeting at least 30 days, but not more than 90 days before submitting the application. A project applicant or his/her consultant shall contact Ms. Guerdet at [Carolyn.Guerdet@des.nh.gov](mailto:Carolyn.Guerdet@des.nh.gov) with a request for a meeting.

**Where can I get the information on my project area that is necessary for an effective meeting?**

Use the [Wetland Permit Planning Tool (WPPT)](https://nhdeswppt.unh.edu/), [Natural Heritage Bureau (NHB) DataCheck Tool](https://www4.des.state.nh.us/NHB-DataCheck/), [Aquatic Restoration Mapper](https://www4.des.state.nh.us/arm-fund/?page_id=372), [New Hampshire Wildlife Action Plan (WAP),](https://www.wildlife.state.nh.us/wildlife/wap-using-maps.html) or other sources to identify key features such as: [Priority Resource Areas (PRAs)](https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/wb-25.pdf), coldwater fisheries, New Hampshire Fish and Game Department (NHF&G) special concern species, coastal areas, and designated rivers within Local River Advisory Committee (LAC) jurisdiction. Permit applicants are encouraged to consult the local NHF&G biologist for site-specific information on fish and other species of special concern.

**What information is needed for a Pre-Application Meeting?**

For a successful Pre-Application Meeting, the applicant needs to submit materials in advance to the regional wetland specialist and mitigation coordinator. The Pre-Application material requirements will not create significant additional work for applicants because most of the information requested is typically developed as part of the project design process or required as part of the final Wetlands Application (Env-Wt 306.05; RSA 482-A:3, l(d)(2)).

**Be Ready! Use this checklist to prepare materials for your Pre-Application Meeting:**

Describe the purpose of the proposed project and the aquatic and natural resources that will be impacted. Summarize:

* + The overall goal of the project.
  + The facilities and work that could impact jurisdictional areas.
  + The design plans.
  + The intended outcome.

Identify all natural resources in the project area that may be impacted:

* + Provide a wetlands delineation that shows the boundaries of jurisdictional resources and the predominant resource functions of each aquatic resource.
  + Determine whether the subject property contains a PRA or is within LAC jurisdiction.

Summarize the avoidance and minimization measures used for your project (see [Avoidance and Minimization Techniques BMP](https://neiwpcc.org/wp-content/uploads/2019/05/Wetlands-BMP-Manual-2019.pdf)) for the proposed project (Env-Wt 313.03).

If applicable, provide the following information (Env-Wt 306.05 and Env-Wt 311.01):

* + For stream crossing projects, determine the size of the watershed.
  + For dredge projects, determine whether the subject property is contaminated.
  + For standard permit projects, determine whether the project could impact impaired waters, class A, or outstanding resource waters.
  + If the [NHB DataCheck Tool](https://www4.des.state.nh.us/NHB-DataCheck/) identifies areas of protected species or habitat, coordinate with NHF&G and NHB to determine how to avoid and minimize impacts to those specific species or communities.
  + If your project will impact a PRA, provide additional minimization and avoidance design features, or propose compensatory mitigation in accordance with Env-Wt 800.
  + If the property is within a Designated River corridor, provide a copy of the plans to the LAC and summarize their response to the project.

**Will your project require Compensatory Mitigation?**

If yes, then **evaluate local permittee-responsible mitigation first** and be prepared to discuss (Env-Wt 802.05):

* + A brief narrative explaining the project impacts and how the proposed mitigation will offset the loss of functions and values of the wetlands impacted (see [Functional Assessment Fact Sheet](https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/wb-27.pdf)).
  + An estimated date for submitting a complete compensatory mitigation proposal.
  + Locations on aerial photographs of the project and mitigation sites and whether they are located in any area designated in the WAP as highest-ranked habitat.
  + Information from the New Hampshire Division of Historic Resources.
  + If permittee-responsible mitigation is not a viable option, then provide an explanation of what was considered (i.e. preservation of an upland buffer, restoration, enhancement, or creation of wetlands), why they are not a feasible option (Env-Wt 803.10(b-d)), and a statement that an in-lieu mitigation payment can be provided in accordance with RSA 482-A:28-A:30.

## For More Information

For more information, please visit [www.des.nh.gov](http://www.des.nh.gov). You may also contact the Wetlands Bureau by phone at (603) 271-2147, via email at [lrm@des.nh.gov](mailto:lrm@des.nh.gov), or by mail at 29 Hazen Drive; P.O. Box 95 Concord, NH 03302-0095.