

# Everything You Wanted to Know About Trail Notifications But Were Afraid To Ask



November 19, 2016

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Compliance Supervisor  
NHDES Wetlands Bureau



# NH Division of Resources and Economic Development

## Bureau of Trails

- ❑ Maintains 1,000 miles of OHRV trails.
- ❑ 300 Miles of state-owned rail-trails.
- ❑ Over 7,000 miles of snowmobile trails.



# Topics for Discussion

1. What is a Wetland?
2. Why Protect Wetlands?
3. What Areas are Within Wetlands Jurisdiction?
4. How is a Wetland Identified?
5. How Does the NHDES Trails Notification Process Work?
6. NH Natural Heritage Bureau Datacheck
7. Best Management Practices
8. Prime Wetlands
9. Stream Crossings



# 1. What is a Wetland?

**A. Hydrology: Water at or near the surface.**



**B. Hydric (wetland) soils.**



**C. Hydrophytic (wetland) vegetation.**



## 2. Why Protect Wetlands?



# Why Protect Wetlands?

## Flood Storage

**1-acre wetland storing 1 foot of water (an acre-foot) =  
326,000 gallons or 43,560 ft<sup>3</sup> of water.  
The water weighs 2.7 million pounds.**



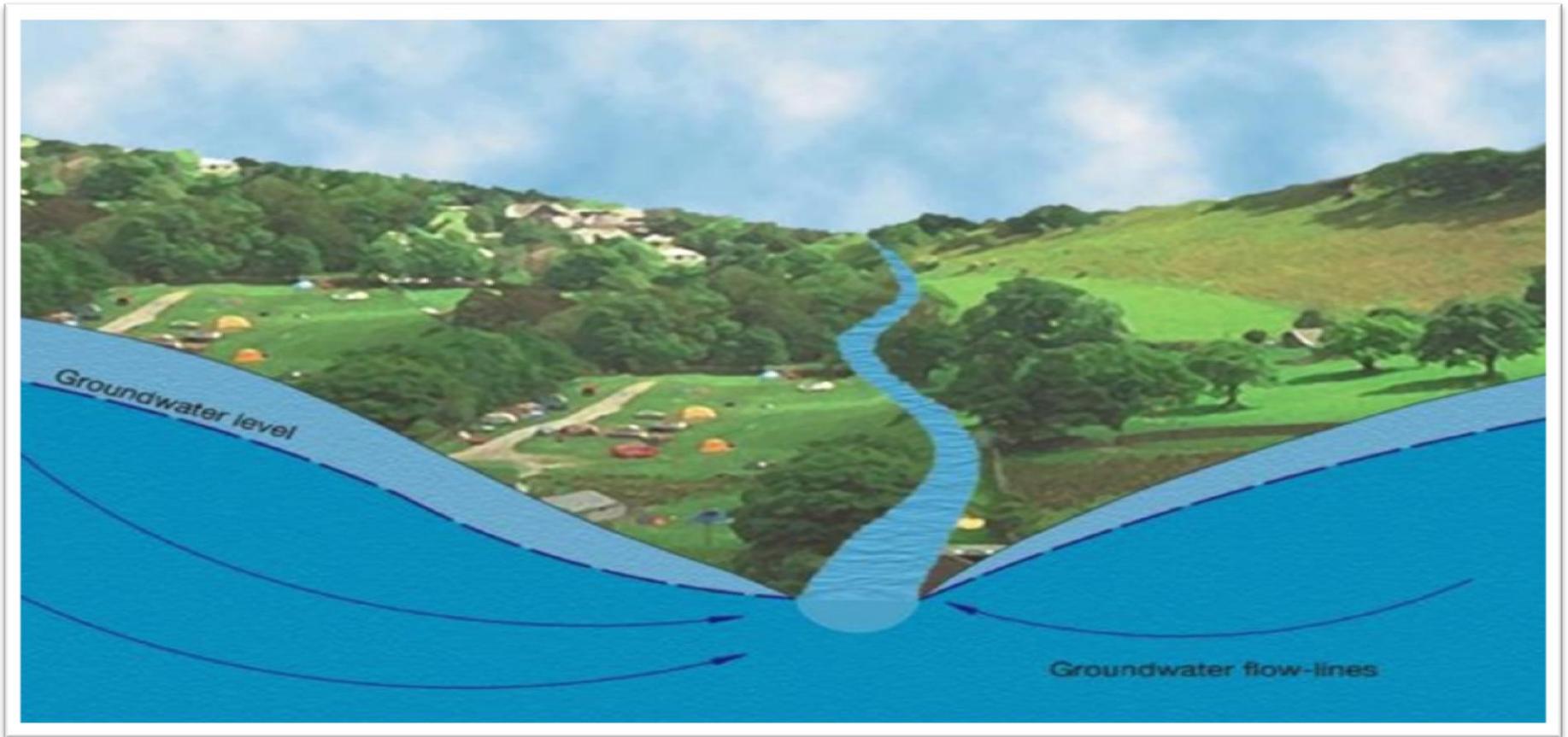
# Why Protect Wetlands?

## Nutrient Filtering

Much of the nitrogen and some of the phosphorous entering wetlands is taken up by wetland plant materials, deposited in wetland sediments, or converted into gases which escape to the atmosphere by microorganisms.



# Why Protect Wetlands? Groundwater Recharge



# Why Protect Wetlands?

## Wildlife Habitat

**More than 1/3 of Threatened and Endangered species in US use wetland habitats at some portion of their life cycle.**



# Why Protect Wetlands? Recreational Opportunities

More than 1/2 of US adults hunt, fish, bird-watch or photograph wildlife.



### 3. What Areas are Within Wetlands Jurisdiction?



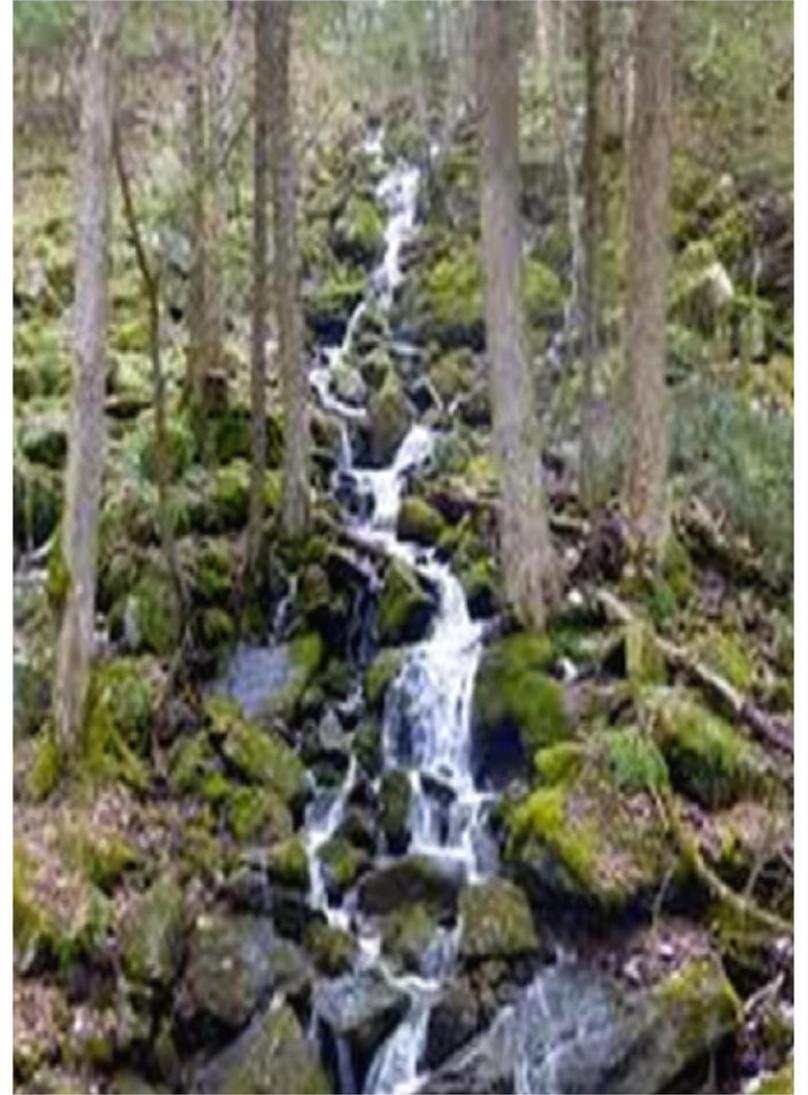
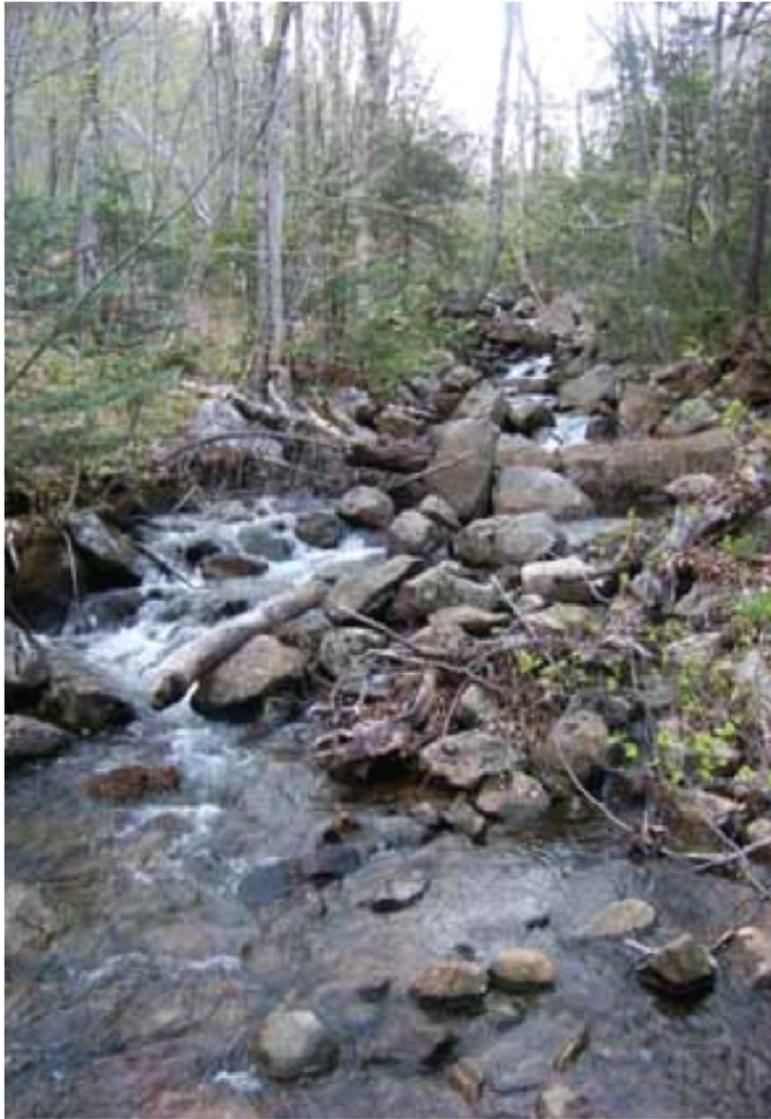
# Surface Waters and Their Banks

**“The transitional slope immediately adjacent to the edge of a surface water body; the upper limit of which is usually defined by a break in slope.”**



# Perennial Stream

# Seasonal Stream



# Lakes, Ponds, Marshes



# Forested Wetland



# Scrub-Shrub Wetland



# Bog



# Wet Meadow



# Vernal Pools



# 4. How is a Wetland Identified?



# Wetlands Are Identified By:

**A. Hydrology: Water at or near the surface.**



**B. Hydric (wetland) soils.**

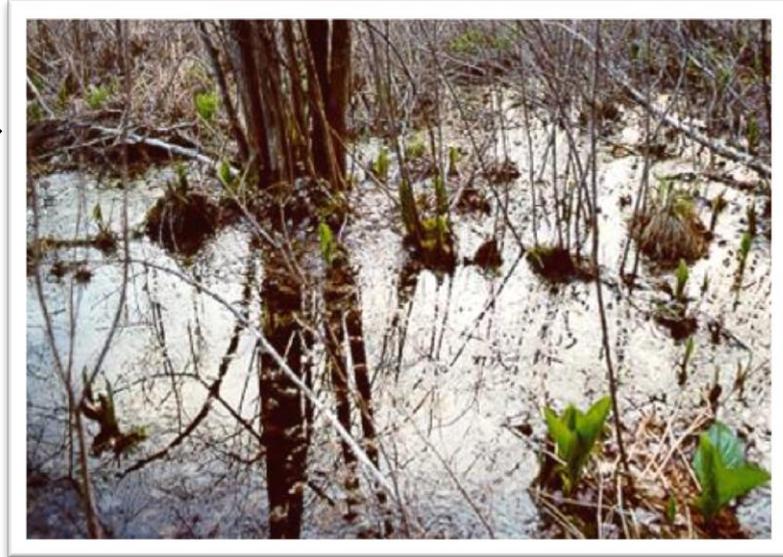


**C. Hydrophytic (wetland) vegetation.**



# A. Wetland Hydrology

- ❑ Water at or near the surface. →
- ❑ Pit-and-mound topography.
- ❑ Water-stained leaves.
- ❑ Multi-stemmed “Bunch Trunks.”
- ❑ Fluted (swollen) trunks with “Buttressed Bases.”
- ❑ Surficial (shallow) roots.
- ❑ Windthrow. →

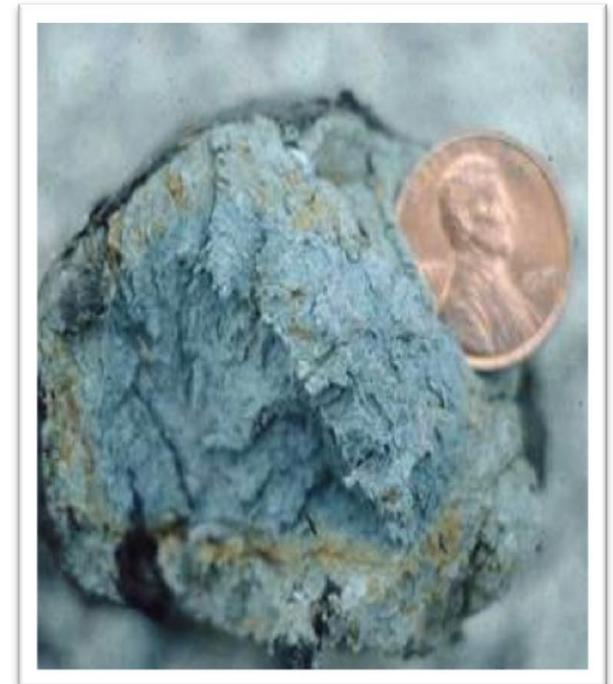
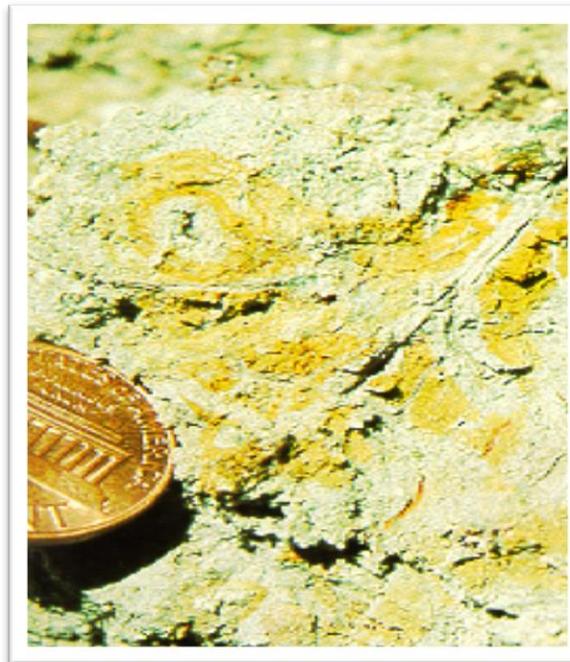
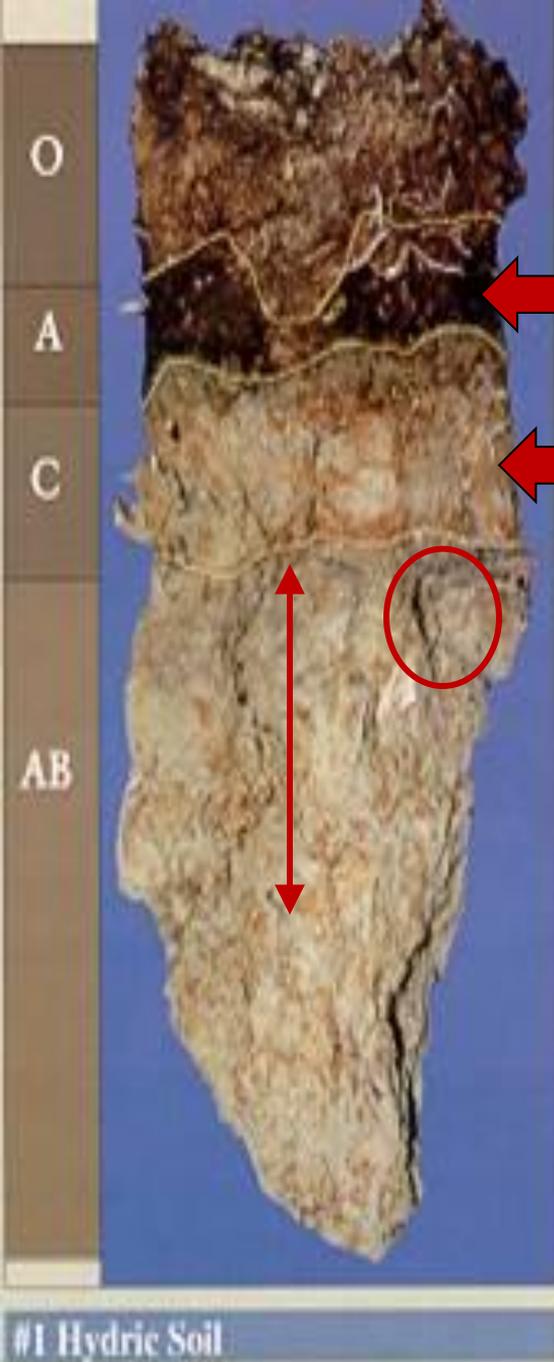


## B. Hydric (Wetland) Soils

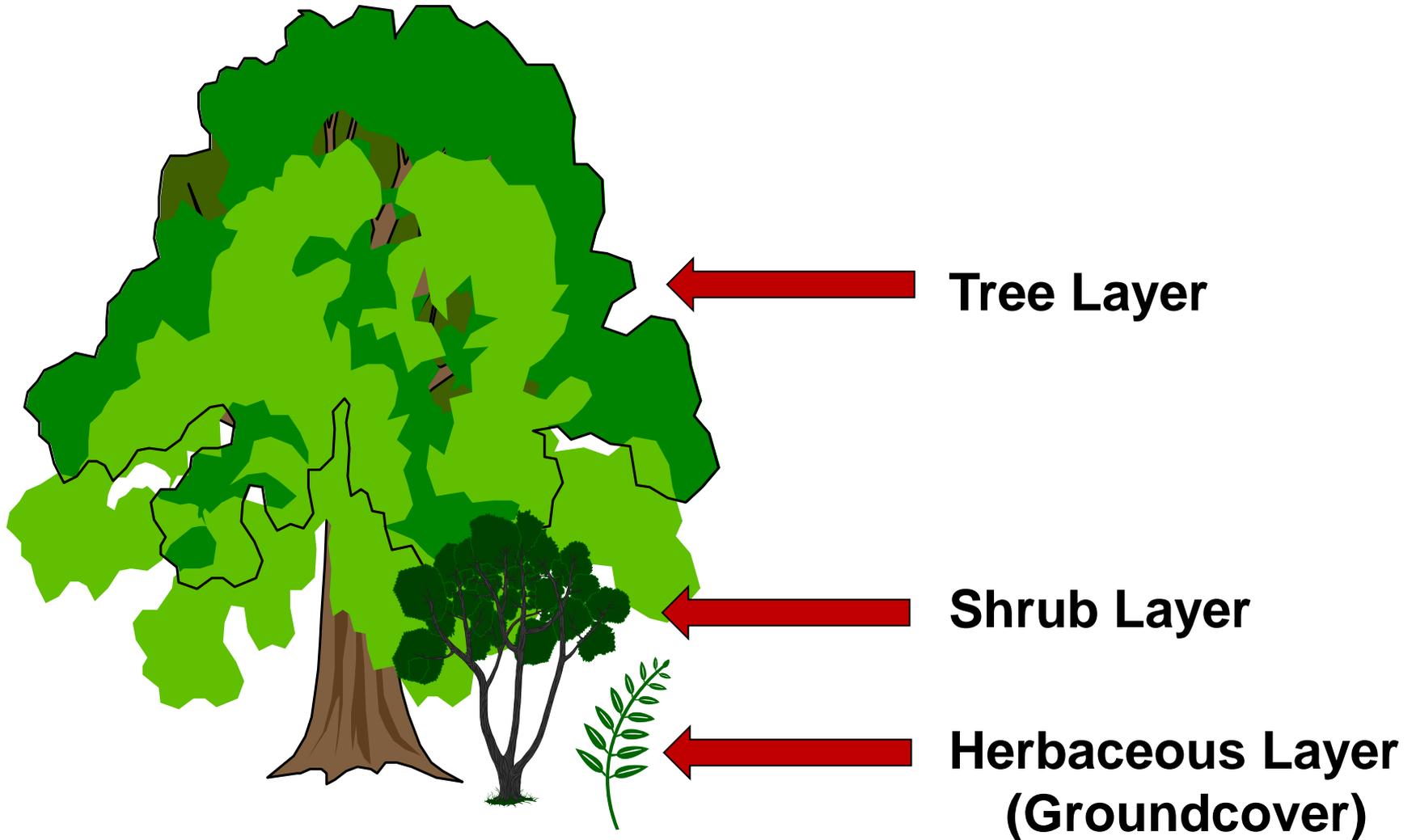


# Hydric (Wetland) Soils

**Soils that are saturated with water for a long enough time so that there is very little or no oxygen in the soil.**



# C. Hydrophytic (Wetland) Vegetation



**Greater than 50% wetland plants present**

# Tree Layer



**Green Ash**



**Yellow Birch**

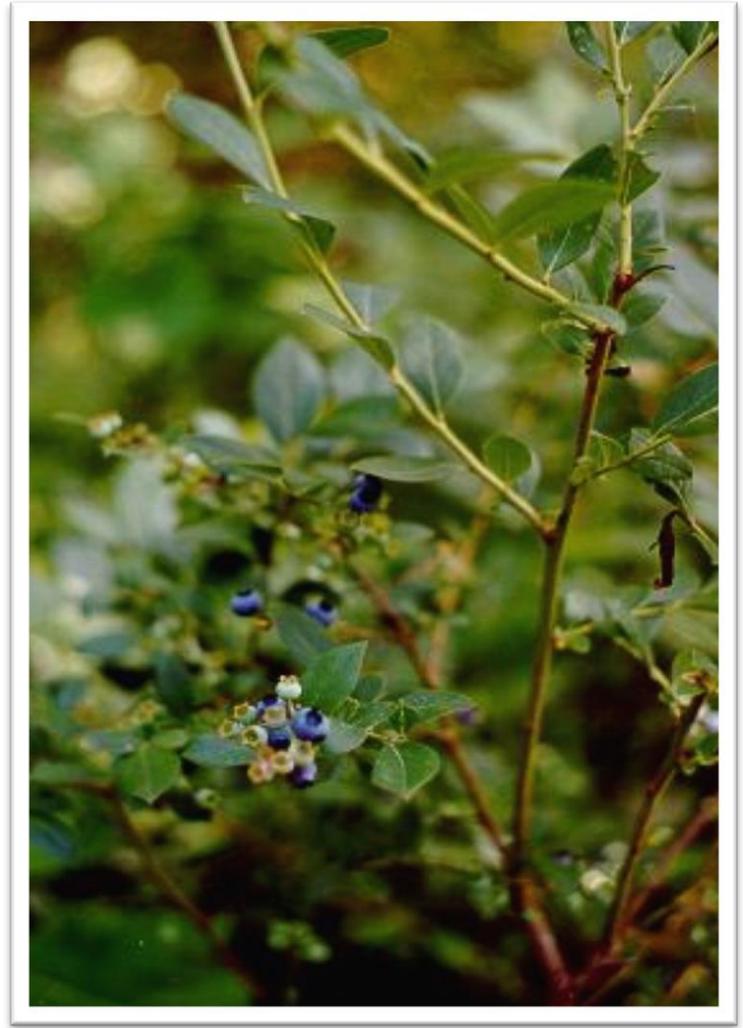


**American Elm**

# Shrub Layer



**Winterberry Holly**



**Highbush Blueberry**

# Herbaceous Layer (Groundcover)



**Swamp Dewberry**



**Goldthread**

# Clues to Identifying Wetlands

- ❑ Natural drainage channels with scouring.
- ❑ Springs or seeps.
- ❑ Spongy ground from June through October.
- ❑ Low spots or depressions that hold water for more than 7 days from June through October.

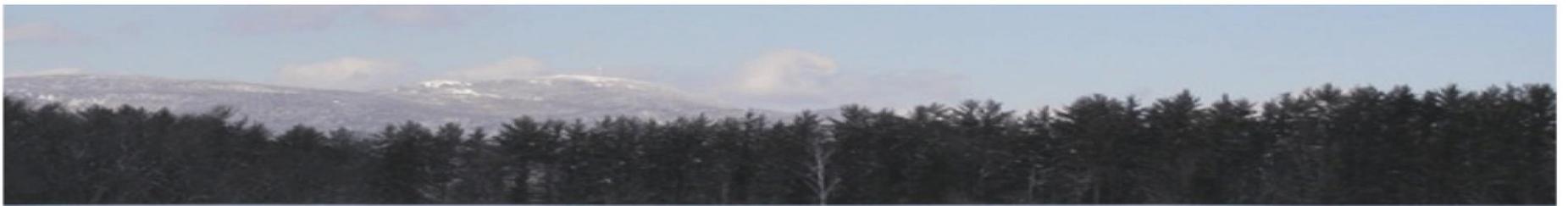


# 5. How Does the NHDES Permitting Process Work?



# **RSA 482-A:3**

**“No person shall excavate, remove, fill, dredge or construct any structures in or on any bank, flat, marsh, or swamp in and adjacent to any waters of the state without a permit from the department.”**



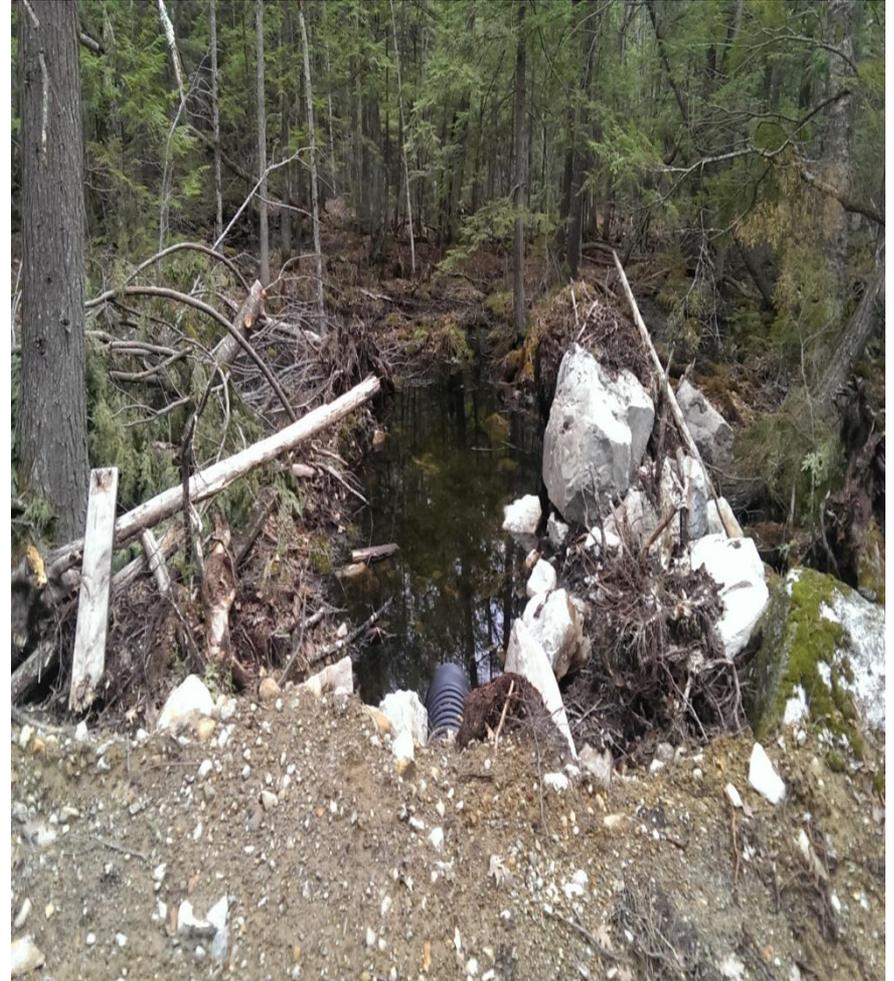
# Examples of Dredge

- ❑ Stumping.
- ❑ Removal of material for crossing.
- ❑ Machinery rutting. 



# Examples of Fill

- ❑ Placement of gravel.
- ❑ Installation of culvert.
- ❑ Depositing brush or tops in stream.
- ❑ Depositing stumps in a wetland.



# Example of Fill



# Trail Notification

**For trail construction and maintenance activities that qualify as “minimum impact.”**



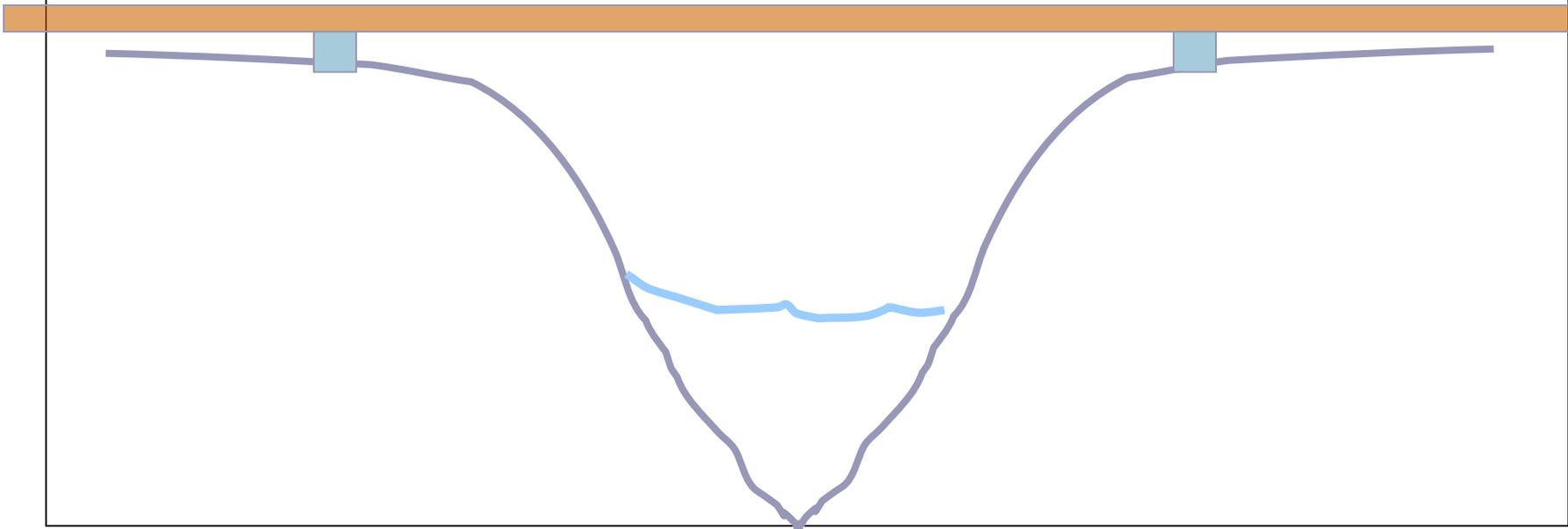
# Avoidance and Minimization of Impacts

- ❑ Avoid impacts by going around the resource.
- ❑ Cross streams and wetlands at their narrowest where there is the least amount of impact.
- ❑ Use bridges that span from top of bank to top of bank.



# No Permit Needed

**Any stream crossing built landward of the top of one bank to landward of the top of the opposite bank so as not to impact jurisdictional areas.**



# Wetlands Trails Notification

NHDES-W-06-040



## WETLANDS TRAILS NOTIFICATION

Water Division/ Wetlands Bureau  
Land Resources Management

Check the status of your notification: [www.des.nh.gov/onestp](http://www.des.nh.gov/onestp)



RSARule: RSA 482-A, Env-W/ 100-900

Refer to the *Trails Notification Instructions* document to determine if your project qualifies for this notification.

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

### 1. PROJECT DESCRIPTION

\_\_\_\_\_

### 2. PROJECT LOCATION

ADDRESS: \_\_\_\_\_ TOWN/CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TAX MAP(S): \_\_\_\_\_ BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_ UNIT(S): \_\_\_\_\_

### 3. PROPERTY OWNER(S) - INDICATE ADDITIONAL OWNERS ON SEPARATE PAGE

LAST NAME, FIRST NAME, MI.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN/CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL OR FAX: \_\_\_\_\_

### 4. ORGANIZATION OR CLUB (APPLICANT)

LAST NAME, FIRST NAME, MI.: \_\_\_\_\_

ORGANIZATION OR CLUB NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN/CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL OR FAX: \_\_\_\_\_

[shoreland@des.nh.gov](mailto:shoreland@des.nh.gov)

NHDES/Wetlands Bureau, 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov)

### 5. REQUIRED QUESTIONS: Refer to the Trails Notification Instructions document to complete a - d.

a. Does your project include a bridge over a river or stream (Env-W/ 303.04(h)(1) - (4))?  Y  N

b. Does your project include a stream or river crossing of any kind (Env-W/ 303.04(y)(2) - (y)(4)) ?  Y  N

c. The Natural Heritage Bureau DataCheck Report File ID: NHB \_\_\_\_\_ and date of the report: \_\_\_/\_\_\_/\_\_\_

#### d. Prime Wetlands

Check one:

No waiver required - My proposed project does not include any crossing of wetlands located within the prime wetland or within 100 feet of a prime wetland (prime wetland buffer).

A prime wetland waiver was granted on \_\_\_/\_\_\_/\_\_\_ and a copy of the prime wetland waiver request letter is included with this notification.

Please note that if you submit the prime wetland waiver request with this notification, you may not begin work until the waiver is issued. DES must wait 14 days for the Municipal Conservation Commission to review the prime wetland waiver request before acting upon it.

### 6. SIGNATURES

The property owner(s) or applicant's initials and signature are required below. By signing this notification, I am certifying that:

- I have accurately described the activity(ies) associated with my project and I certify that the proposed project meets the project criteria for Trail Notifications outlined in the Instructions document.
- The information submitted as part of this notification is accurate and complete, including information and attachments outlined in the Information & Required Attachments document.
- The property owner(s) have been notified of the project in writing and have granted permission for the activity(ies) to occur on their property. RSA 482-A:13(I)
- I authorize the municipal conservation commission to inspect the site of the proposed project.
- The mailing addresses I have provided are up to date and appropriate for receipt of des correspondence. DES will not forward returned mail.
- If my notification is accepted, DES will send the organization or club a Complete Trails Notification letter to their permanent mailing address and will I post this Notification in a secured manner, upon receipt, in a prominent place at the site of the approved project.
- I have provided appropriate notice to the Department of Resources and Economic Development in accordance with RSA 482-A:3, XII. A copy of a completed Trails Notification Form and its attachments is considered appropriate notice.

OWNER/APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

### MAILING & STARTING WORK

- Mail the notification form and attachments to the address on the top of this form.
- DES 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. DES must wait 14 days for the Municipal Conservation Commission to review the prime wetland waiver request before acting upon it.

# Instructions



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF ENVIRONMENTAL SERVICES  
LAND RESOURCES MANAGEMENT  
WETLANDS BUREAU

29 Hazen Drive, PO Box 95, Concord, NH 03302-0095  
Phone: (603) 271-2147 Fax: (603) 271-6588

Website: <http://des.nh.gov/organization/divisions/water/wetlands/>  
Notification Status: [www.des.nh.gov/onestop](http://www.des.nh.gov/onestop)



## TRAILS NOTIFICATION INSTRUCTIONS

### 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
<b>ALL PROJECTS</b> Env-Wt 303.04(y)(1)	All work is done in accordance with the with The NH Department of Resources and Economic Development's <i>Best Management Practices for Erosion Control During Trail Maintenance and Construction</i> (2004) <a href="http://www.nhstateparks.org/uploads/BMFmanua2010.pdf">http://www.nhstateparks.org/uploads/BMFmanua2010.pdf</a>
<b>BRIDGES</b> Env-Wt 303.04(h)(1) through (4)	<ul style="list-style-type: none"> <li>The proposed project includes installation of a new bridge or replacement of an existing bridge;</li> <li>No work will be performed in the water or in a wetland;</li> <li>No fill will be placed in the water or in a wetland;</li> <li>Impacts to the banks of the watercourse, including bridge structural supports, will not exceed 3,000 square feet per crossing;</li> <li>Bridges are not in a prime wetland, prime wetland buffer (see: <a href="http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm">http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm</a>).</li> <li>Bridges are not in a bog, marsh, sand dune, or undisturbed tidal buffer zone; and</li> <li>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 xx below.</li> </ul>
<b>ALL WATERBODY AND WETLAND CROSSINGS</b> Env-Wt 303.04(y)(2) through (y)(4)	The proposed project includes installation of new waterbody or wetlands crossing(s) and: <ul style="list-style-type: none"> <li>the project alters less than 3,000 square feet per crossing;</li> <li>the trail width at the crossing(s) does not exceed 20 feet;</li> <li>the fill width of the crossing, measured at the toe of trail side slopes, is minimized and does not exceed 60 feet;</li> <li>fill for any single wetland crossing does not exceed 60 feet in length, measured along the centerline of the proposed access way;</li> <li>no impacts have been made to bogs, marshes, sand dunes, tidal wetlands, cedar swamps or undisturbed tidal buffer zone;</li> <li>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: <a href="http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm">http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm</a></li> <li>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 xx below); and</li> <li>the crossing of wetlands, swamps or wet meadows will be limited to those that have no standing water for 10 months of the year;</li> <li>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 <b>Bridges</b> criteria above.</li> </ul>

### 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 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 Resources and Economic Development's *Best Management Practices for Erosion Control on 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/nhbdatacheck/> 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](http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm)

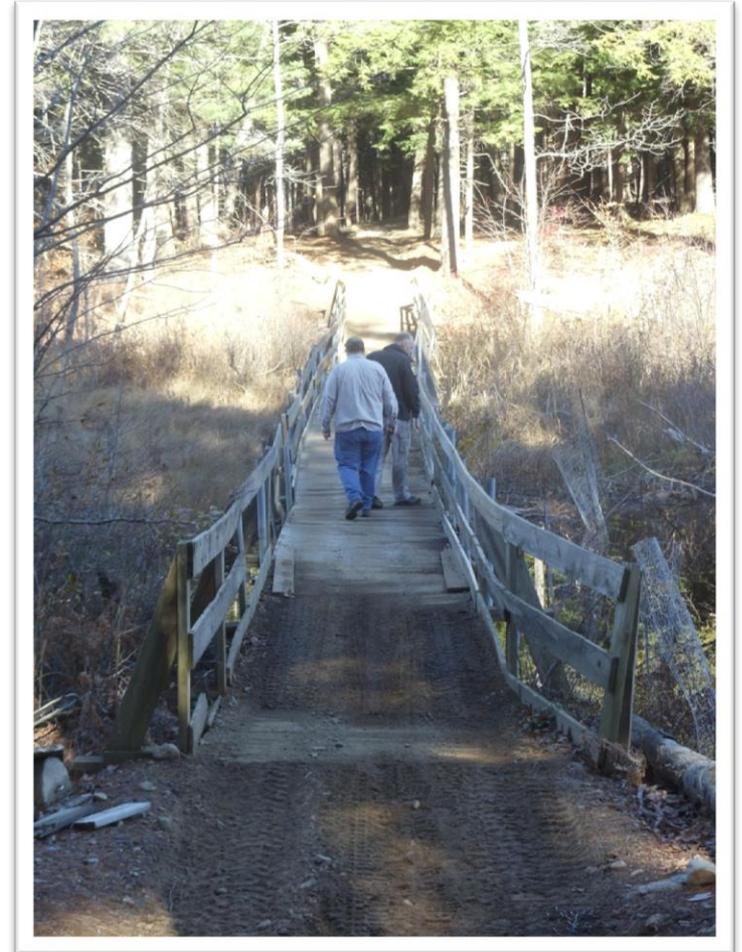
#### Mailing & Starting Work

- Mail the notification form and attachments to the address on the top of this form.
- DES 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. DES 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](http://www2.des.state.nh.us/OneStop/Wetland_Permits_Query.aspx)

# Impact Limits: Wetland Crossings

## Env-Wt 303.04 (y)

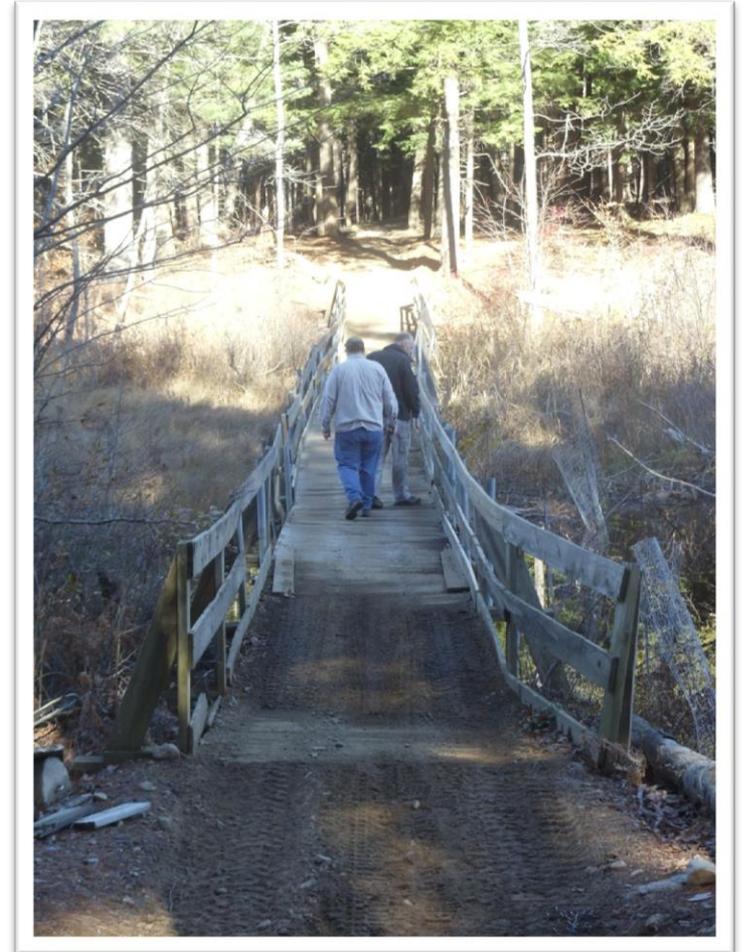
- ❑ Trail width at top of crossing does not exceed 20 feet.
- ❑ Fill width at crossing does not exceed 50 feet.
- ❑ Fill for any single wetland does not exceed 60 feet in length.



# Impact Limits: Wetland Crossings

## Env-Wt 303.04 (y)

- ❑ Each crossing involves less than 3,000 square feet of impact.
- ❑ New stream crossing does not cross a trail greater than eight feet.
- ❑ Fill for any single wetland does not exceed 60 feet in length.



# Qualifying Criteria: Wetlands

## Env-Wt 303.04 (y)

- ❑ No impacts to bogs, marshes, cedar swamps, sand dunes, or tidal buffer zones.
- ❑ No work in a **prime** wetland or in wetlands that have standing water 10 months out of the year.
- ❑ No Natural Heritage Bureau hit for T & E species.

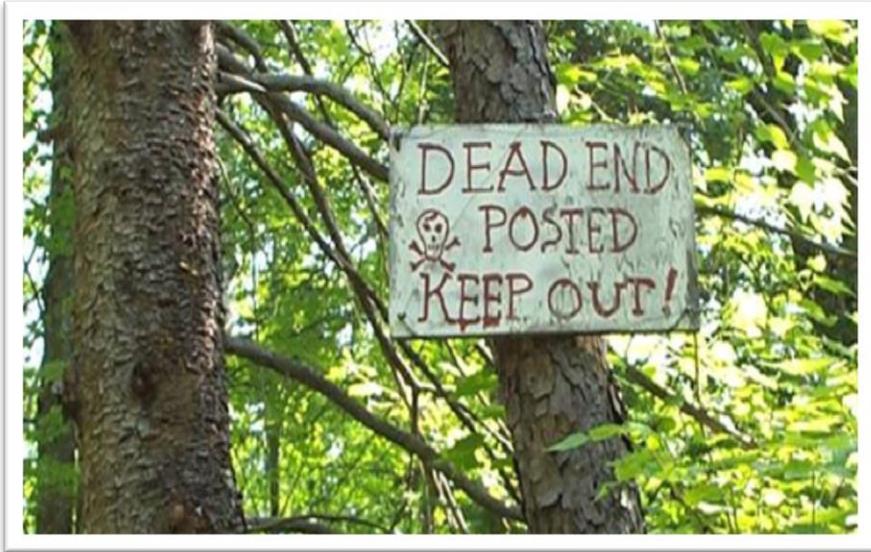


# Trails Notification Form

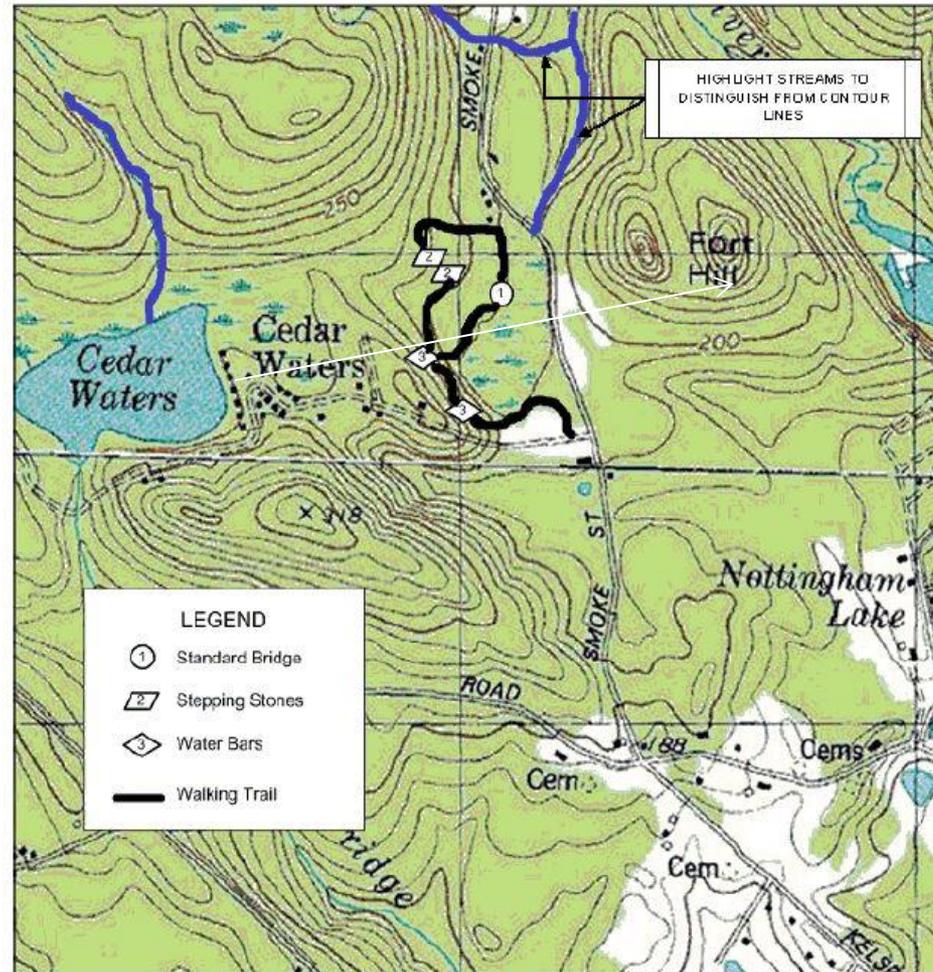
- Name and address of landowner/organization constructing or maintaining recreational trail.
- List of names, addresses, tax map and lot numbers of all properties on which work will occur.



# Obtain Landowner Permission!



# Required Attachments: USGS Map with Crossing Location and Type



# Required Attachments: Filing Fee (\$25.00)





# 6. NH Natural Heritage Bureau Datacheck



Photo source: NHB  
Small Whorled Pogonia  
(*Isotria medeoloides*)

Copyright 2003 by Randy Glasbergen.  
[www.glasbergen.com](http://www.glasbergen.com)



**“We could try a larger monitor with an ergonomic glare filter...but you’re still going to get headaches if you keep banging your head against the screen.”**

# Natural Heritage Bureau

- Finds, tracks, and facilitates the protection of NH's T&E plants and exemplary natural communities.
- Investigates the condition and degree of rarity of plant species and natural communities.
- Develops / revises state T&E Plant List.
- Distributes information regarding the condition and protection of these species and habitats.

# What is a “Rare” Plant?

- ❑ Endangered: Native plants with  $\leq 3$  natural occurrences observed within the last 50 years, or plants with  $> 3$  occurrences especially vulnerable to extirpation (as judged by experts).**
- ❑ Threatened: Native plants with  $\leq 10$  natural occurrences observed within the last 20 years, or that are otherwise threatened due to habitat loss, etc.**
- ❑ Currently includes 288 species under the NH Native Plant Protection Act.**
- ❑ Four of these species are also listed as T/E under the federal Endangered Species Act.**

# NHB Datacheck Receipt

<b>5. REQUIRED QUESTIONS:</b> Refer to the Trails Notification Instructions document to complete a - d.
a. Does your project include a bridge over a river or stream (Env-Wt 303.04(h)(1) - (4))? <input type="checkbox"/> Y <input type="checkbox"/> N
b. Does your project include a stream or river crossing of any kind (Env-Wt 303.04(y)(2) - (y)(4)) ? <input type="checkbox"/> Y <input type="checkbox"/> N
c. The <a href="#">Natural Heritage Bureau DataCheck</a> Report File ID: NHB [ ]-[ ] and date of the report: [ ] / [ ] / [ ]
d. <u>Prime Wetlands</u> Check one: <input type="checkbox"/> No waiver required - My proposed project does not include any crossing of wetlands located within the prime wetland or within 100 feet of a prime wetland (prime wetland buffer). <input type="checkbox"/> A prime wetland waiver was granted on [ ] / [ ] / [ ] and a copy of the prime wetland waiver request letter is included with this notification.  Please note that if you submit the prime wetland waiver request with this notification, you may not begin work until the waiver is issued. DES must wait 14 days for the Municipal Conservation Commission to review the prime wetland waiver request before acting upon it.

Trails Notification

 C. **NHB Receipt** RSA 212-A:9 and RSA 217:A-7

A copy of the NHB DataCheck Receipt and Map from 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/](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 7.b. of the Forestry Notification Form.

Trails  
Notification  
Instructions

# **NHB Datacheck Receipt**

- A generic letter that shows you have completed the process**
- Contains no information on whether or not sensitive species or exemplary natural communities are present.**
- ONLY document required to submit with the Wetlands Trail Notification**

# Obtaining a DataCheck Receipt

## Method 1: DataCheck Tool

- Online
- Faster turnaround
- [www.nhdfi.org](http://www.nhdfi.org) > Natural Heritage & Habitats > Services tab

## Method 2: Hard Copy Form

- Form also available on NHB website
- Mail or email me completed form
- Easier for non- computer folks

### SERVICES

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#### Information About Rare Species for a Permit or Grant Requirement

NH Heritage maintains a database of known locations of rare species and exemplary natural communities. Federal, state, and local agencies may require a check of this database to determine whether a proposed project could impact rare species or critical habitat. In some circumstances, a \$25 fee will be assessed to cover staff time.

There are two ways to request a check of the NH Heritage database:

1. Use the [DataCheck Tool](#). This is an interactive web page that can be used to provide NH Heritage with basic information about a project, including a map.

If there are no NH Heritage records anywhere in the vicinity, a letter to that effect will be e-mailed at once, automatically, and there is no fee.

If NH Heritage records are in the vicinity, a review by NH Heritage is needed. This review can be requested using the DataCheck Tool. If the \$25 fee is required it must be paid by check or money order.

First Time Users: Please print [instructions](#) for mapping your project using the Tool.

2. Submit a request form to NH Heritage by e-mail or mail.

[Wetlands Minimum Impact Forestry Notification \(pdf version\)](#) ([MS Word version](#))

All other permit and grant applications ([pdf version](#)) ([MS Word version](#))

# DataCheck Tool

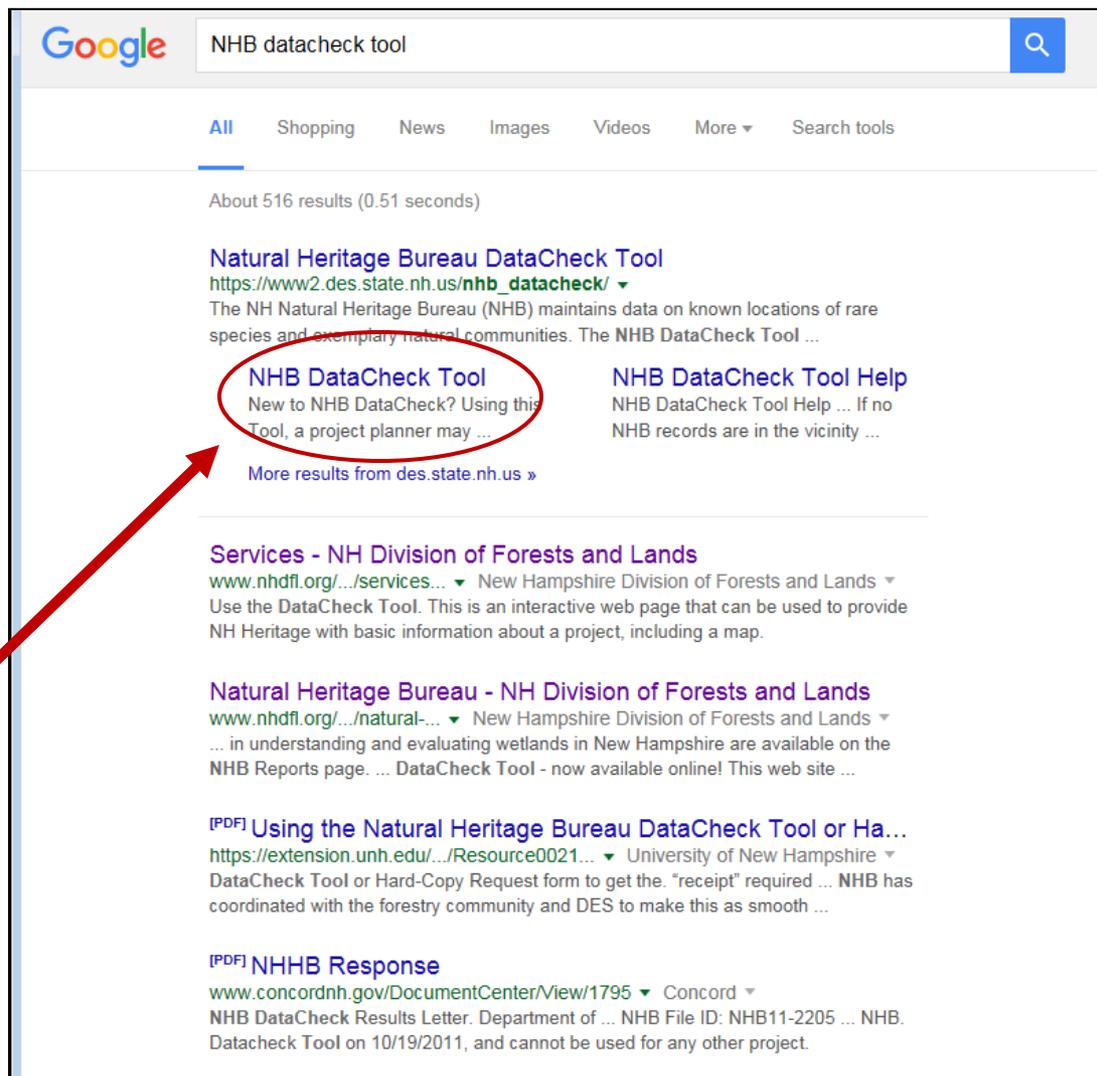
Forest & Lands website  
([www.nhdfi.org](http://www.nhdfi.org)), select  
NHB tab, select Services  
tab, link to DataCheck

OR

Bookmark this link:  
[https://www2.des.state.nh.us/nhb\\_datacheck/](https://www2.des.state.nh.us/nhb_datacheck/)

OR

Google it!



The screenshot shows a Google search for "NHB datacheck tool". The search bar at the top contains the text "NHB datacheck tool". Below the search bar, there are tabs for "All", "Shopping", "News", "Images", "Videos", "More", and "Search tools". The search results are displayed below, showing "About 516 results (0.51 seconds)". The first result is "Natural Heritage Bureau DataCheck Tool" with the URL [https://www2.des.state.nh.us/nhb\\_datacheck/](https://www2.des.state.nh.us/nhb_datacheck/). Below this, there is a sub-result for "NHB DataCheck Tool" which is circled in red. A red arrow points from the text "Google it!" to this circled link. Other search results include "NHB DataCheck Tool Help", "Services - NH Division of Forests and Lands", "Natural Heritage Bureau - NH Division of Forests and Lands", "[PDF] Using the Natural Heritage Bureau DataCheck Tool or Ha...", and "[PDF] NHHB Response".

# NHB Datacheck Instructions



## PROJECT STATUS

- Logged in
- Existing projects
- **Preliminary project information**

Always  
select  
**YES** for  
trails

## ■ ■ NHB DataCheck Tool: Preliminary Project Information

Which of the following describes the maximum area (footprint) disturbed by the activities for which a permit or grant is being requested?

- New footprint (no existing structures)
- Completely within an existing footprint (repairs, replacement)
- Expanding an existing footprint (additional area disturbed adjacent to a previously disturbed location)

Will this project be submitted as a *Notification* or *Minimum Expedited* application to the NHDES Wetlands Bureau?

- Yes
- No

Select "Yes" if you will be submitting any of the following types of applications to the NHDES Wetlands Bureau:

- Minimum Impact Agriculture
- Minimum Impact Expedited
- Notification of Forest Management or Timber Harvest Activities
- Notification of Routine Roadway & Railway Maintenance Activities
- **Notification of Trail Development Activities**
- Permit by Notification
- Seasonal Dock Notification for Lakes and Ponds

Select "No" if you are submitting a Standard Dredge and Fill Application to the Wetlands Bureau or are not submitting any Wetlands Bureau application.

CAUTION: If you answer "Yes", the letter you receive will be valid *only* for the NHDES Wetlands Bureau application types listed above.

How will you provide the project boundaries to NHB?

- I will draw the project boundaries using this Web tool.
- I will send a shapefile with project boundaries to NHB.
- I want to send a hard-copy request.

Back

Next

Cancel

# NHB Datacheck Instructions

**NHB DataCheck Tool: Map Project** **Natural Heritage Bureau**

On Click: Zoom In

**SET MAP'S VIEW EXTENT**

Select an option:

Zoom To selected town

Zoom to geographic coordinates

---

Select Town ▼

Go! Close

**Navigate to your Project Area.**

Zoom in to your project area.  
The map will display more detail as you zoom in closer.

Then select the Map Point tool (📍) to map Notification Points.

(These points indicate stream crossings, culverts, retaining walls, docks, etc.).

Map X:      Map Y:      Map Scale = 1:1,597,097      Quit

# NHB Datacheck Instructions

File Edit View Favorites Tools Help

NHB DataCheck Tool: Map Project Natural Heritage Bureau

Click: Zoom In

**Zoom in**

**Navigate to your Project Area.**

Zoom in to your project area.  
The map will display more detail as you zoom in closer.

Then select the Map Point tool (S) to map Notification Points.

(These points indicate stream crossings, culverts, retaining walls, docks, etc.).

COLUMBIA

STRATFORD

ODELL

NORTHUMBERLAND

STARK

Map X: 1044205.4096 Map Y: 836942.0683 Map Scale = 1:84,599

Quit

# NHB Datacheck Instructions

NHB DataCheck Tool: Map Project Natural Heritage Bureau

On Click: Map Notification Points

**Map Crossings**

**Map Notification Points**

Notification points indicate stream crossings, culverts, retaining walls, docks, etc.

You may begin to map your notification points.

Map X: 1015230.3522 Map Y: 823633.6147 Map Scale = 1:9,400 Quit

# NHB Datacheck Instructions

The screenshot displays the NHB DataCheck Tool interface. The main window shows a topographic map of Stratford, Vermont, with contour lines and a stream. A red square on the map indicates a notification point. The right-hand panel contains the following information:

- Map Notification Points**: Notification points indicate stream crossings, culverts, retaining walls, docks, etc.
- Current points:** #1 @ x = 1013680, y = 823209
- DataCheck Results:** **NO KNOWN RECORDS** (circled in red)
- There are no known NHB records in the vicinity of the notification points you mapped.
- You can request an official report of this result, which will be valid for a period of one year from today.
- Buttons: Continue, Remove Selected, Remap

At the bottom of the interface, there are fields for Map X, Map Y, Map Scale = 1:9,400, and a Quit button.

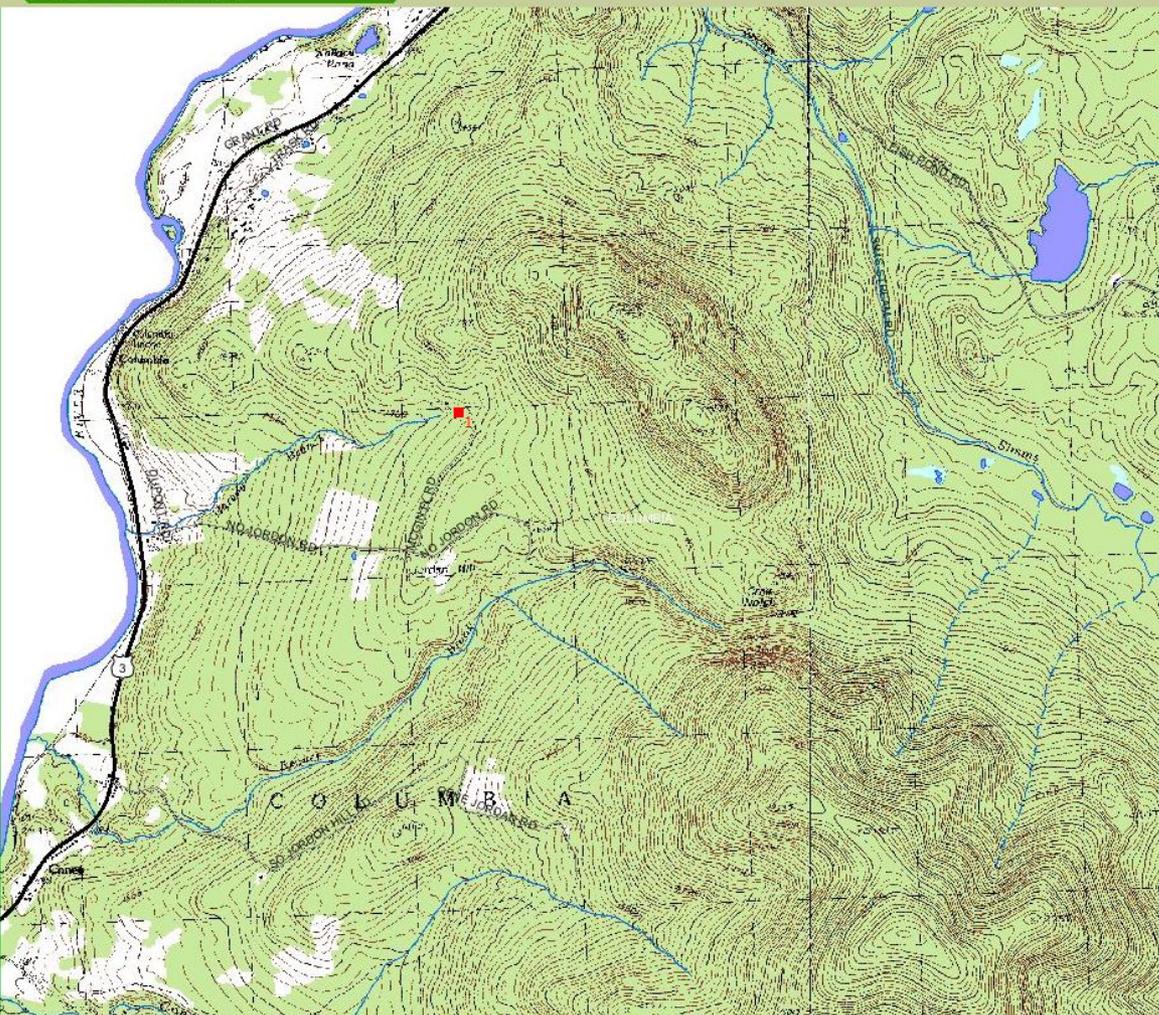
**Results**

**Hit "Continue" to get receipt**

# NHB Datacheck Instructions

**NHB DataCheck Tool: Map Project** **Natural Heritage Bureau**

On Click: Map Notification Points



**Map Notification Points**  
Notification points indicate stream crossings, culverts, retaining walls, docks, etc.

Current points:  
#1 @ x = 1020730, y = 855954

**DataCheck Results: POTENTIAL IMPACTS**  
There are NHB records in the vicinity of the notification points you drew that may be affected by the project.  
To obtain an official letter to include in your permit application or funding request, please click on "Continue" below to provide additional information about the project.

**Results**

**Hit "Continue" to get receipt**

Map X: 1030913.2754 Map Y: 863567.1351 Map Scale = 1:28,199

# NHB Datacheck Instructions

## 🗲 NHB DataCheck Tool: Project Details

**DataCheck Tool Results:** No Known Records. There are no known NHB records in the vicinity of the area you drew.

Please provide the following details about the project to obtain an official letter from NHB:

### Agencies/Organizations to which you will be applying for a permit:

Current selections:

- NHDES

### Where is the project located?

Town(s):

Tax Map & Lot#(s):   Map & Lot Unknown or N/A

### Provide a short narrative description of the project:

Are you the Permit Applicant?

- Yes  
 No

Permit Applicant Name:

Applicant Company:

Are you the Landowner?

- Yes  
 No

Landowner Name:

Address:

Town:

State:

Zip:

I, , affirm that the Landowner named above knows that I am making this request and agrees that the NHB should release the data to me.

# NHB DataCheck Receipt

(NHB / NHF&G reviewed and determined potential impacts)

## Memo



NH NATURAL HERITAGE BUREAU  
NHB DATACHECK RESULTS LETTER

To: [REDACTED]

From: Amy Lamb, NH Natural Heritage Bureau

Date: 8/24/2015 (valid for one year from this date)

Re: Review by NH Natural Heritage Bureau

NHB File ID: NHB15-2784

Town: Hebron

Location: [REDACTED]

Description: Timber sale

cc: Kim Tuttle

You recently submitted a Wetlands Minimum Impact Forestry Notification that included one or more crossings or bridges that were mapped in the near vicinity of the rare species and/or exemplary natural communities listed below. We are providing some recommendations that you could take into account when conducting your timber harvest. **This letter should NOT be sent to the town office or the Department of Environmental Services;** it is only for your consideration. We welcome any questions you have, and you can contact us at (603) 271-2214 or [Amy.Lamb@dred.nh.gov](mailto:Amy.Lamb@dred.nh.gov).

Comments: Contact NH Fish & Game regarding Bald Eagle concerns.

Vertebrate species	State <sup>1</sup>	Federal	Notes
Bald Eagle ( <i>Haliaeetus leucocephalus</i> )	T	--	Contact the NH Fish & Game Dept (see below).

<sup>1</sup>Codes: "E" = Endangered, "T" = Threatened, "--" = an exemplary natural community, or a rare species tracked by NH Natural Heritage that has not yet been added to the official state list. An asterisk (\*) indicates that the most recent report for that occurrence was more than 20 years ago.

Contact for all animal reviews: Kim Tuttle, NH F&G, (603) 271-6544.

---

A negative result (no record in our database) does not mean that a sensitive species is not present. Our data can only tell you of known occurrences, based on information gathered by qualified biologists and reported to our office. However, many areas have never been surveyed, or have only been surveyed for certain species. An on-site survey would provide better information on what species and communities are indeed present.

# Hard Copy Request

Email completed form to:  
[amy.lamb@dred.nh.gov](mailto:amy.lamb@dred.nh.gov)

OR

Mail completed form to:  
DRED – NHB Reviews  
172 Pembroke Road  
Concord, NH 03301



## Request for a NH Natural Heritage Bureau Database Check

Valid *only* for: Notification of forest management or timber harvest activities having minimum wetlands impact

The NH Natural Heritage Bureau (NHB) maintains a database of known locations of NH's biodiversity elements. A check of this database helps to determine whether projects could impact rare species or exemplary natural communities. You can request a check either by using this form, or by using the online [DataCheck Tool](#).

### Contact Information

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_ \*E-mail: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
\*Results will be e-mailed if an e-mail address is provided above, otherwise mailed.

### Landowner Permission

- As the landowner, I affirm that NHB should release the data.  
or  
 I affirm that the landowner, \_\_\_\_\_ (print landowner's name) knows that I am making this request and agrees that NHB should release the data.

Signature (if sending digitally, print your name): \_\_\_\_\_ Date: \_\_\_\_\_

### Project Information

Town: \_\_\_\_\_  
Address or Tax Map & Lot #(s): \_\_\_\_\_  
Short narrative description of the project:  
\_\_\_\_\_  
\_\_\_\_\_

### All requests must include the following:

- A map of the project area (see example on page 2)

Requests can be submitted by e-mail, fax, or mail:

E-mail: [nhb.review@dred.nh.gov](mailto:nhb.review@dred.nh.gov)

Fax: (603) 271-6488, Attn: NHB Review

Mail: DRED - NHB Reviews  
172 Pembroke Road  
Concord, NH 03301

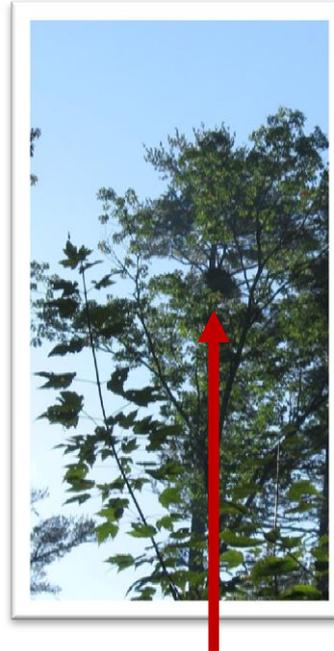
Requests will be processed within 3-5 business days of the date received. You will be mailed a "NHB DataCheck Receipt" that must be included in your Forestry Notification package.

If the NHB database has records of rare species or exemplary natural communities in the vicinity of your project, you will *also* receive a letter with recommendations for avoiding or minimizing possible impacts. The recommendations are for your consideration: DO NOT include them in your notification package.

Call (603) 271-2215 x 323 with questions.

# Following Up

- Please contact us if we ask questions in the follow-up letter! (sensitive species not in letter).
- With more information, NHB can provide important recommendations to minimize impacts to:
  - Threatened and Endangered plants.
  - Exemplary natural communities.
- NH Fish & Game can provide recommendations for working near Threatened and Endangered wildlife.
- Our goals can be compatible with yours!



You might not notice this bald eagle nest at first glance...

## Reminders:

- Don't assume your project won't impact an NHB / NHF&G resource.
- If a wildlife (or even plant) species was documented nearby, it could also be on the parcel in question.
- Providing details about prescriptions, time of year, etc. can help us provide better recommendations/ determine impacts.
- Landowners may be interested in supporting/ protecting rare species on the property.

# Complete Trails Notification

## Notification is valid for 5 years

 The State of New Hampshire  
DEPARTMENT OF ENVIRONMENTAL SERVICES 

Thomas S. Burack, Commissioner

COMPLETE TRAILS NOTIFICATION

November 03, 2016

TRUSTEES OF DARTMOUTH COLLEGE  
C/O REAL ESTATE OFFICE  
4 CURNIER PL STE 305  
HANOVER NH 03755

RE: File # 2016-03135

Dear Trustees of Dartmouth College:

This is to acknowledge receipt of your *Wetlands Minimum Impact Trails Notification*<sup>®</sup> for work in Hanover, Tax Map/Lot #: 10 / 34-1.

YOUR NOTICE IS SUFFICIENT TO START WORK PROVIDED:

You are NOT working in or adjacent to a municipally designated prime wetland, or in a bog, marsh, or undisturbed tidal buffer zone;

1. You are not constructing a trail for current or future development;
2. You follow the Best Management Practices for Erosion Control During Trail Maintenance and Construction (2004) published by the Dept. of Resources & Economic Development;
3. Each wetland crossing involves less than 3,000 square feet of impact;
4. Your proposed trail does not cross any stream 8 or more feet wide [or as allowed by Administrative Rule Env-W1 303.04(h)];
5. You have avoided wetlands and stream crossings where possible; all crossings have been located to minimize impacts; and all crossings qualify as minimum impact by NHDES Wetlands Bureau rules; and
6. Written permission of the landowner shall be obtained prior to work at any locality. This notice does not convey property right, nor authorize any injury to the property of others, nor invasion of the rights of others.
7. The trail project must fully comply with the Permit by Rule requirements of NH Administrative Rule Env-Wq 1503.03(c) or (d) under the Alteration of Terrain Bureau.

If you have any questions, please contact us at (603) 271-2147.

Sincerely,

Land Resources Management

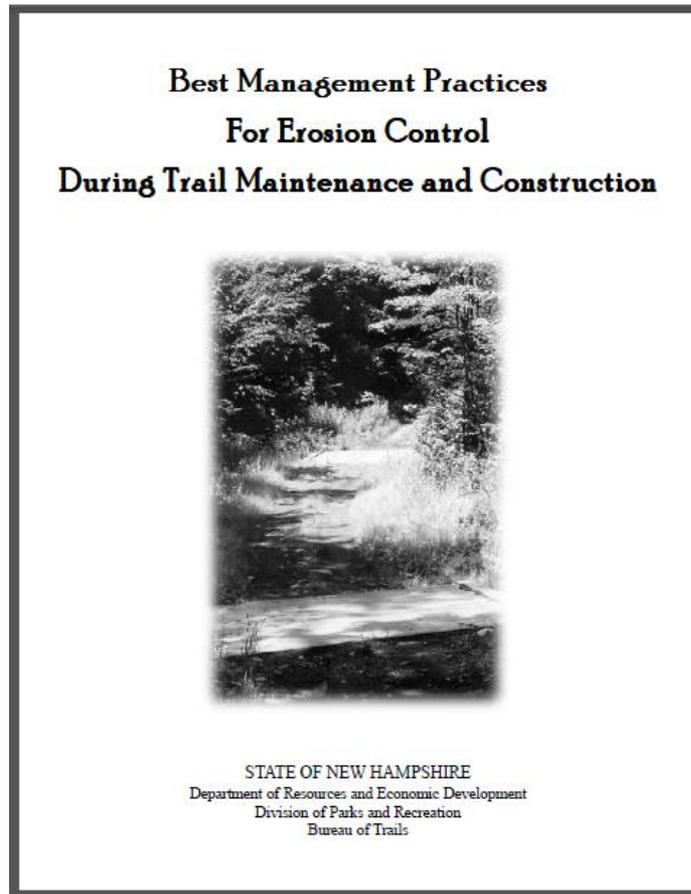
cc: Brian F. Kunz, Dartmouth College Outdoor Programs  
Hanover Conservation Commission  
Hanover Office  
NH DRED Trails Bureau

DES Web site: [www.des.nh.gov](http://www.des.nh.gov)  
P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095  
Telephone: (603) 271-3501 • Fax: (603) 271-6683 • TDD Access: Relay NH 1-800-735-2964

# Complete Trails Notification

**Notification condition: Comply with**

**“Best Management Practices: NH Trail Construction and Maintenance Manual”**

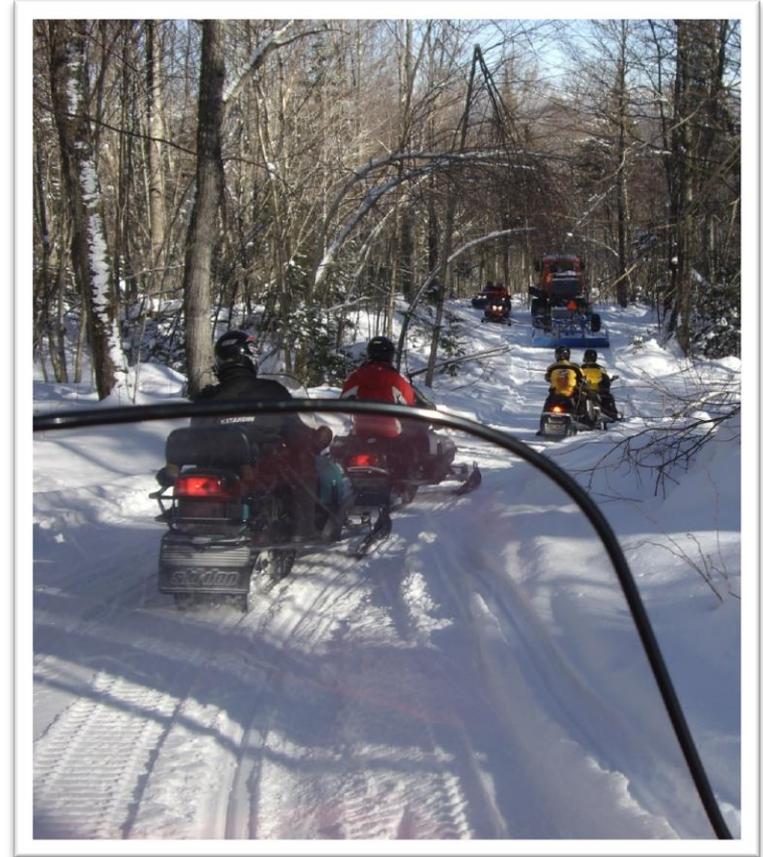


# 7. The Importance of Best Management Practices (BMPs)



# BMPs: Why Bother?

- Designed to initiate / protect natural functions of forests and reduce erosion of materials.
- Disperse concentrated water flow.
- Minimize the risk of sediment / pollutants getting into waterbodies.
- Provide a safe, stable, trail system.
- Well-built trail will provide access while conserving natural resources.



# Why is Erosion a Problem?

- ❑ Results in sedimentation of wetlands, streams, rivers, lakes.
- ❑ Detrimental effect on water quality, fish, smaller organisms.
- ❑ Creates ruts, bumps, potholes, washouts that can make trails impassible.
- ❑ Causes clubs and towns money to repair issues.



# Pre-Trail Development BMPs

**Site Planning +**

**Site Evaluation =**

**Avoiding and  
minimizing wetland  
impacts**



# Common BMPs During Construction

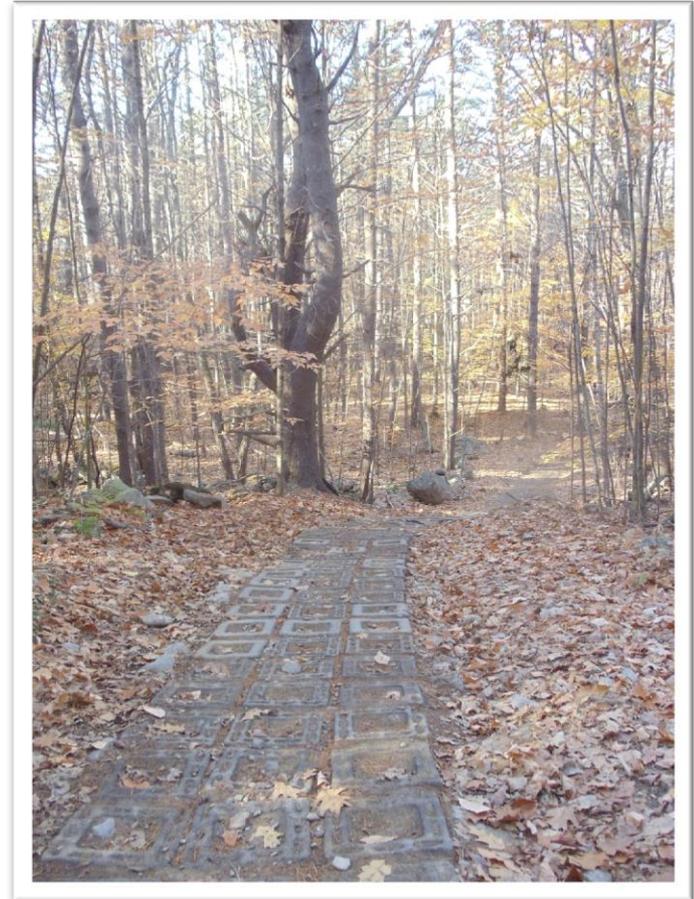
- Coir Logs
- Water Bars
- Silt Fence
- Mulch Berms
- Vegetation



# Bog Bridge or Puncheon



# Armored Trails



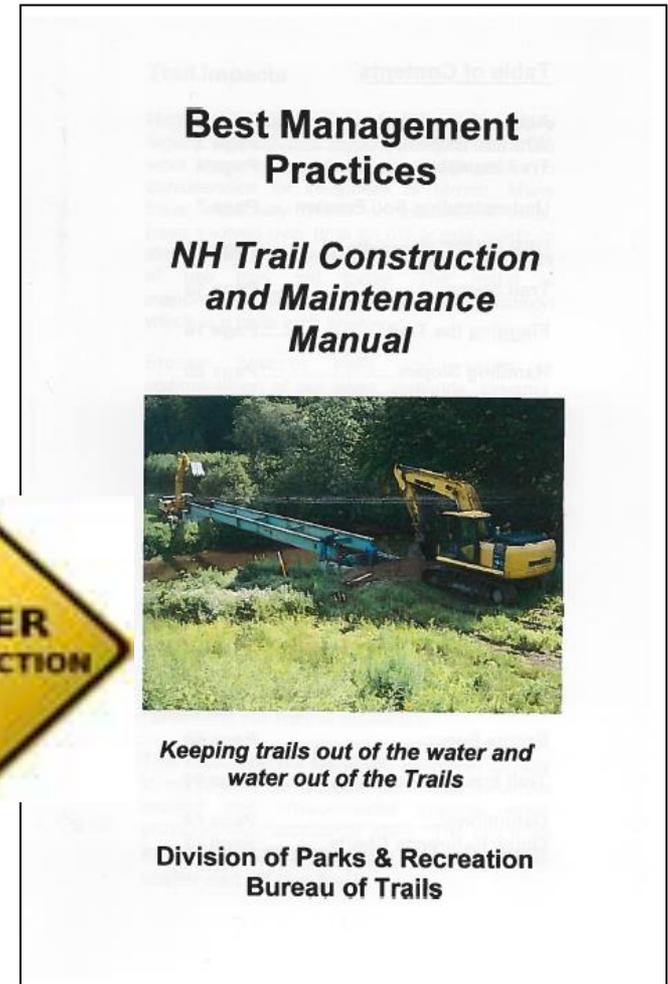
# Water Bars



# Trails Manual: Under Construction

Revisions by the New Hampshire Division of Parks and Recreation's Bureau of Trails with additional information provided from the following agencies and organizations:

- Maine Department of Conservation, Bureau of Parks & Lands.
- NH Department of Environmental Services.
- NH Division of Forests and Lands.
- Minnesota Department of Natural Resources.
- USDA - Forest Service.
- National Off-Highway Vehicle Conservation Council.
- NH Statewide Trails Advisory Committee.



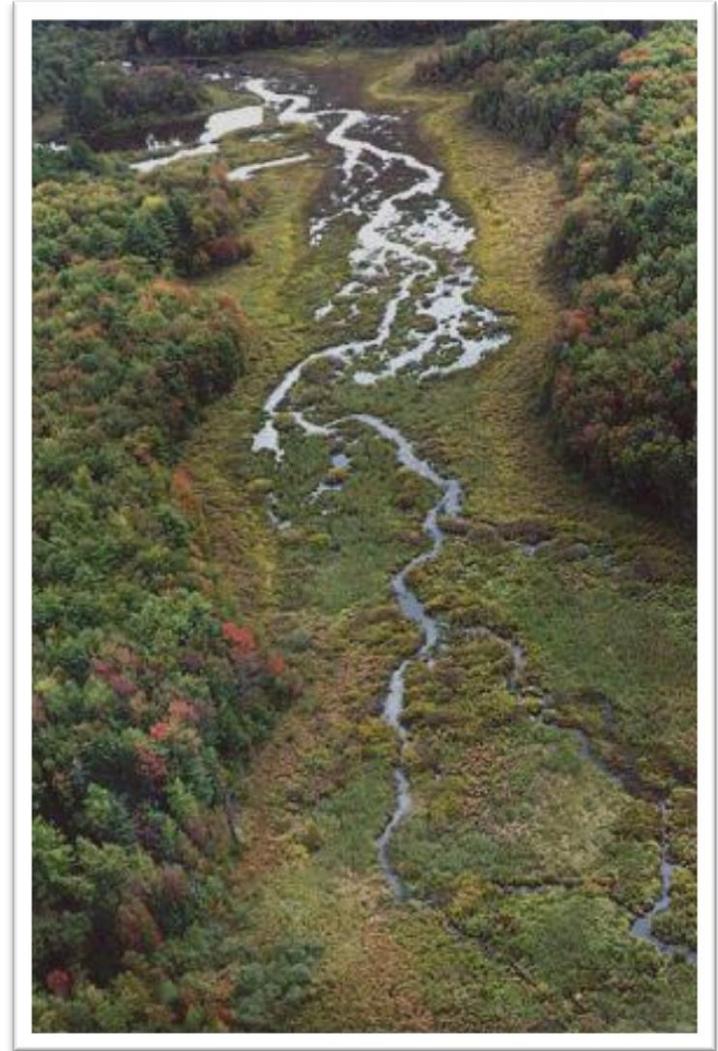
# 8. Designated Prime Wetlands

- Wetlands of significant value that are worthy of extra protection because of their uniqueness, fragility and / or unspoiled character.
- Designated by a city or town, not by the state.
- Prime wetland maps are now located on-line at [www.des.nh.gov](http://www.des.nh.gov).



# Towns with Prime Wetlands and 100-Foot Buffer\*

- Andover
- Atkinson\***
- Barrington
- Bow
- Brentwood\***
- Brookline
- Center Harbor\***
- Derry
- Enfield
- Exeter
- Fremont\***
- Gilford
- Goffstown
- Hampton\***
- Hampton Falls\***
- Hillsborough\* (1)**
- Holderness
- Hooksett
- Meredith
- Nashua
- New Ipswich
- New London
- Newington
- Northwood
- New London
- Newmarket
- Pelham\* (4)**
- Portsmouth\***
- Salem\* (9)**
- Sanbornton
- Sandwich
- Tamworth
- Weare
- Wolfeboro





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GOVERNMENT

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## Prime Wetlands in NH Communities

Under [RSA 482-A:15](#) and administrative rules [Env-Wt 700](#), individual municipalities may elect to designate wetlands as "prime-wetlands" if, after thorough analysis, it is determined that high-quality wetlands are present. Typically, a wetland receives this designation because of its large size, unspoiled character and ability to sustain populations of rare or threatened plant and animal species. Field and "desk top" data are used for the evaluation process.

After high value wetlands are identified, the municipality holds a public hearing before the residents of the community to vote on the designation. Once the municipality approves the wetlands for designation as prime, the municipality provides to the DES Wetlands Program a copy of the study and tax maps with the designated prime wetlands identified. DES reviews the submission from the municipality to ensure that it is complete and in accordance with Env-Wt 702.03.

Once the town's prime wetland submission is considered complete and approved, DES will apply the law and rules that are applicable to any future projects that are within the prime wetland or the 100



Andover

Atkinson

Barrington

Bow

Brentwood

Brookline

Center Harbor

Derry

Enfield

Exeter

Fremont

Gilford

Goffstown

Hampton

Hampton Falls

Hillsborough

Holderness

Hooksett

Meredith

Nashua

New Ipswich

New London

Newington

Newmarket

Northwood

Pelham

Portsmouth

Salem

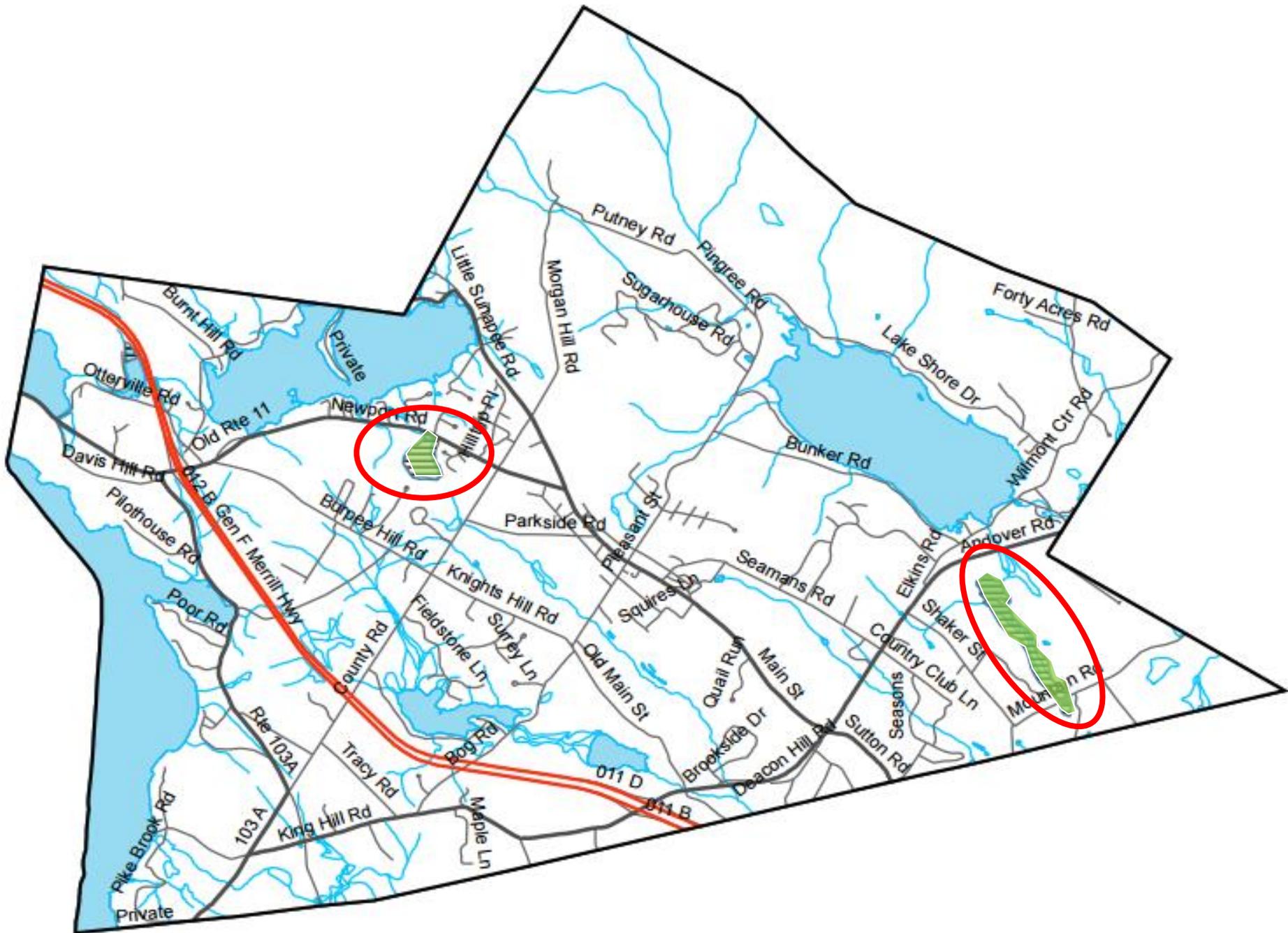
Sanbornton

Sandwich

Tamworth

Weare

Wolfeboro



# Prime Wetland Waiver

- Cannot use Trails Notification.
- Submit Waiver Request.
- Call NHDES for More Information.

NHDES-W-06-040

 **WETLANDS TRAILS NOTIFICATION**  
Water Division/ Wetlands Bureau  
Land Resources Management

Check the status of your notification: [www.des.nh.gov/onestop](http://www.des.nh.gov/onestop)

RSARule: RSA 482A, Env-M 100-900



Refer to the *Trails Notification Instructions* document to determine if your project qualifies for this notification.

Administrative	Administrative	Administrative	File Number
			Check No.

**1. PROJECT**  
[ ]

**2. PROJECT**  
ADDRESS: [ ]  
TAX MAP(S): [ ]

**3. PROPERTY**  
LAST NAME: [ ]  
ADDRESS: [ ]  
PHONE: [ ]

**4. ORGANIZATION**  
LAST NAME: [ ]  
ORGANIZATION OR CLUB NAME: [ ]

ADDRESS: [ ] TOWN/CITY: [ ] STATE: [ ] ZIP CODE: [ ]  
PHONE: [ ] EMAIL OR FAX: [ ]



[shwetland@des.nh.gov](mailto:shwetland@des.nh.gov)  
NHDES Wetlands Bureau, 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095  
[www.des.nh.gov](http://www.des.nh.gov)

Trails Notification - Valid Until 01/2017

Page 1 of 2

# 9. Stream Crossing Rules - Trails



# Purpose

**To enhance public safety and protect property and infrastructure.**



**Alstead, 2005**

# Purpose

**To preserve and restore stream functions and values.**



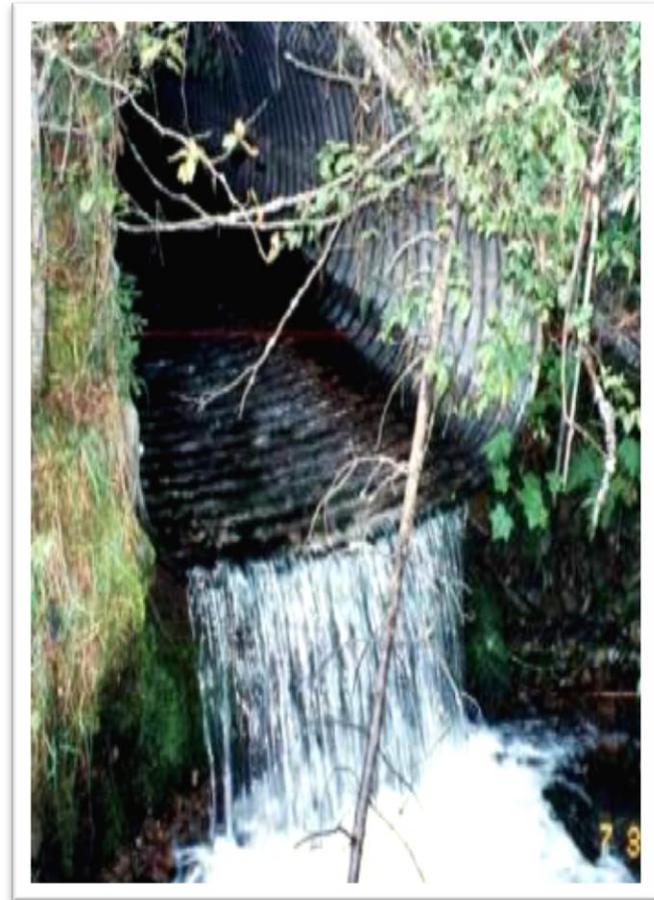
# Under-sized crossings affect the flow of transport



# Streams Change – Span When Possible!



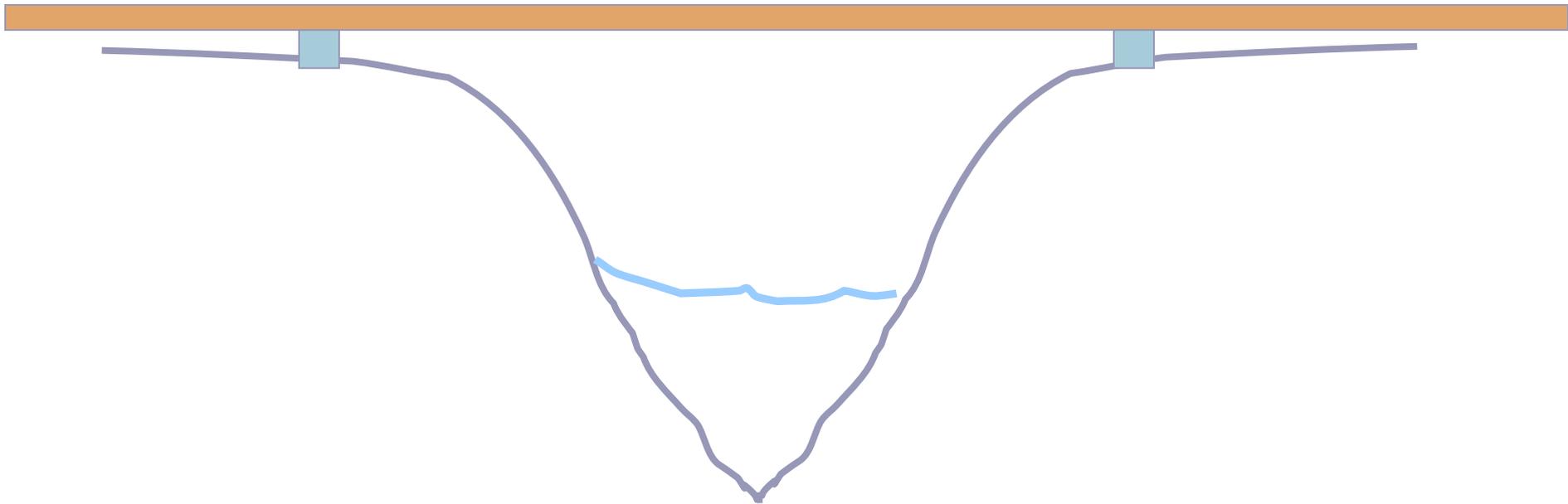
**Before**



**After**

# No Permit Needed

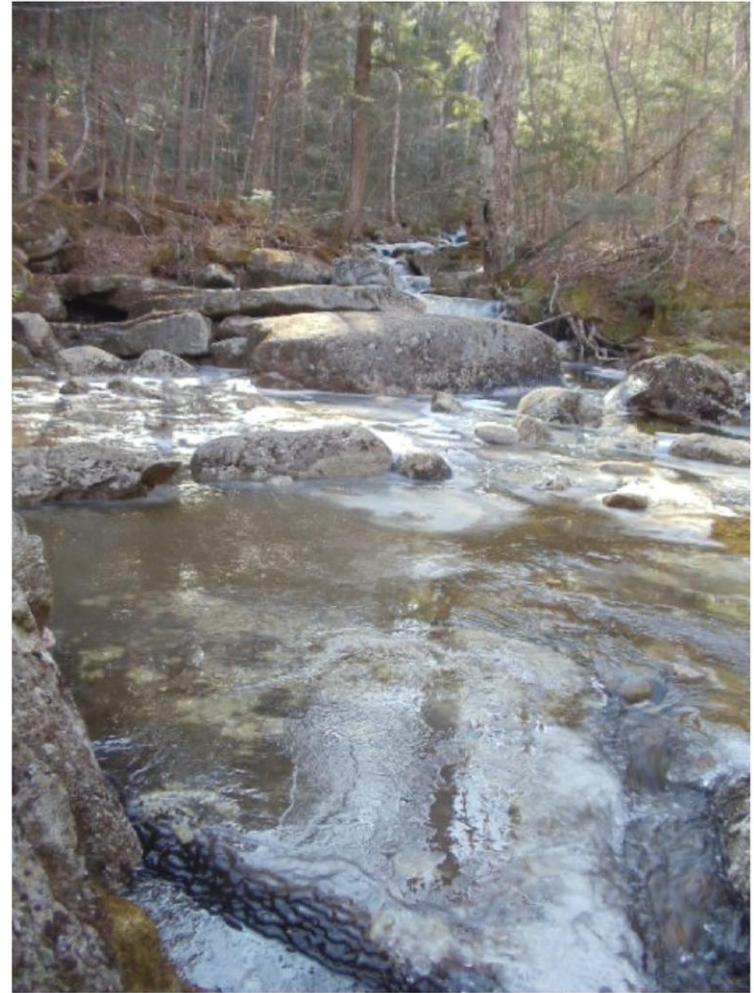
**Any stream crossing built landward of the top of one bank to landward of the top of the opposite bank so as not to impact jurisdictional areas.**



# Stream Crossing Rules

## New Crossings:

May use notification **if**  
scoured channel is eight  
feet wide or less.



# Stream Crossing Rules

Replacement in-kind:

Trails Notification





# Summary

- ❑ **Avoid and Minimize Wetland Impacts**
- ❑ **Use bridges to span streams when possible**
- ❑ **Use the Notification!!**



# Stay Safe! Any Questions?

Linda Magoon

NH Department of Environmental Services

Wetlands Bureau / Land Resources Management Program

(603) 271-4061

[Linda.Magoon@des.nh.gov](mailto:Linda.Magoon@des.nh.gov)

