



# Request for a NH Natural Heritage Bureau database check

The NH Natural Heritage Bureau (NHB) 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 proposed projects could impact rare species. You can request a check either by using this form, or by using the online DataCheck Tool available from [www.nhnaturalheritage.org](http://www.nhnaturalheritage.org).

To request a check of the NHB database you must provide the following 3 items:

- this form
- a map of the project location
- payment of \$25

## Contact Information

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Landowner Permission

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

Print your name: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Information

Town: \_\_\_\_\_ Total tract acres: \_\_\_\_\_

Address or Tax Map & Lot #(s): \_\_\_\_\_

Short narrative description of the project:

**Maximum project footprint** (area disturbed during the project). Choose one.

- New footprint (no existing structure)
- Completely within an existing footprint (repairs, replacement)
- Expanding an existing footprint (new disturbance next to a previously disturbed location)

Will one or more culverts be installed?  Yes  No  Don't Know

If "Yes", what type of culvert(s) is planned?

- Pipe with interior corrugations
- Bridge or span
- Box or elliptical
- Other or Don't know

**Primary Agency/Organization to which you will be applying:**

- NH Dept. of Environmental Services (see next question)
- NH Dept. of Transportation
- NH Dept. of Resources and Economic Development (e.g., Trails Bureau)
- NH Dept. of Agriculture, Markets & Food (e.g., Pesticide Control Board)
- US Dept. of Energy (e.g., NEPA)
- US Environmental Protection Agency (e.g., NPDES General Permit for Stormwater Discharges)
- Town or City
- Other: \_\_\_\_\_

**If you applying for a permit from NH Department of Environmental Services (DES), select your expected Permit type from the list below:**

- Alteration of Terrain
  - Shoreland Permit
  - Standard Dredge and Fill for Wetland Impacts
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- } See first map example on page 3
- Minimum Impact Expedited
  - Minimum Impact Agriculture
  - Permit by Notification
  - Seasonal Dock Notification for Lakes and Ponds
  - Notification of Forest Management or Timber Harvest
  - Notification of Routine Roadway & Railway Maintenance
  - Notification of Trail Development Activities
- } See second map example on page 3

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**All request forms must include the following:**

- A map of the project area (see example on page 3)
- Payment of \$25 (check or money order, payable to "Treasurer, State of NH")

**To ensure that your payment is properly credited, provide the check number:** \_\_\_\_\_

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

E-mail: nhbreview@dred.state.nh.us  
Fax: (603) 271-6488, Attn: NHB Review  
Mail: NHB Review  
PO Box 1856  
172 Pembroke Road  
Concord, NH 03302-1856

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Requests will be processed within 5-10 business days of receipt of payment. Results will be e-mailed if an e-mail address is provided above, otherwise mailed.

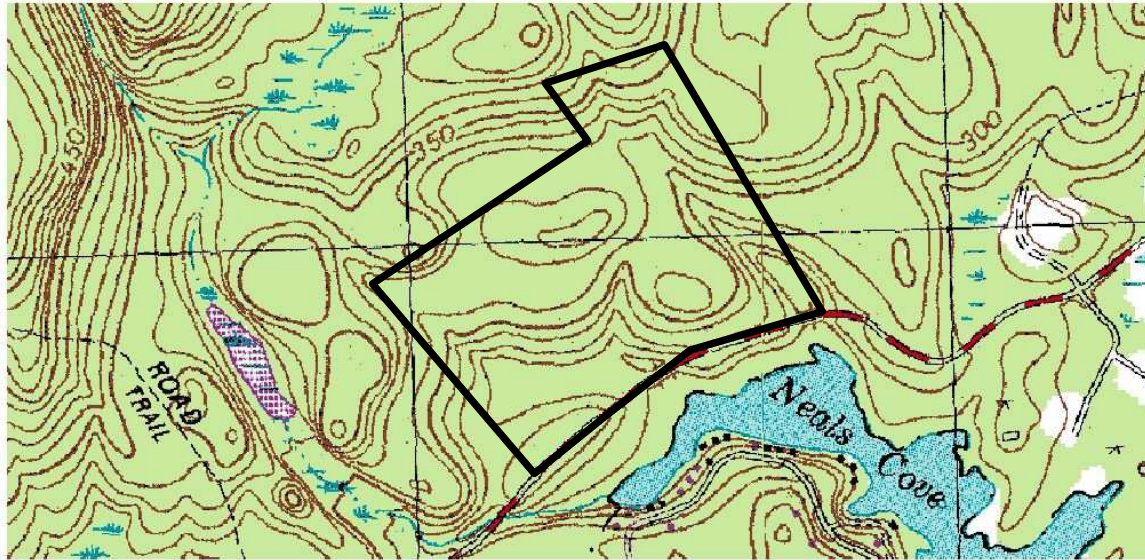
***NHB will send the results directly to you. It is your responsibility to provide a copy to the agency requesting you to provide this information. The Information you provide on this form must agree with what you provide in a permit or grant application, or else the NHB check will not be considered to be valid, resulting in delays.***

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

## Map Instructions and Examples – NH Natural Heritage Bureau

### Permit or Grant Applications

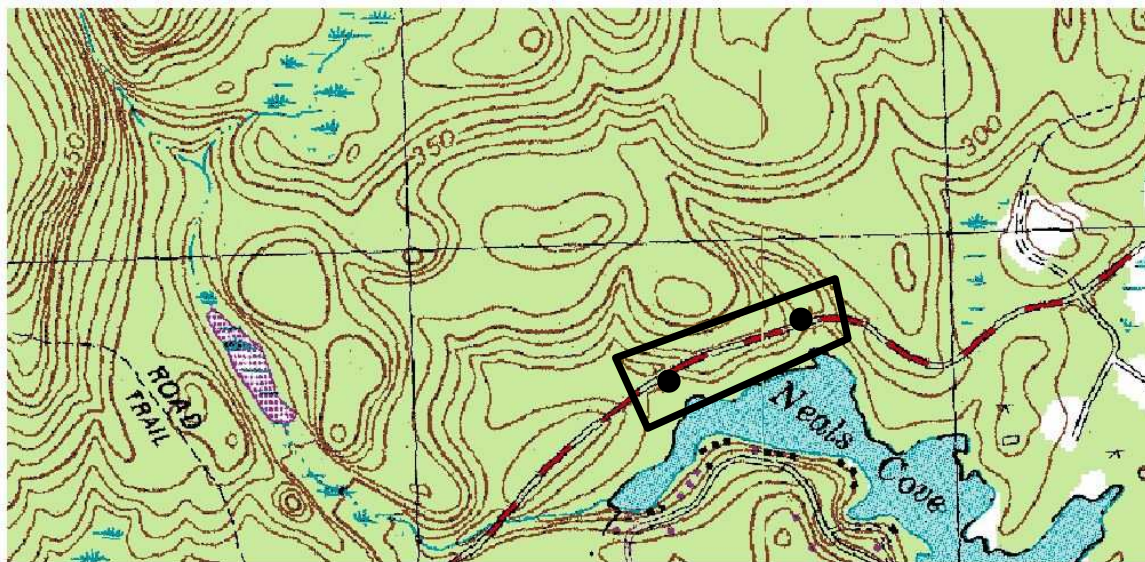
- Provide a topographic map of the site.
- Include a large enough area that place names and/or roads are shown (see example).
- Draw an outline around the area that could be disturbed, including temporary disturbance such as construction parking.
- Tax maps can **only** be used if they include one or more road intersections.



### Notification or Minimum Impact Expedited Applications (Dept. of Environmental Services)

- Place a clearly visible dark point or line at the site(s) of the permitted action(s), e.g. a point at each culvert or a line along a retaining wall.
- Add a box around all the dots or lines (for clarity only: the box does not affect the outcome of the review).

*Timber Harvest or Forest Management Activity:* all that is needed is a copy of the map and sketch of proposed crossings that is required as part of the Notification.



Suggestions for online topographic maps: [msrmaps.com](http://msrmaps.com) or [www.wildlife.state.nh.us/maps/topo.html](http://www.wildlife.state.nh.us/maps/topo.html)