



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 by using this form, or by using the online [DataCheck Tool](#).

Timber Harvest or Forest Management Activity: Do NOT use this form. Please use the database request form that is specifically for NH Dept. of Environmental Services (NHDES) Wetlands Forestry Notifications.

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
- Box or elliptical
- Bridge or span
- Other or Don't know

Do any vernal pools occur on the property? Yes No 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 Natural and Cultural Resources (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 the NH Department of Environmental Services (NHDES), select your expected Permit Type from the list below:

- Alteration of Terrain
 - Shoreland
 - Wetlands: Standard Review (Major, Minor, or Minimum impact)
- } See first map
example on page 3
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- Wetlands: Minimum Impact Expedited
 - Wetlands: Minimum Impact Agriculture
 - Wetlands: Notification of Routine Roadway & Railway Maintenance Activities
 - Wetlands: Trails Notification
 - Wetlands: Utility Maintenance Notification
 - Wetlands: Permit by Notification (other than Forestry)
 - Wetlands: Seasonal Dock Notification for Lakes and Ponds
- } See second map
example on page 3

All request forms must include the following:

- A map or shapefile of the project area (see example on page 3).
NOTE: If you have a shapefile (GIS) of the area boundaries, please e-mail it to:
Amy.Lamb@dncr.nh.gov Name of shapefile: _____.
- 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: nhb.review@dncr.nh.gov or Amy.Lamb@dncr.nh.gov

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

Mail: DNCR - NHB
NHB Review
172 Pembroke Road
Concord, NH 03301

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.

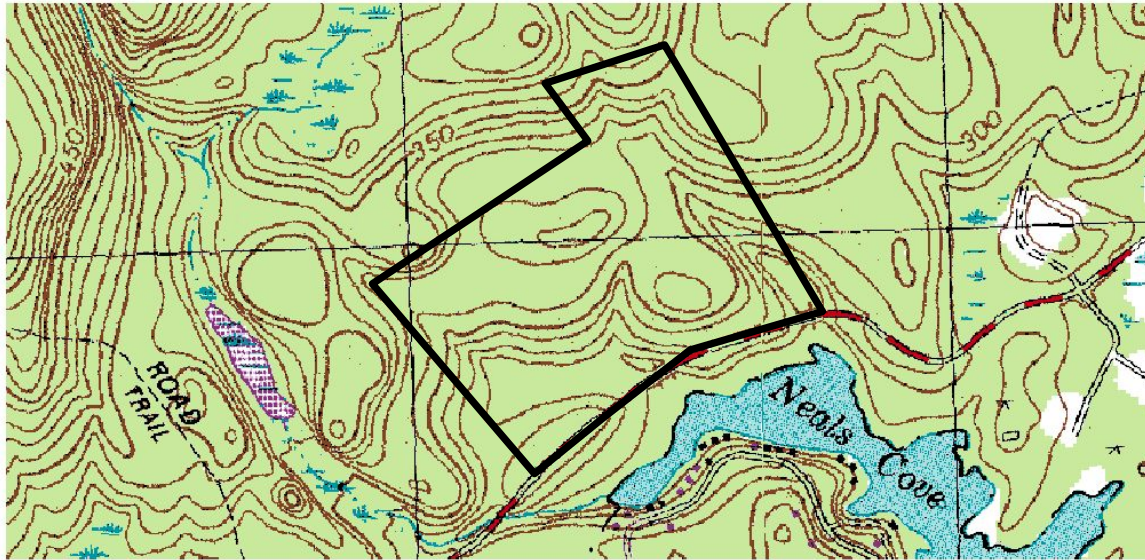
NHB will send the results directly to you, via email unless you specify otherwise. It is your responsibility to provide a copy to the agency requesting you to provide this information. The information you provide on this form must agree with what you provide in a permit or grant application, or else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

Call Amy Lamb at (603) 271-2834 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 (NH 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).

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