



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](#). NOTE: The using the NHB DataCheck tool can lead to faster processing and potentially waiving the \$25 review fee.

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

- This form A map of the project location Payment of \$25

Applicant Contact Information:

Name: _____
Organization: _____
Phone number: _____ E-mail: _____
Mailing address: _____
Town: _____ State: _____ Zip: _____

Landowner Permission & Contact Information:

Landowner Name: _____
Landowner Address: _____
Landowner Email: _____

I affirm that the landowner knows I am making this request and agrees that NHB should release the data.

Print your name: _____ Date: _____

Project Information

Town: _____
Address & 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

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

Select the reason for your request below. Check off any expected permit types, or choose from "Other":

US Army Corps of Engineers

General Permit

US Environmental Protection Agency

Stormwater Pollution Prevention

US Council on Environmental Quality

Federal: NEPA Review

NH Department of Agriculture

Pesticide Permit

NH Department of Environmental Services

Alteration of Terrain Permit

Shoreland Standard Permit

Agricultural Activities Permit by Notification (PBN)

Forestry Permit by Notification (PBN)

Forestry Statutory Permit by Notification (SPN)

Seasonal Dock, Trails and Culvert Repair and Replacement Statutory Permit by Notification (SPN)

Utility activities in rights-of-way Permit by Notification (PBN)

Utility Statutory Permit by Notification (SPN)

Wetland Permit by Notification (PBN)

Wetland Routine Roadway Registration

Wetland Standard Dredge & Fill - Major

Wetland Standard Dredge & Fill - Minor

Wetland Standard Dredge & Fill - Minimum

Other

Grant Application _____

Town/Municipal Permit of Review _____

Other _____

REQUIRED ATTACHMENTS:

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:

nhb.review@dncr.nh.gov Name of shapefile: _____

Payment of \$25 (check or money order, payable to "Treasurer, State of NH")

* Forestry SPN and PBN projects are exempt from the \$25 fee. *

YOU MUST PROVIDE THE CHECK NUMBER HERE: _____

Requests can be submitted by e-mail or mail:

E-mail: nhb.review@dncr.nh.gov

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

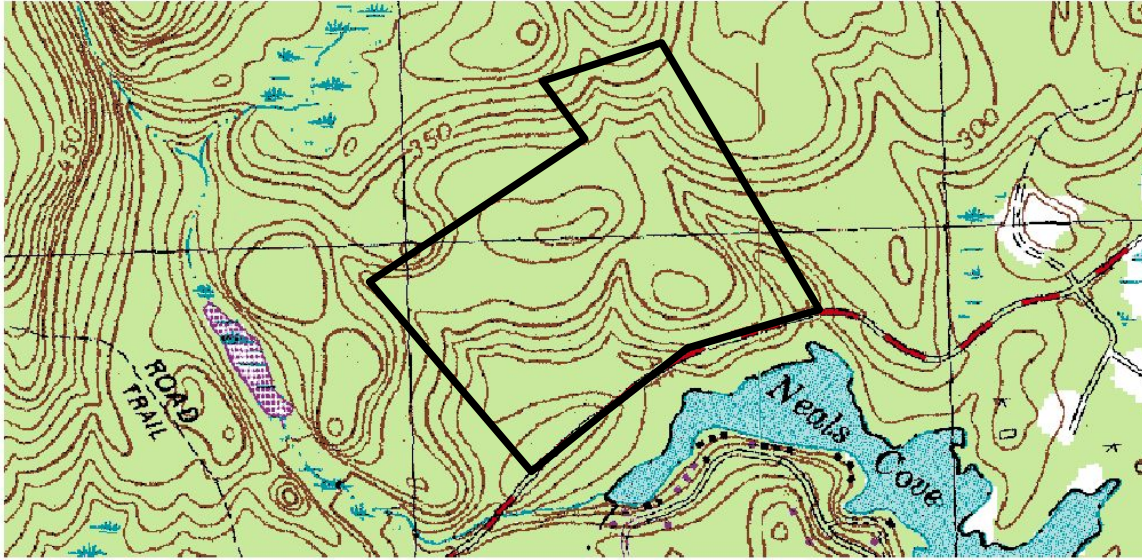
Requests will be processed within 5-20 business days of receipt of payment. Results will be e-mailed if an e-mail address is provided above, otherwise mailed.

NHB will send the DataCheck results letter with your assigned NHB ID number directly to you via email, unless you specify otherwise. 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. It is your responsibility to provide your resulting NHB ID number and/or a copy of the DataCheck results letter to the agency requesting this information. Call the Ecological Information Specialist at (603) 271-0687 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.



SPN, PBN, or Wetlands Wetland Standard Dredge & Fill - Minimum Applications (NHDES):

- 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).

