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Land Resource Management

How to Ensure Your Permit Application is Accepted

Land Resource Management will begin a new internal process for reviewing incoming permit application packages. The [Alteration of Terrain Bureau](#), [Subsurface Systems Bureau](#), and [Wetlands Bureau](#), which includes [Shoreland Program](#) will have the initial application review conducted by a team of cross-trained administrative staff. The [Drinking Water and Groundwater Bureau](#) application receipt process will not be included in the new application receipt process.

The coordinated application receipt process will determine the presence or absence of the minimum elements required for DES to begin technical review.

Application packages containing the required elements will be accepted. Applicants will receive a letter indicating that their application package has been accepted. For Wetlands applications, this will constitute the notice of administrative completeness under RSA 482-A:3, XIV ([see sample acceptance letter](#)) .

Application packages missing required elements will be returned to the applicant in their entirety, including the fee. Land Resources Management will include a letter identifying the missing elements and describing how to resubmit the application package to DES. For Wetlands applications, this will constitute the notice of administrative incompleteness under RSA 482-A:3, XIV ([see sample returned letter](#)) . The applicant is expected to provide copies of missing or modified elements of the application package to the municipal clerk and others, as required by statute or regulation.

Land Resources Management will copy the acceptance or return letter to the municipal clerk in the city or town where the proposed project is located.

The following types of Land Resources Management applications will be reviewed under the new application receipt process:

- Wetlands Standard Dredge and Fill Applications
- Wetland Minimum Impact Expedited Applications
- Wetland Application for Minimum Impact Agricultural Projects
- Shoreland Applications, including Waivers and Variances
- Subsurface Subdivision Approval
- Individual Septic Disposal System Applications
- Alteration of Terrain Applications

The following applications will not be handled under the new process at this time:

- Wetlands Emergency Permits
- Wetlands Permits-By-Notification
- Wetlands Forestry, Trails and Utility Applications
- Drinking Water and Groundwater Bureau Applications

The table below identifies the elements required for a permit application package to be accepted for technical review under each program.

[Alteration of Terrain Bureau](#), [Subsurface Systems Bureau](#), [Wetlands Bureau](#) and the [Shoreland Program](#) have updated permit application forms. All current application forms have a revision date of "01/01/2012" within the footnote, and are available from the DES web pages above. Please make sure you use the newest LRMP application forms for your submittals, because as of April 1, 2012, the Land Resources Management Programs will no longer be accepting outdated permit application forms.

Application packages that are accepted will proceed to technical review. The technical staff will review the application material for compliance with applicable technical standards and confirm that the applicant has fulfilled all requirements as specified by statute or regulation.

The coordinated application receipt process for the [Alteration of Terrain Bureau](#), [Subsurface Systems Bureau](#), and [Wetlands Bureau](#), which includes [Shoreland Program](#), is described in the [Land Resources Management Application Receipt Process flow chart](#) .

Bureau/Program	Required Elements for Acceptance of Application
Alteration of Terrain	<ul style="list-style-type: none"> • Application Form • Fee • Project Plans
Drinking Water & Groundwater Subsurface Systems (Subdivision)	Not part of this administrative receipt process at this time. Continue existing process.

- Application Form
- Tax map/lot number (on application form)
- Fee
- Two (2) sets of project plans with a surveyor stamp
- Test pit information with designer stamp

Subsurface Systems (ISDS)

- Application Form (with owner's signature)
- Tax map/lot number (on application form)
- Correct Fee
- Two (2) sets of project plans with designer stamp
- Municipal approval stamp (if required per RSA 485-A:32,II)

Wetlands

- Application Form (with owner's and town clerk's signatures)
- Narrative Description (on application form)
- Town Tax Map
- Fee
- Project Plans
- Photos
- Natural Heritage Bureau (NHB) file number (on application) or NHB letter with map
- USGS map

**Wetlands
(Minimum Impact Agricultural)**

- Application Form (with owner's and town clerk's signatures)
- Narrative Description (on application form)
- Cooperator Agreement with the County Conservation District
- Fee
- Conservation Plan with Map
- USDA Natural Resource Conservation Service (NRCS) Soils Map with legend
- Photos

Shoreland

- Application Form (with owner's and applicant's signature)
- Town Tax Map
- Correct Fee
- Project Plans
- Natural Heritage Bureau (NHB) letter with map
- Shoreland Application Worksheet (pages 3 & 4 of application)

 Adobe Acrobat Reader format. Download a free reader from [Adobe](#).

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