



NH DEPARTMENT OF ENVIRONMENTAL SERVICES

WETLANDS BUREAU

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Seasonal Dock Notification for Rivers

Instructions: Use the checklist below to determine if your proposed seasonal dock meets all of the criteria necessary to use this form. If it does not meet all of these criteria, you must apply for a permit using either the Minimum Impact Expedited application or Standard Dredge and Fill application. If your dock meets all the criteria below, complete all items on this form and obtain all signatures. Submit the original and 4 copies of the completed and signed form to the town clerk where the project is located, a \$100 check payable to the NHDES Wetlands Bureau, and any municipal fees required by the town (per RSA-482-A:3, I).

To use this form, the proposed seasonal dock must be:

- Located on a freshwater, nontidal river; and
The only structure on the frontage; and
Constructed to be removed during the non boating season; and
Removed for a minimum of 4 months each year; and
Configured to be narrow, rectangular, and erected perpendicular or parallel to the shoreline; and
No more than 6 feet wide, and no more than 30 feet long; and
Located on a parcel of land that has 75 feet or more of shoreline frontage** (See page 2 for definition); and
Located at least 20 feet from an abutting property line or imaginary extension of the property line over the water; and
Constructed in an area that results in no impact to wetlands along or adjacent to the shoreline; and
Installed in a manner which requires no modification, regrading, or recontouring of the shoreline, such as installation of a concrete pad for construction of a hinged dock; and
Installed in a manner that complies with the Comprehensive Shoreland Protection Act (RSA 483-B).
Installed in a manner that is not a navigation hazard.

If stairs are proposed to access the dock, the stairs must be:

- No more than 6 feet in width; and
Constructed over the bank in a manner that does not require regrading or recontouring.

If your project complies with all of the criteria outlined above, please complete all of the following:

1. OWNER/APPLICANT INFORMATION:

a. Name(s) of Owner(s): Last First Middle
b. Mailing Address: PO Box Number or Street Address Town/City State Zip
c. Day Time Telephone Number: Fax Number:

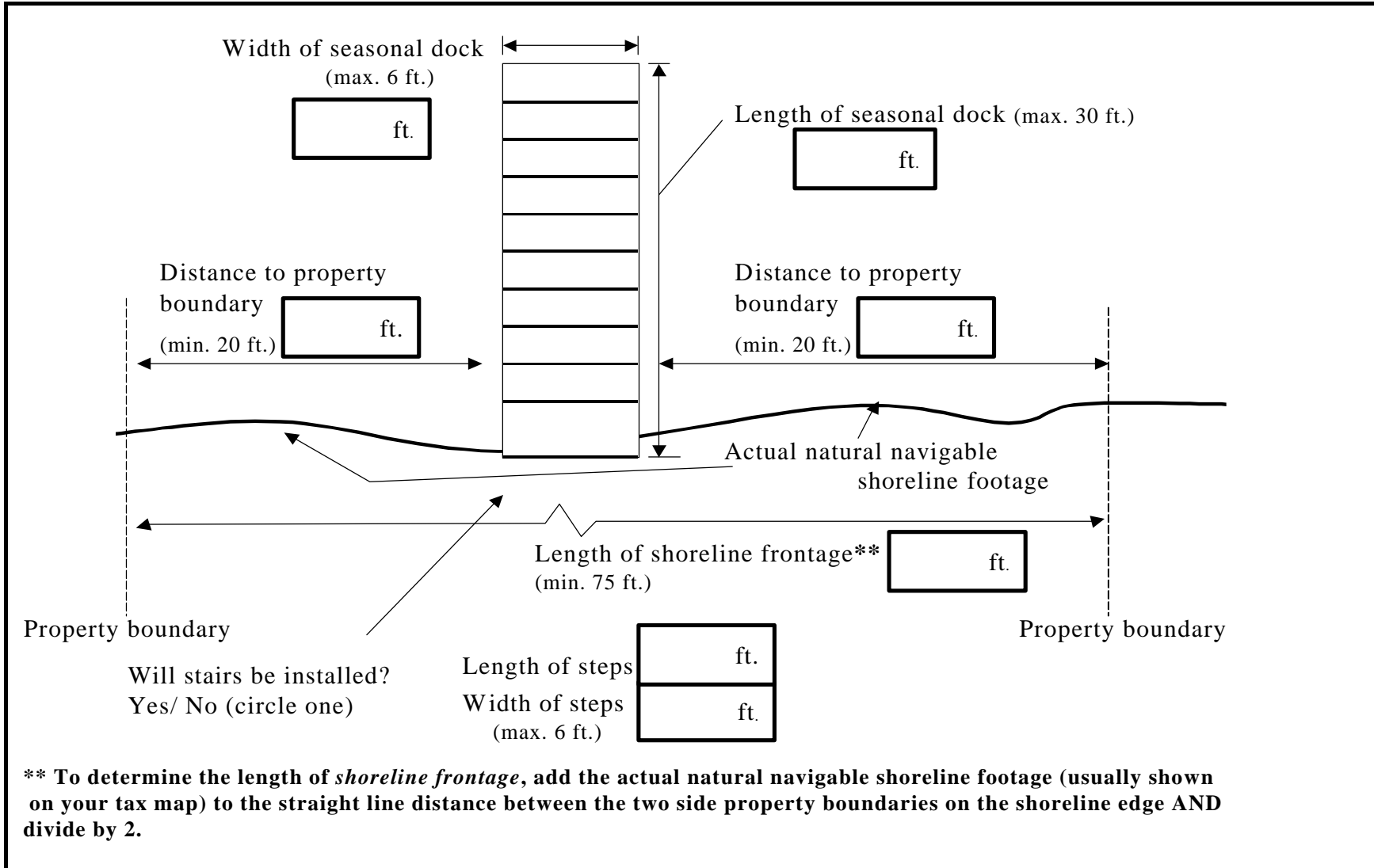
2. SEASONAL DOCK LOCATION INFORMATION:

a. Location: House Number Street Name Town/City
b. Tax Map # Lot # Block #
c. Name of River:

FOR INTERNAL USE ONLY: Check # Check Amt: Initials: File #
Check Submitted By: Date Received:

3. SKETCH OF FRONTAGE AND PROPOSED SEASONAL DOCK:

Fill in all of the dimensions indicated on this plan. These dimensions must comply with all of the seasonal dock expedited qualification criteria outlined on the first page of this notification form. Measure the dock length beginning at normal high water mark.



4. **\$100 APPLICATION FEE:** A check or money order payable to the “NHDES Wetlands Bureau” must accompany the application.

5. **REQUIRED SIGNATURES:**

a. **OWNER/APPLICANT.** My signature below certifies that my dock will meet all of the following criteria:

- Be designed to be installed at the beginning and removed at the end of the boating season;
- Be removed from the water for a minimum of 4 months of every calendar year;
- Be designed and placed in the water so as not to obstruct navigation;
- Be located on a property having at least 75 feet of shoreline frontage;
- Be the only structure on the property’s shoreline frontage;
- Be a standard configuration that is narrow, rectangular, and erected perpendicular or parallel to the shoreline;
- Not exceed 6 feet in width by 30 feet in length;
- Not impact wetlands along or adjacent to the shoreline; and
- Not require modification, regrading, or recontouring of the shoreline.

My signature below also certifies that:

- Construction will be undertaken in compliance with the Comprehensive Shoreland Protection Act (RSA 483-B); and
- I understand that completion of the review process as outlined in Wt 506.02 does not preclude DES from taking any enforcement action if DES later determines that the application was incomplete or that I misstated the facts material to permitting of the project.

_____ Owner Signature	_____ Name (print legibly)	_____ Date
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b. **CONSERVATION COMMISSION (or selectmen if there is no conservation commission).** The signature below certifies that the municipal conservation commission has reviewed this application, and waives its right to intervene, pursuant to RSA 482-A:11.

_____ Authorized Commission Signature	_____ Name (print legibly)	_____ Date
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c. **TOWN CLERK.** I hereby certify that the applicant has filed the original and four copies of the application and plan with the town/city of _____ and that I will be distributing those copies as required by RSA 482-A:3, I.

_____ Authorized town clerk signature	_____ Name (print legibly)	_____ Date
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Seasonal Dock Notification Process:

1. The owner/applicant completes the notification form including the dimensions on the sketch, obtains the required signatures, and files 5 copies along with a \$100 application fee with the town clerk in the town where the seasonal dock will be located.
2. The town clerk forwards the application fee and the original Seasonal Dock Notification for Rivers by certified mail to the DES Wetlands Bureau for review.
3. The application is reviewed by the Wetlands Bureau to determine whether the application is complete or incomplete and if it qualifies for the expedited notification process.
4. If the application is complete and qualifies for the expedited notification process, the Wetlands Bureau will send a Notice of Completeness to the owner/applicant listed on page one of this form. The owner/applicant must record this notice of completeness with the Registry of Deeds Office in the county where the seasonal dock will be located.
5. If the application is incomplete or does not qualify for the notification process, the Wetlands Bureau will send a Notice of Incompleteness that lists any deficiencies or reasons for disqualification to the owner/applicant listed on page one of this form.
6. The owner/applicant must amend an incomplete application within 20 days following issuance of the written Notice of Incompleteness. If the Wetlands Bureau does not receive the requested amendments within this time frame, the Notice of Incompleteness shall serve to disqualify the project from the Notification process. Upon disqualification of the project from the Notification process, the applicant may either refile a Minimum Impact Expedited or file a Standard Dredge and Fill application.

An applicant may install the seasonal dock once **all** of the following have occurred:

- The application has been filed with the department and town clerk in accordance with Wt 506.01;
and,
- The Notice of Completeness from the Wetlands Bureau has been received by the owner/applicant;
and,
- The Notice of Completeness is recorded with the Registry of Deeds Office in the county where the dock will be located.

It is important to remember, however, that if it is determined that the project does not qualify for the notification process, the applicant will need to apply for a permit using a different wetlands application. If you have questions regarding this seasonal dock notification process, please contact the Wetlands Bureau at (603) 271-2147 or visit the DES Wetlands Bureau's web site at www.des.state.nh.us/wetlands.