



# 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: \_\_\_\_\_ Total tract acres: \_\_\_\_\_

Address or TaxMap & 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

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

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**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](mailto:nhb.review@dncr.nh.gov) or [Amy.Lamb@dncr.nh.gov](mailto:Amy.Lamb@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, fax, or mail:

E-mail: [nhb.review@dncr.nh.gov](mailto:nhb.review@dncr.nh.gov) or [Amy.Lamb@dncr.nh.gov](mailto:Amy.Lamb@dncr.nh.gov)

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

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

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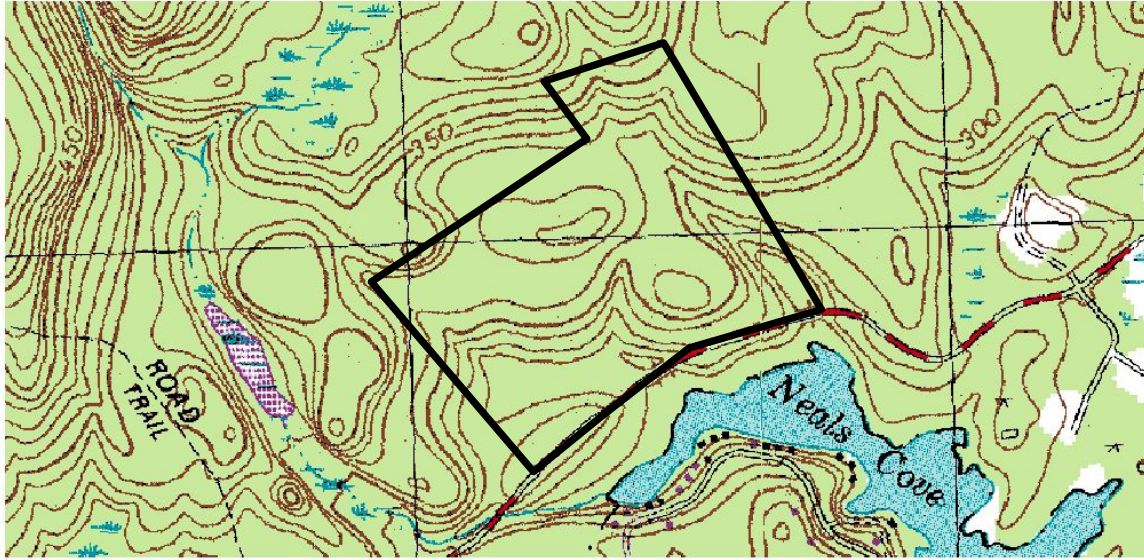
Requests will be processed within 5-20 business days of receipt of payment. Results will be e-mailed if an e-mail address is provided above, otherwise mailed.

***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 Environmental Reviewer 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.



### 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).

