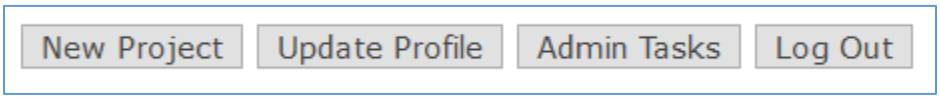
Submit a New DataCheck Request

1. **<u>Submit a New Request</u>**:
   Once you have logged in to the DataCheck tool, you will be on the Existing Projects page.

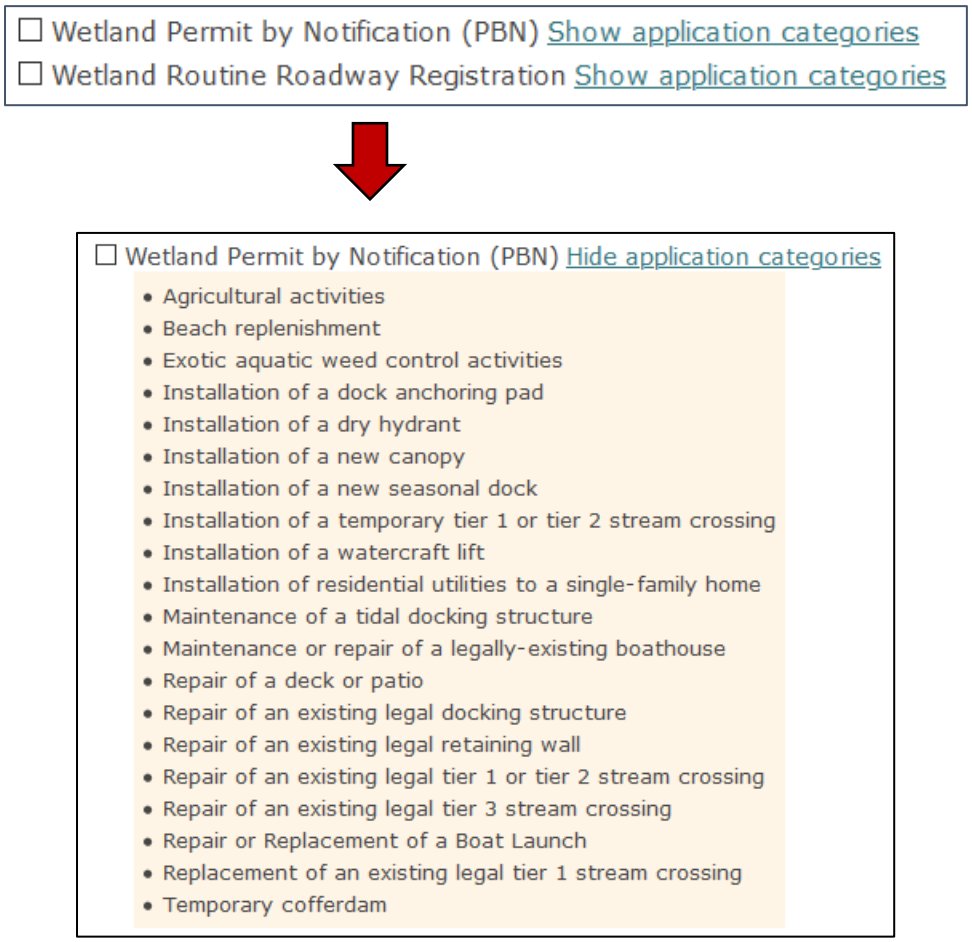
   To start a new DataCheck request, click "New Project" at the bottom of the page:

2. **<u>Select your Permit, Registration, or Grant Application Type:</u>**
   Next, you will see the Permits or Registrations page.

   Select the type of permit you are applying for; if you're submitting more than one type, make sure to **check off all that apply**. These are organized by permitting agency. Note the "Other" category if you don't see what you're looking for.

   If you are submitting a PBN application or a Routine Roadway Registration to NHDES, click "show application categories" to see an expanded list of different types of PBNs and Registrations.

3. **Contact Information**:
   Next, you will be asked to provide contact information for:
   a. You, the DataCheck Tool User
   b. The Permit Applicant
   c. The Landowner

   If one or more of these is the same person, that is ok. If they are all different, that is ok too.

   YOU MUST CERTIFY THAT YOU HAVE LANDOWNER PERMISSION BEFORE REQUESTING A DataCheck FOR A PROPERTY.

   Once you've selected all appropriate permit types, etc., click next.

   *Note, if you are submitting a Federal grant application, Federal permit, or are receiving Federal funding to do your project, additional steps are required.

4. **Project Boundaries**:
   At the bottom of the "Contacts" page, you must answer how you will provide NHB with the **project boundaries**, so that we can screen your project for impacts to listed species and exemplary natural communities.

   The fastest way is to select "I will map them online through the DataCheck Tool or upload shapefiles." Further instructions for mapping your project online are provided below.

   You can also mail NHB a map of your project area, but a $25 service fee applies.

   Select whichever option you prefer, and click "Next".

5. **Project Details:**
   Project Location: Provide the town name, street address (type "N/A" if this does not apply to your project type), and Tax Map and Lot numbers. Tax map numbers and lot numbers must be typed into the separate corresponding boxes.

   Stream crossings, culverts and bridges: If you are completing any work on culverts, bridges, or any other type of stream crossing, then answer "yes" to the following question:

   > "Does the project include stream crossings consisting of repair, replacement-in kind, replacement, rehabilitation (slip lining) or installation of a culvert, arch or bridge or include installation of a temporary stream crossing?"

Select the type of structure when the drop-down menu appears:

What kind of structure(s) will be installed?

- ☐ Pipe with interior corregations
- ☑ Box or Elliptical
- ☐ Bridge or Span
- ☐ Other or Don't Know

Are there any Vernal Pools on the property? Vernal pools are wetlands and temporary ponds that typically have ponded water only part of the year. Because the pool is temporary, they provide critical habitat for certain wildlife to breed and complete their life cycle.

If you have vernal pools on your property, select "Yes". If not, select "No". If you don't know, select "Don't Know". For more information about Vernal Pools, click "What are Vernal Pools?"

What will the project footprint be like?

- If you are building or installing a **new structure**, select "*New footprint*".
- If you are **repairing or replacing** a structure "**in-kind**", without changing the dimensions of the structure, select "*Within a current footprint*".
- If you are building an **addition**, demolishing a structure and rebuilding a **larger** one, **clearing** or disturbing **additional land** next to an existing disturbed area, or otherwise **increasing** the size of a structure, select "*Expanding a current footprint*".

Describe the Project:
Write a brief, but detailed description of the project you are doing (e.g., why you are applying for a permit or grant). This description should match the description on your permit or grant application.

Information that is helpful to include:

- size of existing and proposed structures
- the month(s) when the project will occur
- square footage of impacts (ground disturbance, wetland impacts)

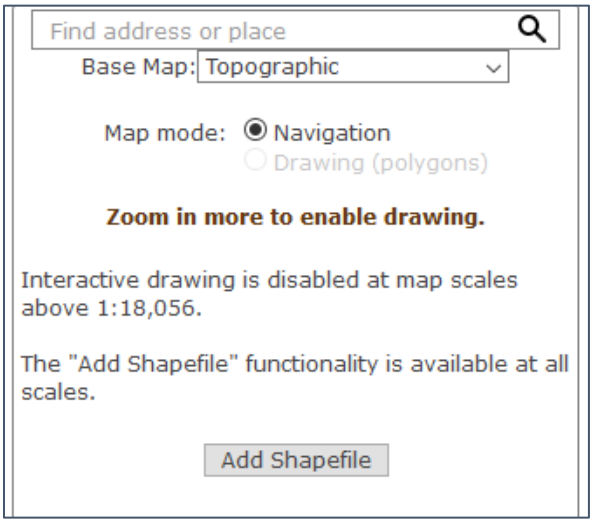
Once all of these questions have been answered, click Next.

6. **Project Mapping:**

Finding your project location:
Once you get to the Project Mapping page, you should see a map of NH.

Submit a New DataCheck Request

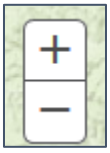
On the right side of the screen, you will see the following menu:



First, make sure "Map mode" is set to "Navigation". That means that you can look for the project location, and zoom in and out on the map. The other mode is "Drawing mode," and you will use that later on.

To find the project location, you can type in the address next to the magnifying glass icon:

You can also click the + and – symbols to zoom in and out:

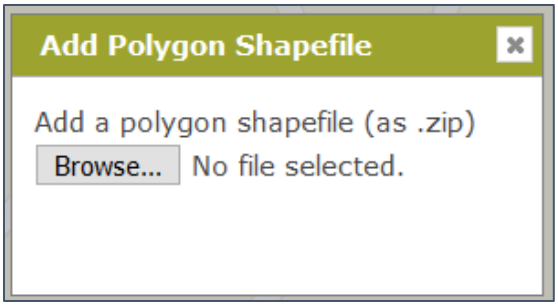


Click and drag the map to move left (west) and right (east).

Change your Base Map by clicking the drop-down arrow next to the word "Topographic". You can pick from **Street Map**, **Aerial Imagery**, **Aerial Imagery with labels**, and **Topographic**.

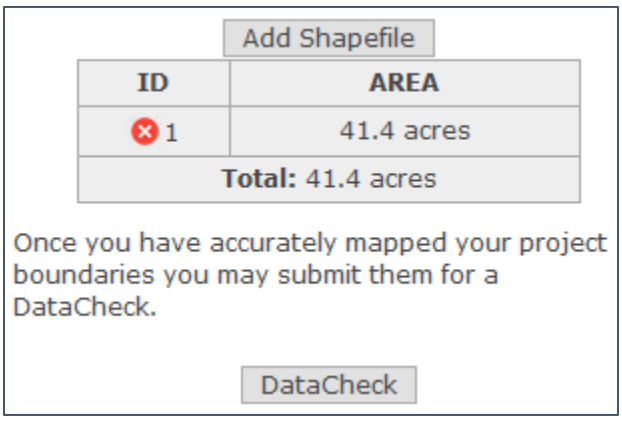
Uploading a Shapefile:
If you use GIS mapping software and use a type of digital mapping file called a shapefile, you can upload it by clicking the "Add Shapefile" button. *(If you do not know what a shapefile is or do not want to map your project using shapefiles, skip to the **Drawing your Project Boundaries** section.)*

Note, for different types of projects, different types of shapefiles are required. Some project types require points, while others require polygons.



Click "Browse…" and navigate to the location on your computer where your project shapefile is located. The shapefile consists of several separate files (.shp, .dbf, .shx, etc.), and they must all be "zipped" in a compressed file (.zip).

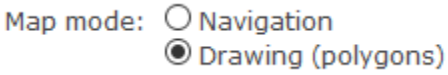
When you've successfully added a shapefile, you should see it on your screen. On the sidebar, you will also see the following, which shows the calculated area of the project area shapefile:



Click the red "X" if you want to remove the shape and upload a different shapefile or map the project area using the DataCheck mapping tool.

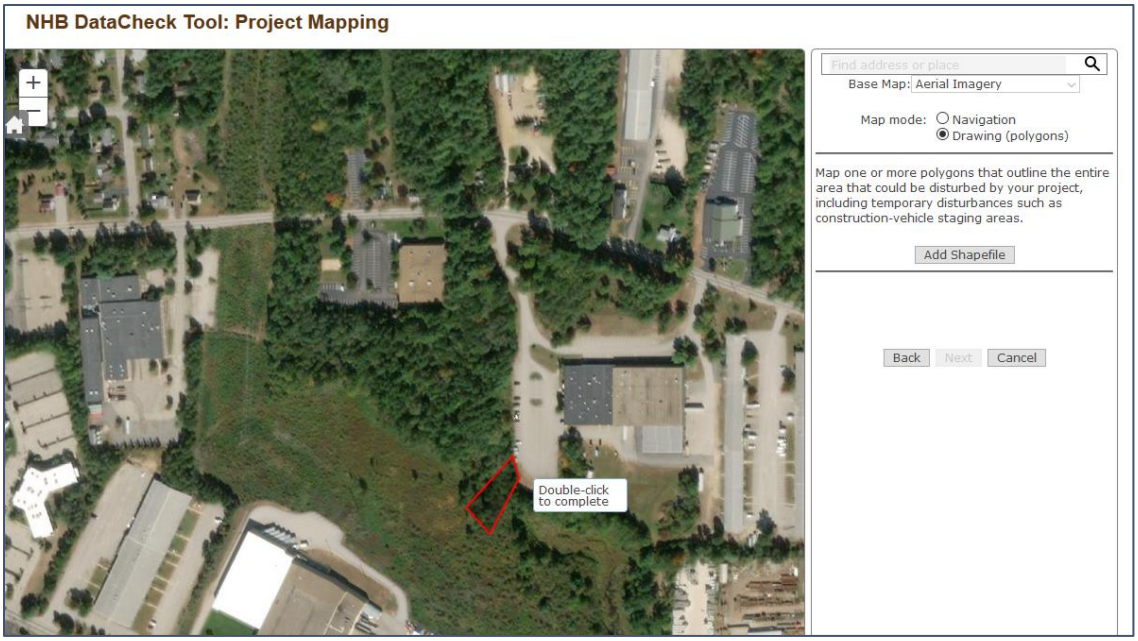
Drawing your Project Boundaries:

Once you have found your project area and are ready to draw your project boundaries, change the "Map mode" from "Navigation" to "Drawing". If you need to move the map after you switch to drawing mode, just click "Navigation" again to switch back.



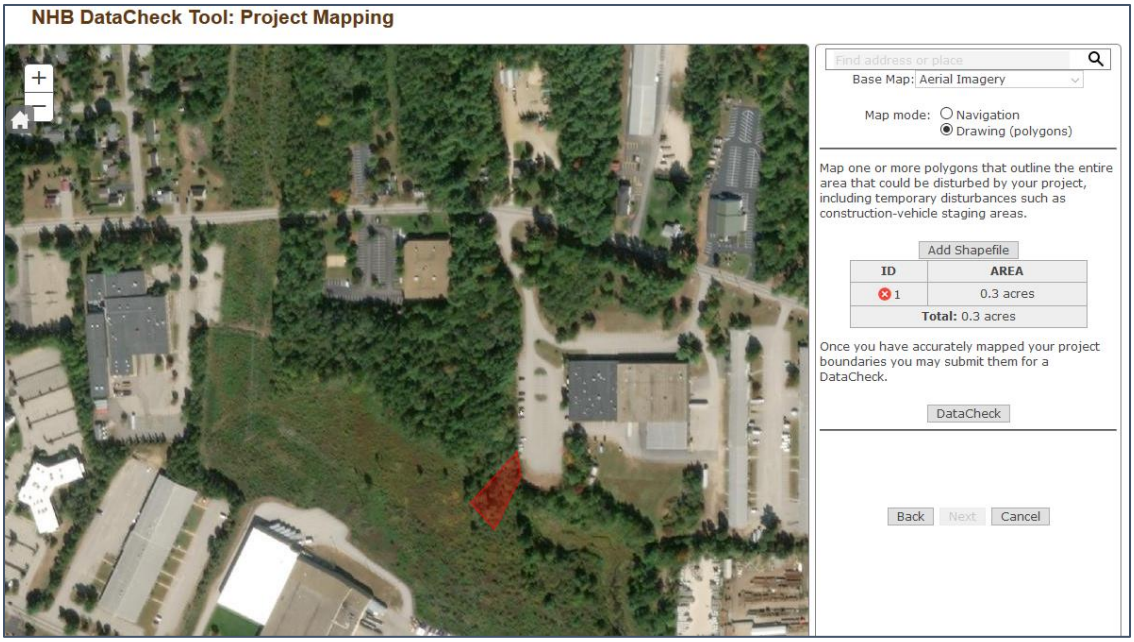
Click anywhere on the map to begin drawing. The computer will connect the dots between where you click on the map with a red line. Once you have drawn a polygon (a shape with three or more sides) that includes your entire project area, double-click on the map to finish drawing.

Submit a New DataCheck Request

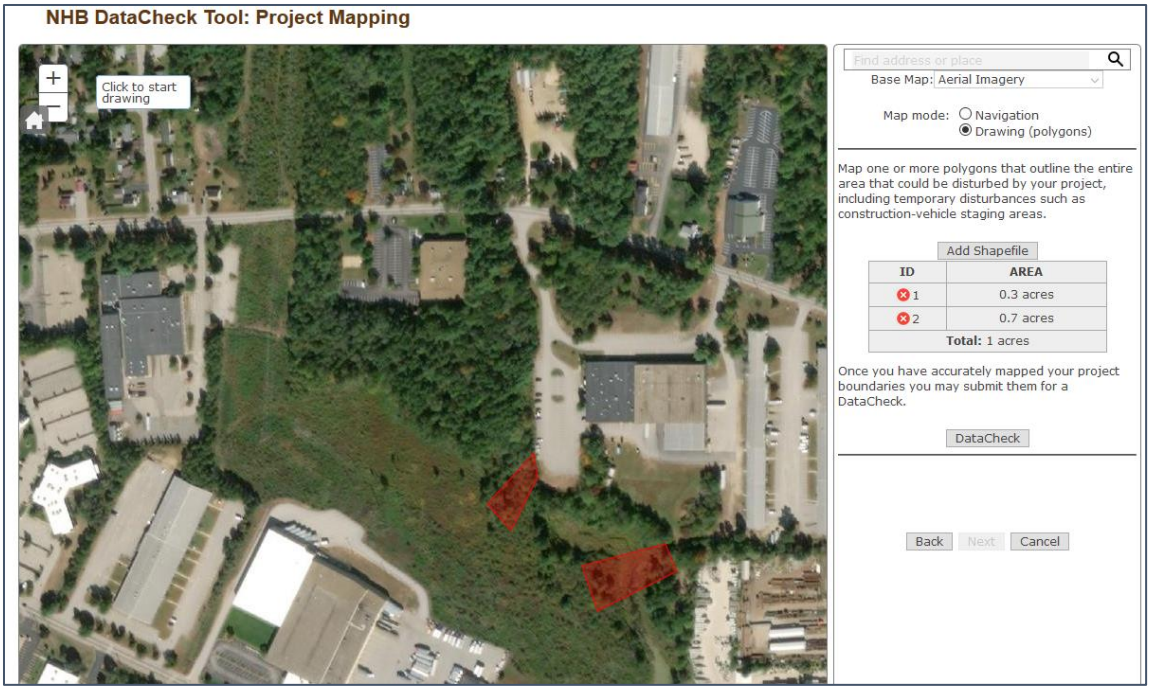


Once you double-click to finish your drawing, you will see a shape filled in with **red**. This means you have successfully mapped a project area.

On the right-hand sidebar, you will see the area of the shape you drew (in acres). If you need to remap the project area, click the red **X** to remove the drawing and start again.
DO NOT click on the Cancel button at the bottom of the screen; you will cancel your entire submission and return to the Existing Projects page.



You may also map more than one area if desired. Just click on the map to begin drawing again.



When you are satisfied with your project mapping, click the "DataCheck" button on the right-hand sidebar.

You will get one of two results:

Results: No known records

There are no known records in the vicinity of the area(s) you mapped. You can request an official report of these results which will be valid for a period of one year from today.

Results: Potential Impacts

There are NHB records in the vicinity of the area(s) you mapped.

Click "next" to complete your project submission.

7. <u>Project Submittal</u>

If your rare species screening result was "**No Known Records**", you can submit your project and receive an NHB ID number and official NHB DataCheck letter without paying a service fee.

Select how you want to receive your official letter. We recommend receiving your letter via email, because you will receive your official NHB DataCheck letter within the hour. We can also mail your letter through the USPS, but it will take 1-2 days for processing, plus USPS processing time.

Click "submit" to receive your official NHB ID number and your official DataCheck letter.

Submit a New DataCheck Request

If your rare species screening result was "**Potential Impacts**", you can submit your project and receive an NHB ID number, but a $25 service fee is required to receive your official NHB DataCheck letter.

Select how you want to receive your official letter. We recommend receiving your letter via email, because you will receive your official NHB DataCheck letter as soon as NHB & NH Fish & Game staff have reviewed the project. We can also mail your letter through the USPS, but it will take an additional 1-2 days for processing, plus USPS processing time.

Click "submit" to receive your official NHB ID number, and view instructions for submitting the $25 service fee so that NHB & NH Fish & Game staff can review your project.

Make sure you click "Print Out" (see below) to open a confirmation page with your NHB ID number. You **MUST print this page out** and include with your $25 service fee. The confirmation page will also be available on your Existing Projects page.

Instructions for Payment by Check, Money Order or Voucher

- There is a $25 service fee, which covers further review by NHB and the preparation of your DataCheck Results Letter.
- Print out and complete this form and enclose it with your payment to ensure that your payment is credited to the correct project.
- Send payment in the form of a check, money order or voucher, payable to "Treasurer, State of NH", to:

NHB Reviews
Natural Heritage Bureau
NH Department of Natural and Cultural Resources
172 Pembroke Road
Concord, NH 03301