

Town of Belmont

Wetlands Project Guidelines

State Permits are required for projects that include any disturbance, work, or construction within wetlands, within the setback to wetlands, within the Shoreland Protection area, or within the jurisdictional area of the [NH Department of Environmental Services - Wetlands Bureau](#) (Wetlands Bureau) under the [NH RSAs](#) and the [NH Code of Administrative Rules](#). Local permits may also be required. Reference should be made to the applicable [Town](#), State, and Federal Regulations to determine the scope of permit(s) required.

If a State permit is required, the Wetlands Bureau provides an opportunity for the Belmont Conservation Commission to review and comment on the application before a State permit is issued. These guidelines are intended to assist the applicant through the local review so that unnecessary delays do not occur once the application is filed with the State.

This handout relates specifically to the local process and is not intended to guide an applicant through the State or Federal process. The following local guidelines have been developed.

1. Determine Required Permits

- Contact the Belmont Land Use Office in regards to proposed projects. Assistance is available in regards to local regulations and permitting process (see contact information below).
- Contact the [Wetlands Bureau](#) for assistance in regards to state and federal regulations and permitting process (see contact information below).
- Application forms are available from the Town Clerk, the Wetlands Bureau or from the Wetlands Bureau web site.

2. Belmont Conservation Commission Review for State Applications

The Belmont Conservation Commission receives a copy of all applications submitted to the Wetlands Bureau. In order for the State to process an **expedited** application it must be signed by the Conservation Commission before it is submitted to the State. A **standard** application does not require the signature of the Conservation Commission, but under RSA 482-A:11.III the Commission has 14 days to notify the Wetlands Bureau if it intends to intervene and an additional 40 days to submit information or recommendations. Our recommended local process has been established to provide as much information as possible to the Conservation Commission so that unnecessary delay of your project at the State level will not occur.

The applicant shall first determine whether the project qualifies for an **expedited** or **standard** State review process. Wetlands Bureau handouts are on file in the Belmont Land Use office for review, or contact the Wetlands Bureau directly for assistance. Once this determination has been made, we recommend the following process at the local level:

Expedited Applications

- Complete the Wetlands Bureau **expedited** application form, attaching all required information and documents (with the exception of the certified postal receipts).

- Submit five copies of your application form and supporting documents to the Belmont Land Use Office for review by the Conservation Commission. If your project is very detailed we recommend being placed on the agenda for the next Conservation Commission [meeting](#). This will allow the Commission an opportunity to ask questions and clearly understand the proposal.
- Permission of the owner will be requested for the Commission/Staff to inspect the site. An inspection is necessary before the Commission can adequately evaluate the application.
- If the Commission votes to waive its right to intervene in the State review process, believes that the application and submitted plans accurately represent the proposed project, and has no objection to permitting the proposed work, they will sign all five copies and return them to the applicant.
- The applicant should then:
 - notify all abutters by certified mail,
 - deliver the five signed copies of the completed application including copies of the certified mail receipts and the State and local (\$10) fees to the Belmont Town Clerk.
 - The Town Clerk will sign your application and send it to the NH Wetlands Bureau and distribute the remaining copies as required.
- If the Commission does not waive its right to intervene, or believes that the application and submitted plans do not accurately represent the proposed project, or has objection to permitting the proposed work, then the project is not eligible for expedited status and the applicant must file a standard application for the project.

Standard Applications

Complete the DES **standard** application form, including all required information and documents (with the exception of the certified postal receipts).

- If your project is very detailed we recommend providing information to, and or scheduling a meeting with the Conservation Commission prior to submitting your application to the Town Clerk. This will allow the Commission an opportunity to clearly understand the proposal and avoid unnecessary delay once your application reaches the Wetlands Bureau. For a review of your proposal, please submit one copy of your application information to the Land Use Office. If you wish to meet with the Commission, submit one copy of your application information to the Land Use Office along with your request to be placed on the agenda.
- The applicant should then:
 - notify all abutters by certified mail,
 - deliver the five copies of the completed application including copies of the certified mail receipts and the State and local (\$10) fees to the Belmont Town Clerk.
 - The Town Clerk will sign your application and send it to the Wetlands Bureau and distribute the remaining copies as required.
- If you choose not to provide pre-application information or to meet with the Commission:
 - notify all abutters by certified mail,
 - deliver the five copies of the completed application including copies of the certified mail receipts and the State and local (\$10) fees to the Belmont Town Clerk.
 - The Town Clerk will sign your application and send it to the Wetlands Bureau and distribute the remaining copies as required.
- Whether you choose to meet with the Commission or to submit your application directly to the Town Clerk permission of the owner will be requested for the Commission/Staff to inspect the site. An inspection is necessary before the Commission can adequately evaluate the application. If the Conservation Commission believes that the application and submitted plans accurately

represent the proposed project, and has no objection to permitting the proposed work they will not intervene in the Wetlands Bureau process. If the Commission does have concerns or does not have sufficient information it will notify the Wetlands Bureau and then has up to 40 days to submit comments.

During any point prior to submitting an application individuals may request to meet with the Conservation Commission to receive their input on the proposed project. Design services for the project, however, must be contracted for privately by the applicant.

The above recommended procedures are designed to shorten the review time by providing sufficient information to the Belmont Conservation Commission so that unnecessary delays at the State level will not occur.

Belmont Contact Information

Belmont Conservation Commission
c/o Belmont Land Use Office
143 Main Street
P.O. Box 310
Belmont, NH 03220-0310
(603) 267-8300 x 19
landuse@belmontnh.org

State and Federal Contact Information

NH DES Wetlands Bureau
P.O. Box 95
Concord, NH 03302-0095
(603) 271-2147
<http://www.state.nh.us/des/wetlands.htm>

Department of Resources and Economic Development
172 Pembroke Road
P.O. Box 1856
Concord, NH 03302

NH Natural Heritage Inventory
Department of Resources and Economic Development
172 Pembroke Road
P.O. Box 1856
Concord, NH 03302

NH Fish & Game
2 Hazen Drive
Concord, NH 03301-6500

Natural Resource Conservation Service/State Conservation Committee
Box 2042
Concord, NH 03302-2042

US Forest Service

P.O. Box 640
Durham, NH 03824

US Fish & Wildlife Service Field Office
22 Bridge Street
Concord, NH 03301-4901

US Army Corp of Engineers, New England Div
424 Trapelo Road
Waltham, MA 02254-9149