



The State of New Hampshire
Department of Environmental Services

Thomas S. Burack, Commissioner



*Celebrating 25 Years of Protecting
New Hampshire's Environment*

APPLICATION RETURNED DUE TO MISSING INFORMATION
LAND RESOURCES MANAGEMENT
WETLANDS PROGRAM

January 26, 2012

MR. JOSEPH K. JONES
150 ELM HIGHWAY
PRETTY TOWN, NH 01234

SAMPLE

RE: Wetland Program Permit Application (RSA 482:A)
DES File Number: 2012-00000
Subject Property: 123 Main Street, Anytown, NH

Dear Property Owner:

The Department of Environmental Services (NHDES) received an application and supporting materials on **01/26/2012** for the permit program and subject property referenced above. We have reviewed your application package in accordance with RSA 482-A:3, XIV. Your application package is being returned to you or your agent, if you have one, because it did not include the minimum elements required for NHDES to begin technical review.

The checklist below identifies the minimum elements required for NHDES to begin technical review. Items marked with an "X" were missing from your application package.

Wetlands Program - Standard Dredge & Fill Applications and Minimum Impact Expedited Applications

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

If you have an agent, please work with them to revise and resubmit your application package. The applicant is expected to provide copies of missing or modified elements of the application package to the municipal clerk and others, in accordance with applicable statutes and regulations.

If an application package containing the minimum elements required for NHDES to begin technical review is not received within 60 days of this notice, your application will be denied in accordance with RSA 482-A:3, XIV.

If you have any questions, please contact Vanessa Burnes at (603) 271-2147.

Thank you,

Land Resources Management

cc: Happy Environmental, Inc.
James J. James, PE
Anytown Municipal Clerk/Conservation Commission