



New Hampshire Natural Heritage Bureau

Division of Forest & Lands

Department of Resources and Economic Development



**Using the Natural Heritage Bureau
DataCheck Tool or Hard-Copy Request form to get the
“receipt” required for the new
Wetlands Minimum Impact Forestry Notification**

November 2012

NH Natural Heritage Bureau (NHB)

- The NH Natural Heritage Bureau finds, tracks, and facilitates the protection of New Hampshire's rare plants and exemplary natural communities.
- We work with landowners and land managers to help them protect the State's natural heritage while meeting their land-use needs.
- Our mission is mandated by the Native Plant Protection Act (RSA 217-A)





Wetlands Minimum Impact Forestry Notifications

- DES posted new the Wetlands Minimum Impact Forestry Notification Form on their website in April 2012.
- One of the requirements on the new form is a “Receipt” from the Natural Heritage Bureau (NHB).
- NHB has coordinated with the forestry community and DES to make this as smooth and painless as possible by making changes to the Datacheck Tool and review process specific to minimum impact forestry activities.

Old Form vs New Form

(in regards to NHB information)

Old Form

Notification of Forest Management or Timber Harvest Activities having a Minimum Wetlands Impact

- Yes/No question regarding whether the proposed activity is in a wetland identified by Natural Heritage
- No documentation was required showing you actually contacted Natural Heritage
- If “yes” ...the project could not use notification form

New Form

Wetlands Minimum Impact Forestry Notification

- An NHB “receipt” is required to show you have contacted NHB
- No specific info on presence or absence of rare species is given to DES, only the “receipt”
- No longer a threat that a project is kicked out of a notification to a different permit type because of NHB info

Datacheck Tool & Review Changes Specific to the Wetlands Minimum Impact Forestry Notifications

- **There is no fee for Natural Heritage review of minimum impact forestry notifications**
- **NHB Datacheck Receipt**
 - This is a generic letter that shows you have completed the process, it contains no information on whether or not sensitive species or exemplary natural communities are present.
 - This is the **ONLY** document required to submit with the Wetlands Minimum Impact Forestry Notification
 - This avoids the issue of being “kicked up” to a different permit type
- **NHB Datacheck Results letter**
 - Only if the project was screened as “potential impacts”
 - Recommendations to avoid or minimize possible impacts or upon closer inspection reviewer may dismiss concerns completely.
 - **DO NOT** submit this second letter with the Wetland Minimum Impacts Forestry Notification form. The recommendations in the second letter are for your consideration.

Requesting an NHB Database Check

- Hard copy request form
 - Forestry Specific Form
 - Can be downloaded from www.nhnaturalheritage.org listed as #2 under “Services”
 - Can be mailed by request (271-2215 ext. 323)
- DataCheck Tool
 - www.nhnaturalheritage.org and listed as #1 under “Services”
 - Remember to specify Forestry Notification, so that you don't pay the fee and do get a “NHB Datacheck Receipt”



Hard Copy Request Form

- Pros

- No computer or computer skills necessary
- Short & simple (no potentially confusing questions)

- Cons

- you have to find a map to provide crossing locations
- Possible snail mail delay
- 3-5 business days for processing



Request for a NH Natural Heritage Bureau Database Check

Valid only for: Notification of forest management or timber harvest activities having minimum wetlands impact

The NH Natural Heritage Bureau (NHB) maintains a database of known locations of NH's biodiversity elements. A check of this database helps to determine whether projects could impact rare species or exemplary natural communities. You can request a check either by using this form, or by using the online DataCheck Tool available from www.nhnaturalheritage.org.

Contact Information

Name: _____
Phone number: _____ *E-mail: _____
Mailing address: _____
Town: _____ State: _____ Zip: _____
*Results will be e-mailed if an e-mail address is provided above, otherwise mailed.

Landowner Permission

☐ As the landowner, I affirm that NHB should release the data.
or
☐ I affirm that the landowner, _____ (print landowner's name) knows that I am making this request and agrees that NHB should release the data.

Signature (if sending digitally, print your name): _____ Date: _____

Project Information

Town: _____
Address or Tax Map & Lot #(s): _____
Short narrative description of the project:

All requests must include the following:

- ☐ A map of the project area (see example on page 2)

Requests can be submitted by e-mail, fax, or mail:

E-mail: nhbreview@dred.state.nh.us

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

Mail: NHB Review
PO Box 1856
172 Pembroke Road
Concord, NH 03302-1856

Requests will be processed within 3-5 business days of the date received. You will be mailed a "NHB DataCheck Receipt" that must be included in your Forestry Notification package.

If the NHB database has records of rare species or exemplary natural communities in the vicinity of your project, you will *also* receive a letter with recommendations for avoiding or minimizing possible impacts. The recommendations are for your consideration. DO NOT include them in your notification package.

Call (603) 271-2215 x 323 with questions.

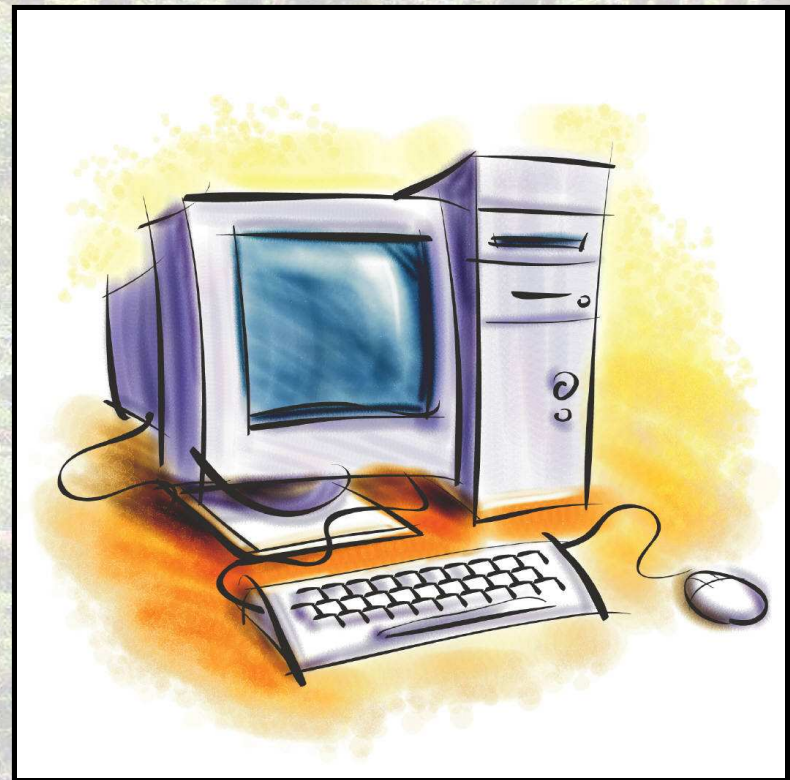
DataCheck Tool

- Pros

- Maps are built into process
- Receipt is generated and emailed immediately
- Easy & efficient (once you have the process down)

- Cons

- Requires a computer
- Learning curve, not so easy the first time....
- Serves a wider audience, so a few more questions



www.nhnaturalheritage.org



DIVISION OF FORESTS AND LANDS

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NATURAL HERITAGE BUREAU

The NH Natural Heritage Bureau finds, tracks, and facilitates the protection of New Hampshire's rare plants and exemplary natural communities (types of forests, wetlands, grasslands, etc.). As a bureau within the Division of Forests & Lands, we are fundamentally a service to New Hampshire landowners and land managers. We are not a regulatory agency; instead, we work with landowners and land managers to help them protect the State's natural heritage while meeting their land-use needs.

Our mission, as mandated by the Native Plant Protection Act of 1987 (RSA 217-A), is to determine protective measures and requirements necessary for the survival of native plant species in the state, to investigate the condition and degree of rarity of plant species, and to distribute information regarding the condition and protection of these species and their habitats. We also maintain information on rare wildlife in cooperation with the NH Fish & Game Department's Nongame & Endangered Wildlife Program, which has legal jurisdiction over New Hampshire wildlife. Visit our About Us page for more information about our organizational structure.

What's Rare in New Hampshire?

[Rare Plants](#)[Rare and Tracked Wildlife](#)[Rare Plants, Wildlife, and Natural Communities by Town](#)[What's New...](#)

TOWER QUEST PROGRAM



Visit 5 New Hampshire Fire Lookout Towers
and Earn a patch.

[Click here for more information](#)

FREE SEEDLING CATALOG

We have the best tree and shrub seedlings -
not imported, not replanted -
but grown from seed right here in NH. Check
us out, try our seedlings, you won't be sorry.

[REQUEST YOUR CATALOG](#)



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SERVICES

Information About Rare Species for a Permit or Grant Requirement

NH Heritage 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 a proposed project could impact rare species or critical habitat. In some circumstances, a \$25 fee will be assessed to cover staff time.

There are two ways to request a check of the NH Heritage database:

1. Use the [DataCheck Tool](#). This is an interactive web page that can be used to provide NH Heritage with basic information about a project, including a map.

If there are no NH Heritage records anywhere in the vicinity, a letter to that effect will be e-mailed at once, automatically, and there is no fee.

If NH Heritage records are in the vicinity, a review by NH Heritage is needed. This review can be requested using the DataCheck Tool. If the \$25 fee is required it must be paid by check or money order.

First Time Users: Please print [instructions](#) for mapping your project using the Tool.

2. Submit a request form to NH Heritage by e-mail or mail.

Wetlands Minimum Impact Forestry Notification ([pdf version](#)) ([MS Word version](#))

All other permit and grant applications ([pdf version](#)) ([MS Word version](#))

[Refund Policy](#)

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Department of
Resources and
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■ NHB DataCheck Tool: Introduction

The NH Natural Heritage Bureau (NHB) maintains data on known locations of rare species and exemplary natural communities. The NHB DataCheck Tool allows anyone planning a project in New Hampshire that requires a permit to find out if there are NHB records in the vicinity of the project.

For questions about rare species in NH that are *not* related to a permit application, call NHB at (603) 271-2214 or send an e-mail to NHBReview@dred.state.nh.us.

The NHB DataCheck Tool was developed as a collaborative effort between the NHB, the [Department of Environmental Services](#) (DES), and the [NH Fish and Game Department](#).

This web site is hosted by DES. However, the Tool can be used to comply with requirements by other agencies or organizations, when applicants must check for possible impacts on rare species or natural communities.

Recent Changes to the DataCheck Tool

As of November 1st, 2012, the following changes have been made to the DataCheck Tool:

- If you will be submitting a Notification or Minimum Expedited application to NHDES, you do not need to draw a polygon around the work area. You still need to add points to the map at specific work locations.
- Mapping instructions have been updated and improved.
- Internet browsers support has been extended to include recent versions of the following:
 - Google Chrome (tested version 22.0 +)
 - Microsoft Internet Explorer (tested version 8+)
 - Mozilla Firefox (tested version 16.0 +)
 - Safari (tested version 5.7.1 +)

Please report any technical problems to the [System Administrator](#).

Who can benefit by using the Tool? [-show me-](#)

What can you get by using the Tool? [-show me-](#)

What do you NOT get from the Tool? [-show me-](#)

What information do users of the Tool need to provide? [-show me-](#)

https://www2.des.state.nh.us/nhd_datacheck/verault.aspx

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McAfee

Web Slice Gallery

Natural Heritage Bureau DataC

Pop-up blocked. To see this pop

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ns of Use

Your browser is blocking pop-ups.

This application makes use of pop-up windows to display certain information. However, your browser has one or more pop-up blockers enabled.

After disabling the pop-up blocker(s), please refresh/reload this page if it does not do so automatically.

■ NHB DataCheck Tool: Terms of Use

TERMS OF USE: Upon signing in, and as a condition of use, you must agree to the following terms:

- NHB DataCheck is intended solely for the purpose of screening projects for potential impacts on the State's rare species and habitats. By indicating your agreement to the terms of use for the web site, you affirm that you will not use this web site for any other purpose.
- Users of the DataCheck tool must affirm, if they request an official letter with more details from NHB, that they do so with the knowledge and permission of the landowner.
- The data check is based upon the project information that was entered. The check must be redone if the project area, location, or the type of project changes. If additional information on Threatened, Endangered, or other rare species becomes available, the results may impact the review of your project by the jurisdictional agency. *No data check shall be considered valid if more than one year has passed since it was issued by NHB.*
- If there are discrepancies between the information you provide on this web site and the information provided in a permit application, any NHB letter based on the web site information will not be considered valid and considerable delays could result.
- Unauthorized attempts to upload information or change information on this web site are strictly prohibited.
- NHB, the NH Department of Environmental Services, and the NH Fish & Game Department reserve the right to modify or suspend the web site, and to terminate or restrict access to it.
- The terms of use may be revised from time to time. By continuing to use the web site after changes to the terms have been posted, the user has agreed to accept such changes.

**ANY ACTIONS VIOLATING THESE TERMS OF USE
WILL RESULT IN RESTRICTIONS TO YOUR ACCESS
TO NH NATURAL HERITAGE DATA.**

I Agree

I Do NOT Agree

Signing In



PROJECT STATUS

- Sign In

■ NHB DataCheck Tool: Sign In

New to NHB DataCheck?

Using this Tool, a project planner may:

1. Locate and Draw a project on an interactive map.
2. Check the project area for NHB records.
3. Depending on the results of the data check:
 1. Save or print a NHB letter (no records nearby); or
 2. Request a further check by NHB (records found nearby).

Need Help?

[Click here](#) to view the help document. The help document may also be viewed by clicking on the wildflower in the upper left corner of any page in the NHB DataCheck Tool.

[Enter as Guest*](#)

OR

[Register Now](#)

Existing Users

Please enter your Email Address, User Name and Password to sign in.

Email Address:

User Name:

Password:

[Sign In](#)

[Forgot your password?](#)

[Quit](#)

*Guests may map project areas and get a preliminary check of the NHB database. However, to get official results you should now sign up as a registered user. There is no fee for registering and you will not be placed on any mailing lists.

Register



PROJECT STATUS

- ☐ Not logged in
- ☒ **User Registration**

■ NHB DataCheck Tool: User Registration

Please enter the information below to register:

User Name:

This will be the one-word name that you use to log in with.

Password:

Passwords must be 5 to 15 characters in length. It must start with a letter, followed by any combination of letters, numbers, or underline (_).

Confirm password:

First Name:

Last Name:

User Type: -- Select a User Type --

Organization Name:

Mailing Address:

Town:

State: -- Select a State --

Zip Code:

Telephone: () - -

Email Address:



PROJECT STATUS

- ☐ Logged in
- ☒ Existing projects

NHB DataCheck Tool: Existing Projects

Existing Projects:

PROJ. ID#	SUBMITTED	STATUS	PROJECT CATEGORIES
NHB12-3258	11/01/2012	No NHB Records	
NHB12-2875	10/10/2012	No NHB Records	
NHB12-2472	09/06/2012	Waiting for NHB response pending receipt of payment	
NHB12-2471	09/06/2012	No NHB Records	
NHB12-2433	09/04/2012	No NHB Records	
NHB12-0756	04/04/2012	Waiting for NHB response pending receipt of project boundaries and payment	
NHB12-0732	03/30/2012	No NHB Records	
NHB11-2433	11/30/2011	No NHB Records	Recreation: Recreational facility Recreation: Trail Bridge Recreation: Trails Recreation: Walkway
NHB11-1891	09/09/2011	Waiting for NHB response pending receipt of payment	Railroads, Transmission Lines, Pipelines: Transmission line
NHB11-1859	09/07/2011	No NHB Records	Railroads, Transmission Lines, Pipelines: Pipeline
1 2			

Total number of projects: 14.

Displaying records 1 through 10.

[Create New Project](#)

[Cancel](#)

[Update my Contact Information](#)
[Change my Password](#)

■ NHB DataCheck Tool: Preliminary Project Information

Which of the following describes the maximum area (footprint) disturbed by the activities for which a permit or grant is being requested?

- ☐ New footprint (no existing structures)
- ☐ Completely within an existing footprint (repairs, replacement)
- ☐ Expanding an existing footprint (additional area disturbed adjacent to a previously disturbed location)

Will this project be submitted as a *Notification* or *Minimum Expedited* application to the NHDES Wetlands Bureau?

- ☐ Yes
- ☐ No

Select "Yes" if you will be submitting any of the following types of applications to the NHDES Wetlands Bureau:

- Minimum Impact Agriculture
- Minimum Impact Expedited
- Notification of Forest Management or Timber Harvest Activities
- Notification of Routine Roadway & Railway Maintenance Activities
- Notification of Trail Development Activities
- Permit by Notification
- Seasonal Dock Notification for Lakes and Ponds

Select "No" if you are submitting a Standard Dredge and Fill Application to the Wetlands Bureau or are not submitting any Wetlands Bureau application.

CAUTION: If you answer "Yes", the letter you receive will be valid *only* for the NHDES Wetlands Bureau application types listed above.

How will you provide the project boundaries to NHB?

- ☐ I will draw the project boundaries using this Web tool.
- ☐ I will send a shapefile with project boundaries to NHB.
- ☐ I want to send a hard-copy request.

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NHB DataCheck Tool: Map Project

Draw, to the best of your knowledge, the specific locations that a notification is required for.

For detailed help, print [step-by-step directions](#), or click on the Help icon (i) in the toolbar.

☐ Do not display this window again.

Continue

Navigate to your Project Area.

Zoom in to your project area.
The map will display more detail as you zoom in closer.

Then select the Map Point tool (P) to map Notification Points.

(These points indicate stream crossings, culverts, retaining walls, docks, etc.).



Map X:

Map Y:

Map Scale = 1:1,669,479

Quit

ct

SET MAP'S VIEW EXTENT

Select an option:

- ☒ Zoom To selected town
- ☐ Zoom to geographic coordinates

Select Town

Select Town

Acworth

Albany

Alexandria

Allenstown

Alstead

Alton

Amherst

Andover

Antrim

Ashland

Atkinson

Atkinson And Gilmanton Academy Grant

Auburn

Barnstead

Barrington

Bartlett

Bath

Beans Grant

Beans Purchase

Bedford

Belmont

Bennington

Benton

Berlin

Bethlehem

Boscawen

Bow

Bradford

Brentwood

Close



SET MAP'S VIEW EXTENT

Select an option:

- ☐ Zoom To selected town
- ☒ Zoom to geographic coordinates

☒ Use Degrees-Minutes-Seconds

☐ Use Decimal Degrees

Latitude: ° ' "

Longitude: ° ' "

Map Scale = 1:

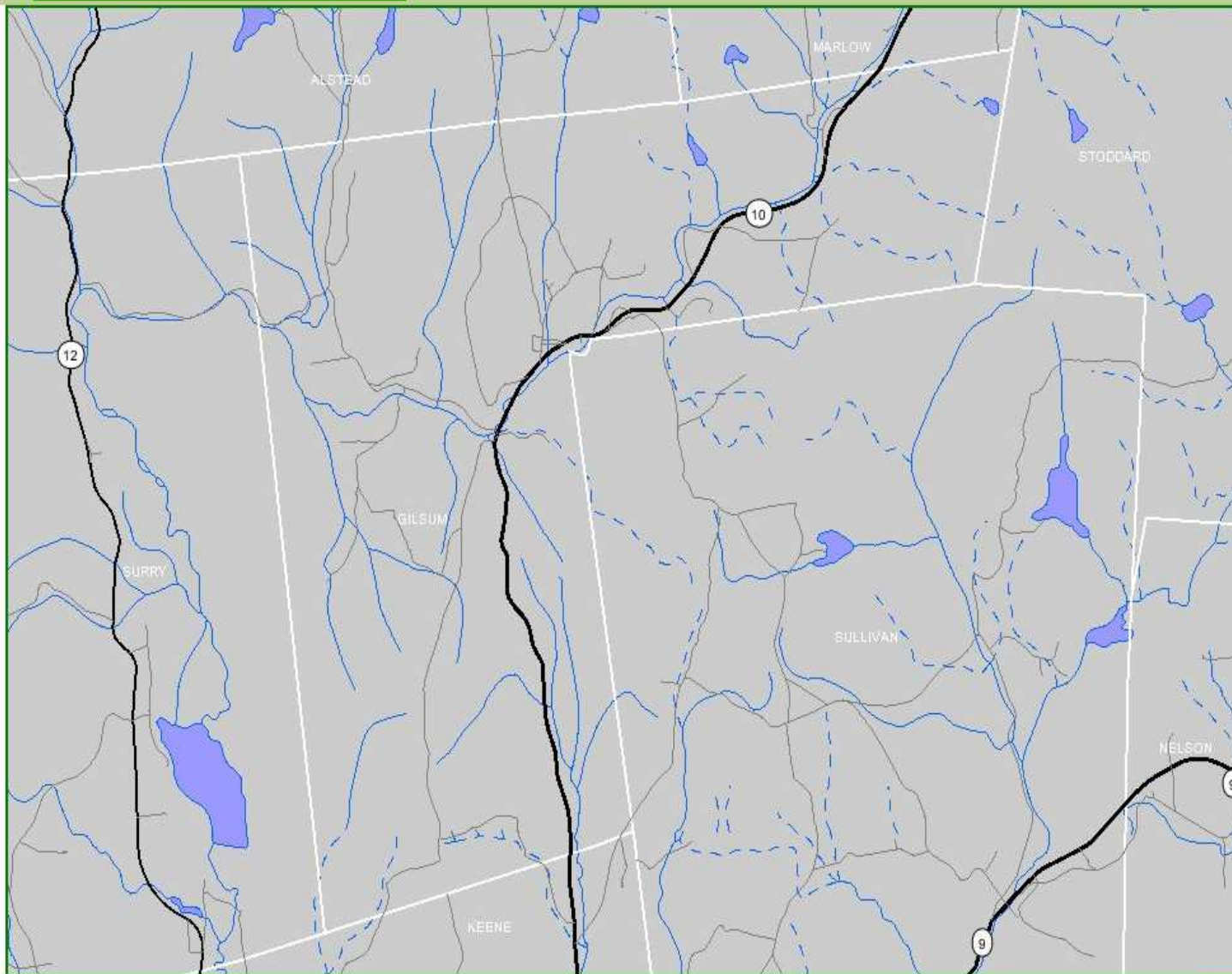
Longitude degrees must be between 70 and 72.

Go!

Enter the Latitude and Longitude of the location to which you wish to zoom, and the scale at which you wish the map to be displayed.

Latitude and Longitude are entered as degrees, minutes, and seconds in their respective text boxes.

Close



Navigate to your Project Area.

Zoom in to your project area.
The map will display more detail as you zoom in closer.

Then select the Map Point tool (📍) to map Notification Points.


(These points indicate stream crossings, culverts, retaining walls, docks, etc.).

Map X: 833574.8301 Map Y: 189023.1151

Map Scale = 1:57,908

Quit

Options for Zooming

- Simply use your mouse to click on a specific point in the town
- Hold the left mouse button down to “click and drag” a rectangle to zoom to 
- Zoom to a specific map scale by holding “shift” key down while clicking on a portion of the map*

*  This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows...

Explorer User Prompt

Script Prompt:

OK

Enter desired map scale.

Cancel

24000

Web Slice Gallery ▾

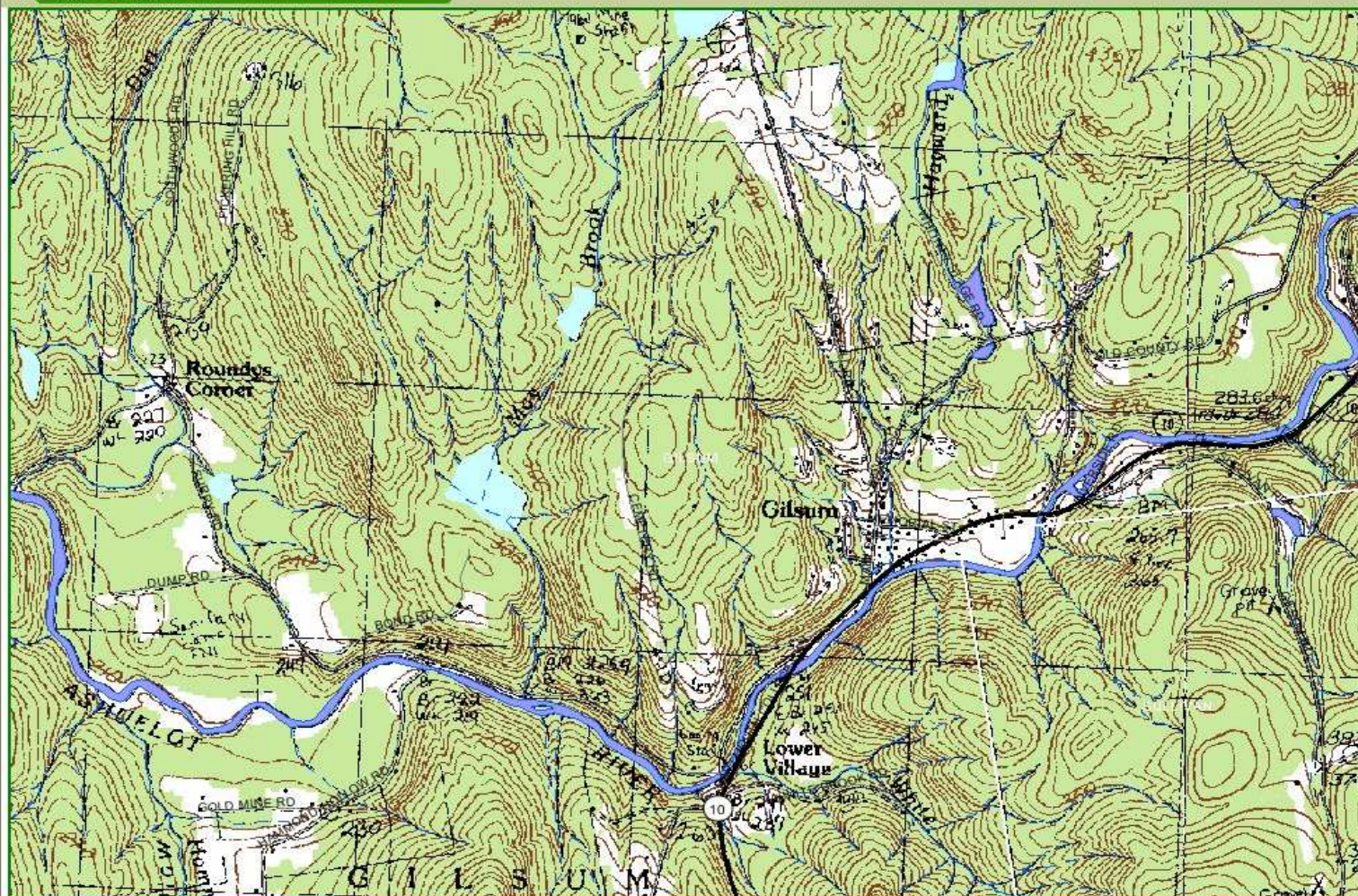
Page ▾ Safety ▾ Tools ▾

NHB DataCheck Tool: Map Project

Natural Heritage Bureau



On Click: Zoom In



Navigate to your Project Area

Zoom in to your project area.
The map will display more detail as you
zoom in closer.

Then select the Map Point tool (Ⓢ) to map
Notification Points.

(These points indicate stream crossings,
culverts, retaining walls, docks, etc.).

Map X: 821627.9909

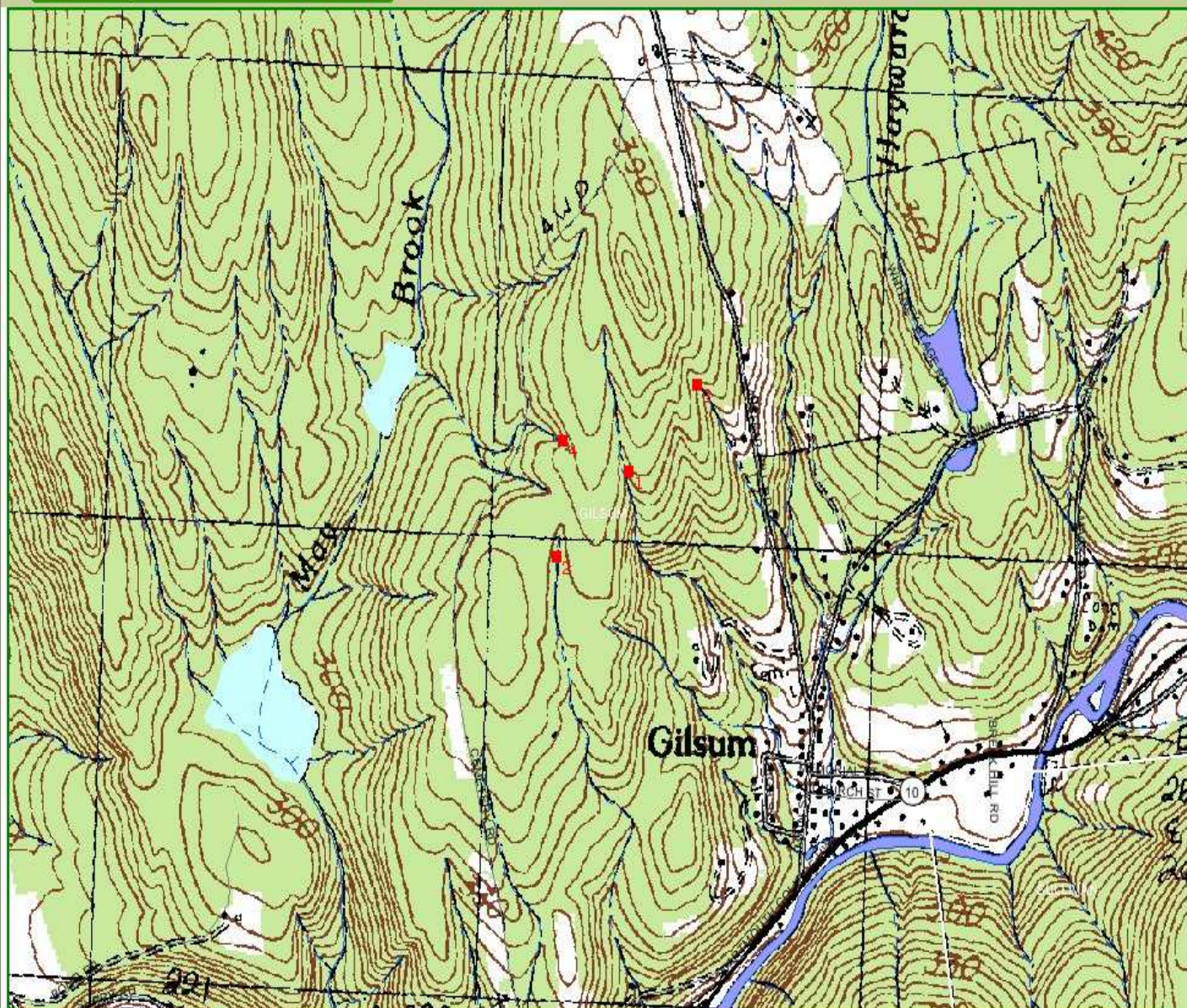
Map Y: 201489.3821

Map Scale = 1:19,303

Quit



On Click: Map Notification Points



Map Notification Points

Notification points indicate stream crossings, culverts, retaining walls, docks, etc.

Current points:

#1 @ x = 823177, y = 202313
#2 @ x = 822562, y = 201709
#3 @ x = 823760, y = 202928
#4 @ x = 822614, y = 202532

You have mapped 4 notification points.

Once you have mapped all your notification points and you believe they are accurate, submit the mapped information by clicking on the **DataCheck** button.

If you wish to remap your points, click on the **Remap** button.

[DataCheck](#)[Remove Selected](#)[Remap](#)

Map X: 823687.1997

Map Y: 202271.488

Map Scale = 1:12,000

[Quit](#)

DataCheck Results

Map Notification Points

Notification points indicate stream crossings, culverts, retaining walls, docks, etc.

Current points:

#1 @ x = 823177, y = 202313

#2 @ x = 822562, y = 201709

#3 @ x = 823760, y = 202928

#4 @ x = 822614, y = 202532

DataCheck Results: NO KNOWN RECORDS

There are no known NHB records in the vicinity of the notification points you mapped.

You can request an official report of this result, which will be valid for a period of one year from today.



Map Notification Points

Notification points indicate stream crossings, culverts, retaining walls, docks, etc.

Current points:

#1 @ x = 1026728, y = 257000

#2 @ x = 1027238, y = 257189

#3 @ x = 1027315, y = 256546

#4 @ x = 1027903, y = 256723

DataCheck Results: POTENTIAL IMPACTS

There are NHB records in the vicinity of the notification points you drew that may be affected by this project.

To obtain an official letter to include in your permit application or funding request, please click on "Continue" below to provide additional information about the project.

You must continue in order to get required documentation...

■ NHB DataCheck Tool: Project Details

DataCheck Tool Results: **No Known Records.** There are no known NHB records in the vicinity of the area you drew.

Please provide the following details about the project to obtain an official letter from NHB:

Agencies/Organizations to which you will be applying for a permit:

Current selections:

- NHDES

Where is the project located?

Town(s):

Concord

Tax Map & Lot#(s):

☐ Map & Lot
Unknown or N/A

Provide a short narrative description of the project:

**Are you the Permit
Applicant?**

- ☐ Yes
☐ No

Permit Applicant Name:

Applicant Company:

Are you the Landowner?

- ☐ Yes
☐ No

Landowner Name:

Address:

Town:

State:

Zip:

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■ NHB DataCheck Tool: Project Details

DataCheck Tool Results: No Known Records. There are no known NHB records in the vicinity of the area you drew.

Please provide the following details about the project to obtain an official letter from NHB:

Agencies/Organizations to which you will be applying for a permit:

Current selections:

- NHDES

Where is the project located?

Town(s):

Concord

Tax Map & Lot#(s):

45-5

☐

Map & Lot
Unknown or N/A

Provide a short narrative description of the project:

wetland crossing for timber notification

**Are you the Permit
Applicant?**

- ☒ Yes
☐ No

Permit Applicant Name:

Melissa Coppola

Applicant Company:

DRED-Natural Heritage Bureau

Are you the Landowner?

- ☐ Yes
☒ No

Landowner Name:

Address:

Town:

State:

Zip:

I, , affirm that the Landowner
named above knows that I am making this request and agrees that the
NHB should release the data to me.

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[Cancel](#)



PROJECT STATUS

- Logged In
- Existing projects
- Preliminary project information
- Project boundary mapping
- **Project Details - NHDES Applications**

■ NHB DataCheck Tool: Project Details - NHDES Applications

DataCheck Tool Results: No Known Records. There are no known NHB records in the vicinity of the area you drew.

For applications to be submitted to NHDES, please answer the following questions:

Expected Application Type:

Selected Application Types are disabled because a *Notification* or *Minimum Expedited* application is to be submitted.

- ☐ Alteration of Terrain
- ☐ Shoreland Permit
- ☐ Wetlands: Standard Dredge and Fill for Wetland Impacts
- ☐ Wetlands: Minimum Impact Agriculture
- ☐ Wetlands: Minimum Impact Expedited
- ☒ Wetlands: Notification of Forest Management or Timber Harvest Activities
- ☐ Wetlands: Notification of Routine Roadway & Railway Maintenance Activities
- ☐ Wetlands: Notification of Trail Development Activities
- ☐ Wetlands: Permit by Notification (not Forestry)
- ☐ Wetlands: Seasonal Dock Notification for Lakes and Ponds

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IMPORTANT: You must to select “Notification of Forest Management or Timber Harvest Activities”
This signals the “receipt” process and also exempts you from payment if there were potential impacts

Two more questions... (but only if “potential impacts”)

To expedite review of possible impacts on wildlife species, please answer the following questions:

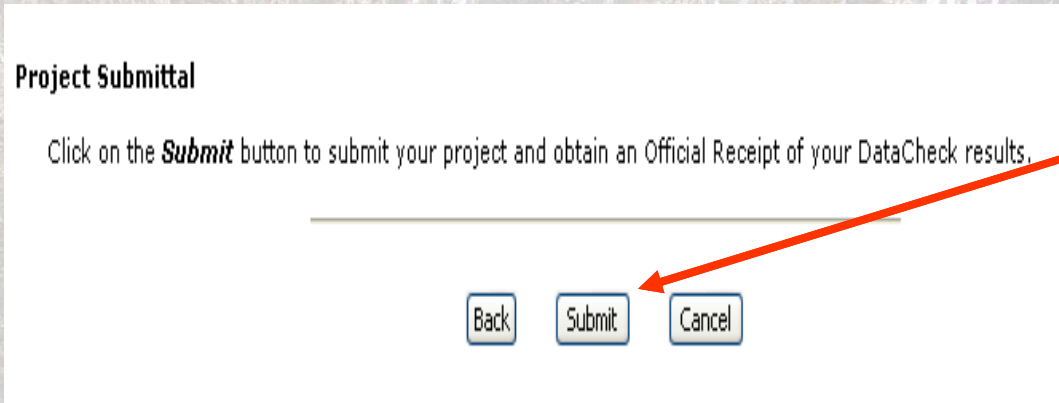
Will one or more culverts be installed on a stream? ☐ Yes ☐ No ☐ Don't know

Are there vernal pools on the property? ☐ Yes ☐ No ☐ Don't know

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Project Submittal

Click on the **Submit** button to submit your project and obtain an Official Receipt of your DataCheck results.

Very important to hit this “submit” button (saves your project data)

- **NHB Datacheck Receipt (sent within 5 minutes or less)**
 - Completion of process
 - This is the **ONLY** document required to submit with the Wetlands Minimum Impact Forestry Notification
- **NHB Datacheck Results letter (sent within 3-5 business days)**
 - Only if the project was screened as “potential impacts”
 - Recommendations to avoid or minimize possible impacts **or** upon closer inspection reviewer may dismiss concerns completely.
 - **DO NOT** submit this second letter with the Wetland Minimum Impacts Forestry Notification form. The recommendations in the second letter are for your consideration.

Landowner Request

(for management plans, not permitting)

- Property specific (entire parcel, not just crossing)
- No fee for this service
- Results cannot be used for permit requirements (no review for potential impacts)
- Examples of when to use:
 - Tree farm certification requirements
 - NRCS Forest Management Plans
 - General planning



Questions?

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Section 217-A:9

II. Nothing in this section shall limit the rights of private property owners to take protected species on their own land.



RSA 217:A9

- Exemptions

IV. No rule adopted by the department under the provisions of this chapter shall cause undue interference with normal agriculture or silvicultural practices.