



NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES

WETLANDS BUREAU

PO Box 95, Concord, NH 03302-0095

Phone: (603) 271-2147 Fax: (603) 271-6588

website: www.des.nh.gov

email: wetmail@des.nh.gov



Seasonal Dock Notification Form for Lakes and Ponds and Instructions

Instructions: Review the checklist below and determine if your proposed seasonal dock and existing property meet all of the criteria necessary to use this form and process. If it does not meet all of these criteria, you must seek authorization by submitting a different wetland application and appropriate materials. If your proposed seasonal dock is on a river, you cannot use this form and will need to use a different wetland application.

If your proposed dock and property meet all the criteria, complete all items on this form and submit to the NH Department of Environmental Services – Wetlands Bureau.

If DES considers your notification complete, no further correspondence will be sent to you. Before you install the dock, you need to confirm that the notification is considered "complete" and, in effect "approved" by checking the "Wetland Permits Query" on DES Wetlands Bureau's website:

http://www2.des.state.nh.us/OneStop/Wetland Permits Query.aspx. Obtain the notification number and verify that it has been considered complete. It is in your best interest to print a copy of the web page for your records.

To use this form, the proposed seasonal dock must meet all of the following criteria:

- Located on a lake or pond and not in or within 100 feet of a municipally designated prime wetland. (Check the Wetlands Program website for the list of municipalities with designated prime wetlands http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm.)
Located on a parcel of land that has at least 75 feet of shoreline frontage (see the next page for instructions on how to determine this distance).
Located at least 20 feet from an abutting property line or imaginary extension of the property line over the water.
The only docking structure on the frontage.
Installed to be removed from the lake bed during the non-boating season for at least five months each year (such as November - April).
Configured to be narrow, rectangular, and erected perpendicular to the shoreline.
No more than 6 feet wide, and no more than 40 feet long if the waterbody is 1,000 acres or larger* or no more than 30 feet long on waterbodies that are less than 1,000 acres in size. (*See the last page for list of lakes).
Installed in a manner which requires no modification, regrading, or recontouring of the shoreline, such as installation of a concrete pad for construction of a hinged dock.
Installed in a manner that complies with the NH Comprehensive Shoreland Protection Act (RSA 483-B).

If stairs are proposed to access the dock, the stairs must be:

- No more than 6 feet in width; and
Constructed over the bank in a manner that does not require regrading or recontouring.

If your project complies with all of the criteria outlined in the above list, please complete all of the following:

1. PROPERTY OWNER INFORMATION:

a. Name(s) of Owner(s):

Last First Middle

b. Mailing address:

Box Number or Street Address Town/City State Zip

c. Daytime telephone number: Fax Number:

Home phone number Email address:

FOR INTERNAL USE ONLY: Date Received: Initial: File #

2. SEASONAL DOCK LOCATION INFORMATION:

a. Location:

House/Street Number _____ Street Name _____ Town/City _____

b. Tax map # _____ Lot # _____ Block # _____

c. Name of Lake or Pond: _____

3. SIGNATURE:

Owner/Applicant: My signature below certifies that my dock will meet all of the required criteria. I understand that completion of this notification does not preclude the DES from taking any enforcement action if it later determines that the notification was incomplete, the facts material to the project were misstated, or that the installed dock does not meet the above criteria. I understand that this notification does not relieve me from obtaining any local permits, which may be required.

Owner's Signature _____ Name (print legibly) _____ Date _____

4. Submit this signed and completed notification form to:

NH DEPARTMENT OF ENVIRONMENTAL SERVICES – WETLANDS BUREAU
PO Box 95, Concord, NH 03302-0095

Determination of Shoreline Frontage: To determine the length of **shoreline frontage**, add the length of the natural navigable shoreline (which may be shown on the tax map) to the length of a straight line drawn between the two side property boundaries at the shoreline edge, and divide by two. (Both lengths are measured at the normal high water line.)

Notice of Incompleteness: If DES determines that the application is incomplete, or the proposed dock does not qualify for this notification process, the Wetlands Bureau will send a Notice of Incompleteness or a Letter of Disqualification to the owner indicating the reason(s) for such a determination.

NOTE: If DES considers your notification complete, no further correspondence will be sent to you. It is advisable that you check the "Wetland Permits Query" on DES Wetlands Bureau's website http://www2.des.state.nh.us/OneStop/Wetland_Permits_Query.aspx, to view the notification number and verify that it has been considered "complete" and, in effect, "approved."

* The following waterbodies are more than 1,000 acres in size. An owner of 75 feet of shoreline frontage on these waterbodies may have a seasonal dock that measures up to 6 feet in width and 40 feet in length:

Bow Lake	Great East Lake	Merrymeeting Lake	Province Lake
Conway Lake	Lake Umbagog	Monomonac Lake	Squam Lake
Comerford Storage	Lake Wentworth	Moore Reservoir	Sunapee Lake
Connecticut Lake (1st)	Lake Winnepesaukee	Newfound Lake	Vernon Dam
Connecticut Lake (2nd)	Mascoma Lake	Ossipee Lake	Winnisquam Lake
	Massabesic Lake	Paugus Bay	

Please note that for the following waterbodies the state has fee-simple ownership or flowage rights, which may affect an applicant's ability to place a dock on the shoreline frontage. If your proposed seasonal dock would be on one of these waterbodies, before you submit this notification form, contact the DES Land Agent in the Dam Bureau for more information (603) 271-1960. The waterbodies are:

Deering Reservoir	Glen Lake (Gregg Falls)	Lake Horace (also known as Weare Reservoir)
Lake Francis (No docks allowed at all)	Goose Pond (Hanover/Canaan)	Winnisquam Lake (Lochmere Dam)