



Submit Complaint to:

DES WETLANDS BUREAU COMPLAINTS

6 Hazen Drive

Post Office Box 95

Concord, NH 03302-0095

(603) 271-2147

WETLANDS BUREAU COMPLAINT

SECTION 1 (Source of complaint):

COMPLAINANT INFORMATION (PERSON MAKING COMPLAINT):

Last Name: _____ **(or Company Name), First:** _____ **MI:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____ - _____

Phone Number (optional): _____ - _____ - _____

Please print and sign name:

Print name: _____ **Signature (Required):** _____

SECTION 2 (Type of disturbed area and the nature of work conducted):

JURISDICTIONAL AREA IMPACTED: (CHECK 1 OR MORE) LIST NAME IF APPROPRIATE: _____

____ **Nontidal Wetland** ____ **Bog** ____ **Marsh** ____ **Swamp** ____ **Scrubshrub**

____ **Unnamed Tributary to:** _____ **Unnamed Pond** ____ **Unnamed Stream**

____ **River/Streambank** ____ **Tidal Wetland** ____ **Tidal Buffer Zone** ____ **Sand Dune** ____ **Mudflat**

Description of Alleged Violation (with Estimate of area): _____

*** Please include a sketch of ongoing project with landmarks referenced.**

SECTION 3 (Site Location):

LOCATION OF ALLEGED VIOLATION:

Street/Road/Highway: _____, **Town:** _____

Tax Map #: _____ **Lot #:** _____ **REQUIRED PRIOR TO INSPECTION***

Size of lot _____ **Size of violation** _____ **sq.ft.** Or _____ **linear feet (river or stream)**

SKETCH MAP WITH DIRECTIONS SHOWING LOCATION OF ALLEGED VIOLATION (CAN NOT be Inspected w/o this).

A sketch diagramming violation in relationship to fixed references points such as roads, houses, rock walls, lake front would be very useful. This is very important. Many times complaints include a copy of a subdivision map without specifically showing how to get to the specific street within your town. Failure to include this information will cause delays in processing your complaint. If the violation is included on a large parcel of land, please explain clearly how violation can be found on the property.

SECTION 4 (PROPERTY OWNER INFORMATION):

OWNER INFORMATION:

Last Name: _____ **(or Company Name), First:** _____ **MI:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____ - _____

Phone Number (if known): _____ - _____ - _____ **Date obtained property** ____/____/____

If multiple owners or ownership has changed hands during violation please list a narrative history explaining who owned the property, when the property transferred and what their relationship to the property was/is:

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SECTION 5**VIOLATOR INFORMATION (IF DIFFERENT FROM OWNER):**

Last Name: _____ (or Company Name), First: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number (if known): _____ - _____ - _____

Please specify detailed information about who actually carried out the violation (dredging, filling, construction activity...)

SECTION 6**CONTRACTOR OR AGENT INFORMATION:**

Contractor _____ or Agent _____ Phone Number (if known): _____ - _____ - _____

Last Name: _____ (or Company Name), First: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____ - _____

DID THE OWNER OR VIOLATOR OR THEIR EMPLOYEES RETAIN ANY PROFESSIONALS TO ASSIST THEM IN THE DEVELOPMENT OF THE LAND?

Provide any technical or other information prior to carrying out work in question (engineer, wetland scientist, marine contractor, attorney, surveyor, septic designer, soil scientist, geologist)? If yes, who?

Organization: _____

Last Name: _____, First: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____ - _____

Phone Number (if known): _____ - _____ - _____

What information was provided by this person and to whom was it provided? Approximately when was this information provided? _____

SECTION 7 (WHEN?):

When was Work Done? (If ongoing, indicate start & end date): _____

Is there Evidence of previous Knowledge of DES Wetlands Bureau Process? (If so reference File #'s or reason why): _____

SECTION 8 (PURPOSE OF PROJECT):

Why was the work in question done? (if necessary attach a diagram to explain) _____

What economic benefit did the violator gain from doing the work done without a permit? _____

Additional Enclosures (Submit following available attachments):

____ Photos ____ Drawings ____ USGS Map ____ SCS Map ____ NWI Map

____ Aerial Photos (for \$5.00 aerial copies can be obtained from NH DOT)

Miscellaneous: _____

If you wish to remain anonymous, check here ____ ☒**Confidential file, but your name may be revealed under RSA 91-A.****** ALL INFORMATION MUST BE OBTAINED WITHOUT TRESPASS******PLEASE SEND A COPY OF THIS FORM TO YOUR LOCAL CONSERVATION COMMISSION IF APPLICABLE.
TO EXPEDITE PROCESSING, PLEASE INCLUDE THE FOLLOWING:****USGS = US Geological Survey map of the area with the location marked (available at your local bookstore, library)****SCS = Soil Conservation Service Map of the area****NWI = National Wetland Inventory Map of the area (published by US Fish & Wildlife Service)**

INSTRUCTIONS ON HOW TO FILE A COMPLAINT WITH DES WETLANDS BUREAU

1. *Determine whether the work in question is in the jurisdiction by calling the Department of Environmental Services ("DES"), Wetlands Bureau at 271-2147 between 8:00 a.m. and 4:00 p.m. The Bureau has jurisdiction over dredging, filling, or construction activities in wetlands, surface waters, upland tidal buffer zone and sand dunes. There are some exemptions such as the replacement of existing seasonal docking structures that are grandfathered.*
2. *Obtain a complaint form from the DES, Wetlands Bureau.*
3. *This form can be filled in directly, or used to provide guidance on the type of information needed to file a complaint.*
4. *If an incomplete complaint is filed with the DES Wetlands Bureau, it will be delayed.*
5. *Any background information you can provide us will greatly facilitate review of your complaint, i.e. copy of the tax map with the location and lot #'s marked, a copy of the USGS map area with the location marked, a copy of the USDA Soils Survey Map for the location area with the location marked.*
6. ***Do Not** file a complaint if you just want to get back at your neighbor. Civil disputes, where the DES Wetlands Bureau has marginal jurisdiction, will not be given a high priority.*
7. *Location, location, location..., is the key in filing a complaint. The most common missing item in complaints that are filed is a location map. Enforcement Investigators that are going to be travelling the state are not familiar with every town, written detailed directions with landmarks and descriptions of how to find a property are needed.*
8. *If you are filing a complaint about a dock... make sure the dock is not grandfathered. Docks must meet three criteria to be grandfathered. The initial dock construction must predate the law which was 1967 for permanent docks in tidal waters, 1969 for permanent docks in freshwater, and 1978 for seasonal docks (docks designed to be removed during the nonboating season). The second criteria is the dock has been maintained in the same location, configuration and dimensions. The third criteria is the dock has not been abandoned (a 5 year period where the dock has not been in usable condition or reinstalled) are considered grandfathered..*
9. *If you feel the project is something that would have been approved by the DES Wetlands Bureau if an application had been obtained, encourage the individual to file an after-the-fact application. It is advisable to make all requests in an enforcement case in writing.*
10. *If the violation is old, historical research is necessary to determine who did the work, when it was done, and if the DES Wetlands Bureau (or predecessor) had jurisdiction at the time the work was done. Usually aerial photos or SCS or NWI maps should be provided with these types of complaints.*
11. *There are many sources of aerial photos that can be obtained. The USDA Farm Service Agency in your area can assist you in determining the correct aerial photo information and can provide you with the correct order form (FSA-441). You will need to provide them with a copy of the USGS map of the area in question. Other state agencies (Office of State Planning and Department of Resources and Economic Development) may have arials as well. Private companies also provide high quality arials which can be examined before purchase.*
12. *Locating the violation on a US Geological Survey map is very useful, so that we can easily enter this complaint into our GIS database system, and in the event it is necessary for DES staff to research aerial photos, this can be easily done.*
13. *In cases where wetlands may have been filled obtaining a Soil Conservation Service Map (SCS) (Natural Resources Conservation Service map) can provides an indication of hydric soils and a National Wetland Inventory (NWI) map (published by US Fish and Wildlife Service) will tell you if the area was previously identified as wetlands.*
14. *Photos should be mounted and labelled identifying when the photo was taken, who took the photo, and what the photo shows. All aerial photos submitted must indicate the date the aerial was taken, the scale of the photo, what County the photo was taken in and what office the photo was obtained from, and what entity actually took the photos.*