



# LAND RESOURCES MANAGEMENT PROGRAM COMPLAINT FORM

This complaint form is a means for the general public to report violations of New Hampshire environmental laws falling within the jurisdiction of the NH Department of Environmental Services (DES) Land Resources Management Program (LRMP) (Alteration of Terrain, Shoreland, Subsurface, Wetlands). Due to the high volume of complaints submitted, LRMP depends on the public to provide thorough and accurate information. LRMP will use the information below to assess environmental harm and determine if an investigation is warranted. **Before completing this form, visit the complaints webpage at: <http://des.nh.gov/organization/divisions/water/lrm/complaints.htm>. Please type or print neatly and answer all questions as completely as possible, as incomplete forms and anonymous complaints may not be investigated.**

1. LOCATION OF ALLEGED VIOLATION			
ADDRESS:	CITY:	STATE:	ZIP:
WATERBODY:	TAX MAP:	LOT NUMBER:	
2. ALLEGED VIOLATOR CONTACT INFORMATION			
Who is responsible for the alleged violation(s)? <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Forester <input type="checkbox"/> Logger <input type="checkbox"/> Designer <input type="checkbox"/> Installer <input type="checkbox"/> Other: _____			
CONTACT NAME:		COMPANY NAME:	
ADDRESS:	CITY:	STATE:	ZIP:
PHONE:	EMAIL:		
3. PROPERTY OWNER CONTACT INFORMATION			
NAME:	PHONE:	EMAIL:	
ADDRESS:	CITY:	STATE:	ZIP:
4. COMPLAINANT CONTACT INFORMATION			
NAME:	PHONE:	EMAIL:	
ADDRESS:	CITY:	STATE:	ZIP:
Would you like your information to remain confidential? <input type="checkbox"/> Yes <input type="checkbox"/> No Please be advised that DES may be required to reveal this information if the case proceeds to an administrative trial or hearing.			
5. IMPACTED RESOURCE			
<input type="checkbox"/> Lake/Pond <input type="checkbox"/> River/Stream <input type="checkbox"/> Non-Tidal Wetland <input type="checkbox"/> Saltmarsh <input type="checkbox"/> Tidal Buffer Zone <input type="checkbox"/> Sand Dunes <input type="checkbox"/> Protected Shoreland (Disturbance within 250 feet of a public waterbody) <input type="checkbox"/> Upland (Land disturbance of $\geq 100,000\text{ft}^2$ or $\geq 50,000\text{ft}^2$ if within the Protected Shoreland) <input type="checkbox"/> Septic System What is the estimated impact to the resource(s) in square feet, acres, or linear feet: _____			
6. THE ALLEGED VIOLATION (ALL INFORMATION MUST BE OBTAINED WITHOUT TRESPASS)			
Date Activity Began: _____ Date Activity Ended: _____ <input type="checkbox"/> Ongoing			
A) RSA 482-A: NH Wetlands Law			
<input type="checkbox"/> Dredge, fill, or construction in any jurisdictional wetland, in or adjacent to a tidal buffer zone, or sand dune <input type="checkbox"/> Impacting the bed or bank of a waterbody without a permit from DES (for example installation of a culvert or retaining wall) <input type="checkbox"/> Adding sand to a beach or constructing a new beach adjacent to any surface water without a permit from DES <input type="checkbox"/> Installing a dock, wharf, or pier in any surface water or their banks without a permit from DES <input type="checkbox"/> Failure to install or maintain appropriate erosion and sediment controls Other: _____			

**B) RSA 483-B: Shoreland Water Quality Protection Act (Disturbance within 250 feet of a public waterbody\*)**

\* **Only IF** the subject waterbody of the alleged violation is listed on the DES Consolidated List of Waterbodies Subject to the Shoreland Water Quality Protection Act at [http://des.nh.gov/organization/divisions/water/wetlands/cspa/documents/consolidated\\_list.pdf](http://des.nh.gov/organization/divisions/water/wetlands/cspa/documents/consolidated_list.pdf), should one or more of the boxes be checked below.

- Vegetation removal beyond permissible limits of waterfront buffer or woodland buffer
- New construction or expansion of an existing footprint or impervious surface
- Using mechanized equipment to either excavate, re-grade, or remove soil
- Using mechanized equipment to fill any areas with rocks, soil, gravel or sand
- Failure to install or maintain appropriate erosion and sediment controls

Other: \_\_\_\_\_

**C) RSA 485-A: Alteration of Terrain**

- Land disturbance activities that results in a temporary or permanent disturbance of an area that is more than 2,500 square feet in size, is within 50 feet of any surface water; and has a flow path of 50 feet or greater disturbing a grade of 25% or greater, measured at 2 foot intervals
- Land disturbance (grading, filling, dredging, mining, excavating, blasting, construction, removal of topsoil, removal of stumps, or any activity that results in a change to the preexisting ground conditions) that has disturbed a total contiguous area  $\geq$  50,000 ft<sup>2</sup> within the Protected Shoreland
- Land disturbance (grading, filling, dredging, mining, excavating, blasting, construction, removal of topsoil, removal of stumps, or any activity that results in a change to the preexisting ground conditions) that has disturbed a total contiguous area  $\geq$  to 100,000 ft<sup>2</sup> (2.25 acres)
- Failure to install or maintain appropriate erosion and sediment controls

Other: \_\_\_\_\_

**D) RSA 485-A: Water Pollution & Waste Disposal**

- Installation of a new septic system without a permit or replacement of an existing septic system without approval from DES
- Failing septic system
- Discharge of wastewater to surface to the ground or to surface water

Other: \_\_\_\_\_

**7. ADDITIONAL ATTACHMENTS**

Please submit the following with this complaint form:

- Detailed directions to the site from Concord
- A map indicating the location of the property and alleged violation(s)
- A sketch locating the alleged violation(s) in relation to landmarks on and off the property
- Photographs of the alleged violation(s) identifying the date the photos were taken and a description of what they depict

**8. OTHER INFORMATION**

Have you contacted your local town conservation commission, health or code enforcement officer, or any other municipal or state official regarding this matter?  Yes  No **IF YES:**

Town Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

What, if any, action has been taken? \_\_\_\_\_

**9. SIGNATURE**

I understand that I am providing the information in this complaint to DES, a state agency with the authority to investigate and take legal action for certain violations of the law. I understand that any information I provide in this complaint must be true and accurate to the best of my knowledge.

SIGNATURE:

PRINT NAME LEGIBLY:

DATE:

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