



**Guidance Document:
Environmental Site Review**

Prior to acquisition of a fee or easement interest, an evaluation of the Property's environmental conditions must be conducted to determine the existence or presence of any solid waste, hazardous or toxic contaminants or other pollutants.

- Phase 1 ESA For acquisition of any property in fee, or acquisition of an easement interest in any building or structure, or in property on which buildings or structures exist or are known to have existed, or acquisition of an easement interest in property with known commercial or industrial uses, current or historic, a Phase 1 Environmental Site Assessment ("Phase 1") conforming to American Society for Testing Materials (ASTM) Designation E 1527 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment process" as may be amended or revised and prepared by an environmental professional as defined therein must be submitted.
- Environmental Site Review For all other acquisition projects, either a Phase 1 or an Environmental Site Review must be submitted. Required components of the Environmental Site Review are found below.

REQUIRED CONTENTS:

1. PROJECT DESCRIPTION

Include the project name, property location (town, address or street intersection, tax map/lot number(s)), current and most-recent owners, the organization completing the assessment and the planned acquisition type (fee, conservation easement, other).

2. SITE INFORMATION AND HISTORICAL USE NARRATIVE

- A. Agricultural Use** – Describe any history of agricultural use on the property. If applicable, describe what types of crops were grown, whether the property irrigated, and when and what types of pesticides, herbicides, and fertilizers were used. Describe whether any chemicals, raw materials, finished products, fuel, or machinery remain on the property.
- B. Forest Management** – Describe any history of forest management or timber harvests on the property. If applicable, describe whether there a forest management plan in place, and whether any chemicals or other pesticides were used. Describe whether any chemicals, raw materials, finished products, fuel, or machinery remain on the property.
- C. Manufacturing** – Describe any history of manufacturing activity on the property. If applicable, describe what was manufactured and when, as well as any chemicals, raw materials, finished products, fuel, or machinery that remain on the property.
- D. Chemicals** – Describe whether this is a history of chemical use on site. If applicable, describe the type, amount, and location where chemicals were used, stored, recycled, or disposed of.

- E. Waste/Sewage/Wastewater – Describe any history of industrial waste, sewage, or wastewater being disposed or discharged on site (onto land or into water) that may have left deposits of hazardous substances in or on the land or in the groundwater. If applicable, describe, including type, amount, and location where generated, stored, treated, recycled, or disposed of.
- F. Buildings/Structures – Describe any buildings or structures on the property. If applicable, describe whether it is likely or probable that asbestos or urea formaldehyde foam were used in any buildings or structures. If yes, describe where and when.
- G. Mining – Describe any history of mining activity on the property. If applicable, describe what was mined and when, what methods or processes were used, how and where were tailings and waste disposed of, and what chemicals, if any, were used in mining and processing. Describe whether any chemicals, raw materials, finished products, fuel, or machinery remain on the property.
- H. Use of Surrounding Properties – Describe the current and past uses of the surrounding properties and whether the activities on these properties pose potential environmental risks (see considerations above).

3. DESCRIPTION OF INVESTIGATION

- A. Physical Inspection - Include the name, address, phone number of each person performing or attending the inspection, the date of inspection and the total time spent on-site. Briefly describe the inspection visit.
- B. Documents Reviewed - List all documents reviewed and a brief summary of findings
- C. Interviews - List all persons interviewed. Provide name and contact information and their relationship to the property. Briefly describe any findings of significance

4. SUMMARY OF FINDINGS / PREPARER’S RECOMMENDATION

Provide a brief summary of findings; describe any risks or concerns and provide a recommendation to proceed with the acquisition, not proceed, or to conduct a further investigation into environmental conditions.

5. CERTIFICATION BY PREPARER

Include the name, address, email, and phone number of the preparer, with a brief summary of the preparer’s background. Have preparer sign and date the report.

6. ATTACHMENTS

- A. Aerial photograph showing property boundaries
- B. Inspection Map showing route followed and significant observations
- C. Transcript of Landowner Interview(s)
- D. Transcript of Abutter Interview(s)
- E. Transcript of Municipal Official Interview(s),
- F. Correspondence to/from Municipal officials inquiring about known hazardous material or waste sites (Selectman and Fire Chief at minimum).
- G. Map from NH Dept. of Environmental Services [OneStop Data Mapper](#) showing location of property relative to all documented hazardous waste sites in the DES database.
- H. Copy of “all sites” list from Dept. of Environmental Services [OneStop](#) for municipality in which property is

located showing that Property is not included on the “all sites” list.(for areas of interest, select all options; for location, enter town/city name. Then click “enter”)

I. Survey and/or site plan showing current or former locations of:

- Surface Water Bodies, including Streams or Other Flowing Surface Water; Land Features
- Buildings & Structures; Note if a Known or Suspected Location of Asbestos or Urea Formaldehyde Foam
 - Motor Vehicle Garage or Service Site
 - Incinerator; Emission Stack, Chimney, or Vent
 - Pipelines, Electrical Transformers
 - Wastewater Outlets, Pipes
 - Groundwater Production or Monitoring Wells
 - Septic Systems and Leach Fields
 - Above or Underground Storage Tanks, Drums, Wells, Beds or Other Containers
- Chemical or Waste Storage Sites, Dumps, Piles, Pits
- Drainage Systems, Ditches
- Railroad Tracks, Roads, Parking Areas
- Stained Soil or Concrete, Vegetation Damage, Soil Disturbance; Foul or Unusual Odors; Oily Sheens or Discoloration of Surface Water
- Areas Encumbered By Use-Restrictions or Reserved Rights (Easements, Rights of Way, Etc.)

J. Reports

- Environmental Impact Reports
- Environmental Audits or Assessments
- Technical Reports or Studies of the Geology and Hydrology of the Area

K. Deeds

- Easement Agreements
- Deed Restrictions
- Documents from Federal, State, or Local Agencies Regarding Property Use

L. Permits

- Conditional or Special Use Permits

Questions? Contact LCHIP at 603-224-4113

