



**BELMONT PLANNING BOARD
EARTH EXCAVATION COMPLIANCE HEARING**

MUST BE TYPED OR PRINTED LEGIBLY IN PEN
Submit 10 paper copies and 1 electronic copy (to LUOffice@belmontnh.gov)
of all application materials.

Land Owner: _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ e-mail: _____

Mailing Address: _____

Applicant (if different): _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ e-mail: _____

Mailing Address: _____

Excavator (if different): _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ e-mail: _____

Mailing Address: _____

Agent(If any): _____ **Contact Person:** _____

Tele: _____ Cell Phone: _____ e-mail: _____

Mailing Address: _____

Address of Property: _____ Zoning District(s): _____

Tax Map & Lot #(s): _____ Total area: _____ (acres) Acres in Current Use: _____ (Indicate area on plan)

Describe in detail all **existing** uses & structures on the subject property: _____

Describe in detail all **proposed** uses, structures, construction or modifications: _____

List the Use(s) being proposed as identified in Article V of the Zoning Ordinance: _____

Check if proposal includes:

___ New street ___ Public/Community water ___ Public/Community sewer

Date related Variance granted, if any: _____ Date related Special Exception granted, if any: _____

STATEMENT OF ASSURANCE

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto my property and take both land and aerial photos for the purposes of this review.

Date

Signature of Owner or Authorized Individual (w/Auth. letter)

STATEMENT OF LIENS - Check one of the following and sign:

There are no liens on this property **OR** There are lien(s) on this property - lienholders have been added to the notification list

Date

Signature of Owner or Authorized Individual (w/Auth. letter)

**Town of Belmont
Notification List**

The following information shall be submitted, as required, as part of all Land Use applications. List is not required for submission of Annual Report. The list shall include all of the following:

- A** The name and mailing address of the owners of all **abutting** properties, vacant or improved. The name and address shall be that taken from the Town records not more than 5 days before submission of the list.
- P** The name and mailing address of all **professionals** whose seal appears on the plans being submitted as part of this application.
- L** **LIENHOLDER(S)** - The name and mailing address of all parties holding a mortgage or **lien** on the property. Statement of Liens on application form must be checked appropriately and signed.
- R** The name and mailing address of all parties holding a conservation, preservation, or agricultural preservation **restriction on** the property.

NAME	MAILING ADDRESS	TAX MAP/LOT# IF ABUTTER OR LIST P, L, OR R FROM ABOVE



BELMONT PLANNING BOARD APPLICATION INSTRUCTIONS – EARTH EXCAVATION COMPLIANCE HEARING APPLICATION

These instructions are intended as a brief synopsis of the requirements to schedule routine Compliance Hearings that are a condition of an Excavation Permit.

When an application is received in the Land Use Office, a copy will be forwarded to other applicable Town Departments, Boards and Commissions for their input. Once staff confirms the application is ready, a date, time and place for the compliance hearing shall be set and all necessary notifications by certified mail and public posting shall occur.

The landowner or excavator must be in attendance. If someone other than the landowner or excavator will represent the proposal, a letter of authorization must be submitted at part of the application.

At the hearing, the Applicant shall present information on the operation. The Board shall comment/question, and the hearing shall be opened to abutters and other interested parties. Based on all evidence provided, the Board will evaluate:

1. need for any additional information.
2. conformance to prior conditions of approval.
3. that operational impacts of the project conform to the description and commitment offered during the prior review process.
4. status of security.

THE FOLLOWING IS INITIALLY REQUIRED AS PART OF THE HEARING APPLICATION

Submit 10 paper copies and 1 electronic copy (to LUOffice@belmontnh.gov) of the following:

- Completed application form
- Annual Excavation Report to the Planning Board with applicable plans, permits, etc.
- Notification List and Envelopes
- Statement of Liens on application must be checked appropriately and signed. Lienholders must be included on the notification list
- Hearing and Noticing Fees

If the Board determines that the Operation is in Compliance, they will:

- Set the date for the next routine compliance hearing;
- Determine any changes in security.

The Compliance Hearing Process cannot be used to amend the conditions of an Excavation Permit.

The above process is required for routine compliance hearings scheduled as a condition of an Excavation Permit. However, compliance hearings may also be required at any time that the excavation site/operation is found non-compliant and the Excavator has failed to provide a timely action plan acceptable to the Town to cure the non-compliance or failed to comply with the terms of said plan once accepted. Continued non-compliance may result in Excavation Permit revocation.

Belmont Land Use Fee Schedule - Calculation Form

Calculation and Fee to be Submitted with Application

Fees are refundable only if application is withdrawn prior to review. Fees due upon application.

		Fees	Multiplier	Due
Application Review Committee				
	Filing Fee	No Fee		
Approval Extension Application (plus Notification fee)				
	Filing Fee	100.00		
Conceptual Meeting				
	Meeting Request Fee	No Fee		
Conditional Use Permit (not part of a Site Plan, Excavation or Subdivision Appl)				
	Meeting Request Fee	100.00		
Design Review Phase Meeting (plus Notification fee)				
	Meeting Request Fee	100.00		
Excavation (plus Notification fee)				
A.	1. Excavation Filing Fee - <= 2acres (Excavation site)	200.00		
	2. Excavation Filing Fee - 2+ - 25 acres (Excavation site)	500.00		
	3. Excavation Filing Fee - 25+ - 50 acres (Excavation site)	1,000.00		
	4. Excavation Filing Fee - 50+ acres (Excavation site)	2,000.00		
	B. Compliance Hearing Filing Fee	100.00		
Notification Fee (Abutters, Professionals, etc.)				
	Each Notification	15.00		
Scenic Road Work				
	Application Fee	150.00		
Sign Permits (See Site Plan Review Regulations for Business Directional Signs)				
	1. Application Fee (per sign)	50.00		
	2. Annual Renewal Fee (per sign)	25.00		
	3. Removal Fee (per sign)	50.00		
Site Plan (plus Notification fee)				
A.	Residential (Multi-Family)			
	1. Residential Filing Fee	200.00		
	2. Residential per unit fee	50.00		
B.	Filing Fee - Commercial/Industrial (w/improvements/disturbance)	500.00		
	Per additional disturbed acre (above first)	200.00		
C.	Filing Fee - Commercial/Industrial (new or change of use w/no improvements)	200.00		
Subdivision (plus Notification fee)				
A.	Subdivision			
	1. Filing Fee	500.00		
	2. Per lot	100.00		
B.	Boundary Line Adjustment - Filing Fee	200.00		
C.	New/changed manufactured home park/campground/condo sites/units			
	1. Filing Fee	500.00		
	2. Per site/unit	50.00		
D.	Condominium conversions with no lot/physical changes			
	1. Filing Fee	300.00		
	2. Per site/unit	20.00		
Variance/Special Exception/Equitable Waiver/Appeal (plus Notification fee)				
A.	Filing Fee (1st approval requested on a single structure/use)	100.00		
B.	Filing Fee (Each additional approval requested at the same time on same structure/use)	50.00		
C.	Recording Fee (Check made payable to Belknap County Registry of Deeds)	20.00 + postage		
D.	Approval Extension Application (plus Notification fee)	100.00		
Other Fees				
A.	Land Use Ordinances and Regulations, each	5.00		
B.	Land Use Ordinance Book	50.00		
C.	Photocopies - 8.5"x11"	0.25		
D.	Photocopies - 11"x17"	1.00		
E.	Photocopies - up to 24"x36"	5.00		
F.	Original Plotter Prints - 11"x17"	3.00		
G.	Original Plotter Prints - up to 24"x36"	10.00		
H.	Copy of Public Hearing Tapes, Per Tape, When available	5.00		
I.	Master Plan, NRI	25.00		
J.	Change of Use/Tenant Permit	25.00		
K.	Home Occupation Review	No Fee		

