



**BELMONT PLANNING BOARD  
EARTH EXCAVATION COMPLIANCE HEARING**

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

**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)





**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 of the following (to [LUOffice@belmontnh.gov](mailto:LUOffice@belmontnh.gov)):**

- 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.

**ENVELOPES:**

The applicant must provide:

- one (1) envelope for each abutter
- three (3) envelopes for the owner (3 for each owner if there is more than one, for example: boundary line adjustment)
- three (3) envelopes for the applicant (if different from the owner)
- three (3) envelopes for the agent, and
- three (3) envelopes for any lien holders.

Belmont Planning Board  
P.O. Box 310  
Belmont, NH 03220

Do Not Attach  
Postage

Abutter's Name  
Full Mailing Address