



BELMONT PLANNING BOARD APPLICATION INSTRUCTIONS – EARTH EXCAVATION PERMIT TRANSFER

These instructions are intended as a brief synopsis of the filing requirements for application. Additional information, requirements and direction are contained within the Federal and NH law and administrative rules and applicable local Regulations and Ordinances. Please contact the Land Use Office for assistance.

This application is to request Planning Board approval for the transfer of an existing earth excavation permit as required by the Belmont Earth Excavation Regulations. This application applies only to the legal transfer of the property and/or the excavation activity. Any changes to the activities occurring on site must be applied for through an amended excavation permit.

The new Owner/Excavator is responsible to become familiar with all relevant State and local Ordinances and Regulations as well as all existing approvals and conditions of approvals. Copies of all Ordinances and Regulations are available on-line and along with all prior property records and approvals for review or purchase in the Land Use Office. Applications shall comply with all applicable Ordinances and Regulations.

The applicant is **required** to schedule at least one meeting with the Application Review Committee prior to formal application submission to the Planning Board. Such discussions and review are not binding. Land use staff and the Application Review Committee are not authorized to render decisions or make commitments on behalf of the Board but may offer comments and suggestions.

After meeting with the Application Review Committee, the applicant may make formal submission of the transfer application, with any supporting information to the Town Planner who will determine if the application complies with the minimum application submission requirements of the regulations. A written narrative shall accompany the completed application form giving additional data such as when the transfer is anticipated to occur, whether the applicant has reviewed and understands all previous conditions of approval, how the replacement of required security shall be handled, etc.

Meeting and application closing date schedules are available. Applications are to be submitted to, and are considered received at the time they are physically received in the Land Use Office during regular business hours. Proposals are subject to posted proposed changes in the Town's Ordinances and Regulations as applicable.

When an application is received in the Land Use Office, a copy will be forwarded to other Town Departments, Boards and Commissions for their comments. The application will be reviewed by the land use staff who will provide the applicant with a written list of any information outstanding from the minimum application submission requirements and for which no request for waiver has been included. Once the applicant submits any outstanding information, staff will provide written confirmation that the application meets the minimum application submission requirements. There is no closing date for submitting information to staff.

The application will then be scheduled for the next available planning board agenda based on the posted meeting closing dates. A date, time and place for the plan submission meeting and public hearing shall be set and all necessary notifications by certified mail and public posting shall occur.

If Applicant is not the owner and/or if other agents (surveyor, attorney, engineer, etc.) will represent the proposal, a letter of authorization must be submitted at part of the application. If the ownership is other than individual (a corporation or trust, etc.) application shall indicate ownership interest and authorization letter.

At the meeting, applications are first reviewed by the Board for completeness under the terms of the Regulations. The Applicant or authorized representative must attend. If not present, the application will be denied without prejudice and must be refiled. The Applicant may be requested to provide a presentation restricted to the issue of whether or not the application is complete including any waivers specific to the question of completeness. Once the Board acts to find an application complete for the purposes of beginning their review, the 65-day review period (subject to waiver and/or extension) shall commence. If the Board finds the application is not complete, resubmission requires review and confirmation of the land use staff as outlined above and renotification by the applicant.

Once the Board has accepted the application, the public hearing will be held. This will normally occur immediately after the acceptance. However, it may be continued due to time constraints. At the public hearing, the Applicant shall present the transfer application, the Board shall comment/question, and the hearing shall be opened to abutters and other interested parties. All comments are to be directed to the Chair. All speakers shall identify themselves by name and address.

The Plan Submission Meeting and the Public Hearing will be continued by the Board as necessary. The Board may continue to time certain by stating the date/time/place of the continued meeting, for which no additional noticing shall be required. They may also require that additional noticing occur at the expense of the applicant. Multiple continuances will usually require renoticing for the consideration of abutters. Renoticing is also required when substantive changes are made to the original proposal. Decisions may be rendered by the Board at the close of the public hearing or at a later date.

The Board will require further information as necessary. Property under consideration must be made available for inspection during the review and construction phases. No site work may commence until all approvals are obtained and all conditions precedent are complied with.

THE FOLLOWING IS INITIALLY REQUIRED AS PART OF APPLICATION

- Completed application form
- Completed Notification List
- Statement of Liens on application must be checked appropriately and signed. Lienholders must be included on the notification list
- Completed Envelopes (2 Extra envelopes required for Owner, Applicant, and Agents)
- Authorization letter by owner for any applicant or agent(s) to present application
- Fees (noticing fee only)



BELMONT PLANNING BOARD
APPLICATION FOR EARTH EXCAVATION PERMIT TRANSFER

MUST BE TYPED OR PRINTED LEGIBLY IN PEN

[] This application has first been presented to the Application Review Committee

Existing Land Owner: Contact Person:
Tele: Cell Phone: Fax: e-mail:
Mailing Address:

Proposed Land Owner: Contact Person:
Tele: Cell Phone: Fax: e-mail:
Mailing Address:

Existing Excavator (if different): Contact Person:
Tele: Cell Phone: Fax: e-mail:
Mailing Address:

Proposed Excavator (if different): Contact Person:
Tele: Cell Phone: Fax: e-mail:
Mailing Address:

Applicant (if different): Contact Person:
Tele: Cell Phone: Fax: e-mail:
Mailing Address:

Agent (If any): Contact Person:
Tele: Cell Phone: Fax: e-mail:
Mailing Address:

Tax Map & Lot #(s): Address of Property: Zoning District(s):

Attach narrative with all pertinent information including but not limited to when the transfer is anticipated to occur, whether the applicant has reviewed and understands all previous conditions of approval, how the replacement of required security shall be handled, etc.

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 and my successors hereby authorize members of the Belmont Planning Board, Land Use Department and other pertinent Town Departments and Boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, and occupancy/operational phase and take both land and aerial photos. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Existing Land Owner Date

Proposed Land Owner Date

Existing Excavator Date

Proposed Excavator Date

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 <u>P</u> , <u>L</u> , OR <u>R</u> FROM ABOVE