



**APPLICATION FORM AND CHECKLIST FOR  
EARTH EXCAVATION AND RECLAMATION**

File # \_\_\_\_\_ Date Received \_\_\_\_\_ By \_\_\_\_\_

**APPLICATION PROCEDURE**

1. This form and three (3) copies of all required information must be filed with the Land Use Office at least 21 days prior to the date at which it will be submitted to the Planning Board. The complete application shall be submitted on physical media (CD or flash drive or by email) in Portable Document Format (\*.pdf).
2. Any necessary approvals from the Board of Adjustment must be received prior to application to the Planning Board.
3. Within 30 days after filing, or the next meeting for which notice can be given, the application will be placed on the Planning Board agenda for the next regularly-scheduled Board meeting. At this meeting the Board will first vote to accept the application as complete. Following a vote of completeness, the Board will move into public hearing on the merits of the proposal and will approve or disapprove of the application within 20 days of the vote to accept as complete. For excavations that include the recycling or stockpiling of off-site materials both the public notice and the Planning Board decision will reference the excavation application and the site plan review application.
4. Public notice for all meetings/hearings is prepared and sent by the Land Use Office. The applicant is responsible for all fees associated with the filing and notification.
5. Within 72 hours of the vote to approve or disapprove, the applicant will receive a written Notice of Decision. In the event of disapproval, the Notice will include the reasons for the decision and state what corrective action needs to be taken by the applicant.
6. Included herein is the checklist of submission items that are a part of a completed application. Please check off the documentation that has been submitted, or items for which you are requesting waivers. All requests for waivers must include the justification for the waiver and must be submitted in writing at the time of application filing.
7. Applications that involve excavation only will submit the items noted on the Excavation Checklist. Any applications that include the stockpiling or recycling of materials that are not associated with the proposed excavation activity are also subject to Site Plan Review and must submit the applicable items shown on the Major Site Plan Review Checklist.
8. Applications for previously-approved excavations must submit the following:
  - a. All of the information that was provided for the original application.
  - b. A report and/or plans showing the current conditions of the site, if different from the approved plans.
  - c. Updated documents, if any.

**Type of Application:**

☐

**New Excavation**

☐

**Previously-Approved Excavation**

☐

**Site Plan for Recycling or Stockpiling of Off-Site Materials**

1. Name & address of owner(s) of record:\_\_\_\_\_

\_\_\_\_\_

Home Phone:\_\_\_\_\_ Work Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

Email:\_\_\_\_\_

2. Name & address of applicant (if other than owner):\_\_\_\_\_

\_\_\_\_\_

Home Phone:\_\_\_\_\_ Work Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

Email:\_\_\_\_\_

3. Location of the site:\_\_\_\_\_

4. Zoning District(s):\_\_\_\_\_ Tax Map #:\_\_\_\_\_ Lot #(s):\_\_\_\_\_

5. Name & address of surveyor or other professionals whose name and seal appear on the plan, if applicable:\_\_\_\_\_

\_\_\_\_\_

Work Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_ Email:\_\_\_\_\_

6. Purpose of the application:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The following items must be submitted with the application:**

7. Attach a separate sheet listing the Town of Antrim tax map, lot number, name & mailing address of all abutters, including those across from a street, brook, or stream. Names should be those of current owners as recorded in the tax records no more than five (5) days prior to the submission of this application.
8. The appropriate checklist for the particular application. All items are to be provided upon filing of the application. A waiver request in writing must be submitted for items not provided.
9. Payment of all applicable fees.

**The following affidavits must be signed and dated:**

10. The applicant and/or owner or agent certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Antrim in the final review process of this application shall be borne by the applicant and/or owner.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

11. I hereby authorize the Antrim Planning Board and/or its agent to access my land for the purpose of reviewing this application and other inspections deemed necessary by the Board or its agents to insure conformance with all Town of Antrim Ordinances and Regulations.

Signed (Owner):\_\_\_\_\_ Date:\_\_\_\_\_

12. I hereby authorize \_\_\_\_\_ to act as my agent and represent me before the Antrim Planning Board.

Signed (Owner):\_\_\_\_\_ Date:\_\_\_\_\_

**APPLICATION FEES**

1. Application Filing Fee = \$150.00

2. Notification of Abutters, licensed professional(s) whose name and seal appear on the plan, and any holder of conservation easements:

\$10.00 per notification x \_\_\_\_\_ = \$\_\_\_\_\_

3. Newspaper Notification: \$100.00

**Total Application Filing Fees:** \$\_\_\_\_\_

4. Registry Filing of Notice of Decision – Check Payable to the Town \$20.00

5. Permit Fee \$50.00

**Total Application Fees** \$\_\_\_\_\_

## EXCAVATION APPLICATION CHECKLIST

### PER SECTION VII, B & C OF THE TOWN OF ANTRIM EARTH EXCAVATION AND RECLAMATION REGULATIONS

Note that items on this checklist may not include the complete language of the submission requirements contained in the Regulations. The items are considered to be the minimums and the Board may request additional information if deemed necessary to make an informed decision.

For a new or original application, all of the items on the checklist should be provided, unless a waiver is requested. For previously-approved applications, the checklist must be completed to the best of the applicant's ability, in order to document what information is available and on file at the time of application.

Item #	Requirement	Satisfied	Waived	Comments
1	Application form signed and dated by the applicant.			
2	Excavation plan containing in the form of maps and narrative, where applicable, the following information for the proposed project; these same requirements shall also apply to any existing excavation on the same parcel:			
3	Name & addresses of the owner(s), excavator (if different), all abutters and map number and lot numbers.			
4	Seal and signature of a surveyor or an engineer licensed in the State of New Hampshire.			
5	Sketch and description of the location and boundaries of the proposed excavation, at an appropriate scale, the number of acres involved and the municipalities and counties in which the project lies.			
6	Lot lines, public streets, driveways, intersections and rights of way, easements above, on or below the ground, and zoning district boundaries of the proposed area and within two hundred (200) feet of the boundary.			
7	Topography of contour intervals of five (5) feet or less, based on mean sea level.			
8	The breadth, depth and slope of the proposed excavation and the estimated duration of the project.			
9	All surface drainage patterns including wetlands and standing water.			
10	The elevation of the highest annual average ground water table within or next to the proposed excavation			
11	Wooded and heavily vegetated areas.			
12	Test pits that extend to either the seasonal high water table, ledge, or minimum of six (6) feet below the maximum proposed excavation depth, including location and soils data; boring logs may be submitted as a separate document.			

Item #	Requirement	Satisfied	Waived	Comments
13	Location and extent of any stonewalls, ledge outcroppings, wells, existing buildings, septic systems, utilities and the like.			
14	All accessory facilities and/or activities including parking areas.			
15	A sketch and description of the access to public roads, including width and surface types.			
16	Proposed fencing, buffers or visual barriers including height and materials.			
17	Storage areas for any topsoil that is to be used in reclamation.			
18	All measures to control erosion, sedimentation, water pollution, air pollution, and hazards to human safety.			
19	The location of existing buildings, structures, septic systems and wells within one hundred fifty (150) feet of the property boundary.			
20	Copies of any required State and Federal permits.			
21	A reclamation plan in the form of maps and narrative, where applicable, the following information:			
22	Seal and signature of a surveyor or an engineer licensed in the State of New Hampshire.			
23	All boundaries of the area proposed for reclamation and the land within two hundred (200) feet of the boundary of this area.			
24	Final topography of the area proposed for reclamation and the land within two hundred (200) feet of the boundary of this site.			
25	Final surface drainage pattern including the location and physical characteristics of all artificial and/or modified drainage facilities.			
26	Schedule of final reclamation activities including seeding mixtures, cover vegetation, fertilizer types and application rates.			
27	Photographs of the site before excavation (from at least two (2) different vantage points).			
28	Subsequent use of the site if known or anticipated.			
<b>ADDITIONAL INFORMATION REQUIRED</b>				
29	Hours of Operation			
30	Route(s) to be utilized			
31	Type & Weight of Vehicles			
32	Frequency & Schedule of Trips			

SITE PLAN REVIEW REQUIREMENTS (if applicable)				
Item #	Requirement	Satisfied	Waived	Comments
(Item numbers are from the Major Site Plan Review Checklist)				
5	Blocks for the endorsement by the owner, the Chair, and the Secretary of the Planning Board.			
7	Tax map and lot number of the property and location of any district boundaries if located within the site including the 50-foot intrusion into a less restrictive district.			
8	Area of the parcel in square feet and acres, and street frontage clearly delineated.			
9	Property boundary lines, distances, and bearings of such plotted to scale.			
12	Location of all buffers and setbacks for buildings, wetlands, parking and loading required by the Zoning Ordinance by use of dashed lines.			
17	Identification of a one hundred year flood elevation line (or a note if not applicable), including the source of 100-year flood line, i.e. FEMA community/ panel #.			
18	Location of all easements on record as of the date of the preparation of the plan if applicable or a note if there are none.			
19	All existing utilities.			
21	Ground Control clearly indicated as such.			
22	A cover sheet showing the entire project whenever it cannot be shown at the required scale on a single plan of 22" x 34".			
23	A note on the plan stating if a variance or special exception was granted, what is was for and the date and case number of the variance or special exception.			
70	Written Approval of the NH DES Wetlands Bureau for relocation, filling, dredging or re-channeling of any natural or manmade drainage area, river, stream, pond, wet area, etc.			