

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254
(603) 476-2347

Date filed _____

(signed – PB)

EXCAVATION PERMIT APPLICATION FORM

A completed application and all additional information as required by the Earth Excavation Regulations of the Town of Moultonborough must be submitted to the Planning Board at least three (3) weeks before the Public Hearing is scheduled.

A copy of the application must also be submitted to the Moultonborough Conservation Commission by the applicant.

PROPERTY LOCATION: TAX MAP: _____ LOT NUMBER _____

1. NAME(S) OF OWNERS OF PROPERTY:

ADDRESS: _____

2. NAME(S) OF APPLICANT:

ADDRESS: _____

3. DESCRIPITON AND LOCATION OF PROPOSED EXCAVATION:

4. The names and addresses of all abutters of any boundary of the property being considered for excavation. Said names and addresses shall be those indicated in Town records not more than five (5) days before the day of filing.

5. Time table of excavation project with approximate termination date:

6. Site Excavation and Restoration Plans are attached for approval which provides the following information:

a. Site Excavation Plan

Date North arrow and locus map
Property lines and their dimensions and bearings
Existing topography
Tax Map and parcel number
Limits of Excavation
Excavation depths
Parcel size and total area of excavation in acres
Access road(s) and intersections with town or state highways
Existing or proposed visual barriers
Distance from excavation limits to abutter's property lines
Seasonal high water table elevations
Erosion and sedimentation control plan
Existing or proposed easements
Limits of aquifer areas and surface water bodies and streams

b. Site Restoration Plan

Restored topography and drainage
Specifications of soil fertilization, seeding, and mulching
Plant materials – quantities and sizes
Phasing of restoration plan (areas and dated)
Cross-section or section showing restored topography configuration
Erosion and sediment control plan

7. A permit application filing fee of one hundred dollars (\$100.00) Payable to the Town of Moultonborough, plus abutter's notification fee of two dollars (\$2.00) per abutter shall accompany this completed application along with certified mail – return receipt requested forms and appropriate stamps for each abutter.

To the best of my knowledge, the information accompanying this request for Earth Excavation Approval is true and correct. I understand that any approval based on incorrect information or data may be withdrawn for review and a rehearing required.

Signature: _____

Date: _____

**Moultonborough Planning Board
P.O. Box 139
Moultonborough, New Hampshire 03254**

Authority for Inspection or Examination of Land

The undersigned hereby authorizes the Town of Moultonborough's Planning Board, its members, officers, agents, employees, advisors or other in their company, to enter upon the property of _____ Tax Map ____ Lot # _____.

This property is the subject of an application presently pending before the Planning Board. The purpose of the inspection is to conduct an examination or gather information in connection with said application.

The source of my authority to allow access to this property is:

Sole Owner: _____

Co-Owner: _____

Other (Explain): _____

I understand and agree that such inspection or examination may take place on more than one occasion, and may be conducted by more than one person.

Notice(s) regarding this inspection may be given to me by regular mail at the following address:

Date _____

Signature _____

Abutters List

Name of Applicant: _____

Property Concerned: Tax Map _____

Lot Number _____

All abutters must be notified of the scheduled hearing by certified mail / return receipt. Said notices to be mailed by the Planning Board at the expense of the applicant not less than ten (10) days prior to the scheduled hearing.

Definition of "Abutter" (RSA 672:3)

"Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration.

The following area abutters to the property: (Attach additional sheets with page numbers as needed.)

1. **OWNER/APPLICANT** Tax Map _____ Lot Number _____

Name: _____

Address _____

2. **AGENT(S)**

Name: _____

Address _____

3. Tax Map _____ Lot Number _____

Name: _____

Address _____

Abutters list continued

4. Tax Map _____ Lot Number _____
Name: _____
Address _____

5. Tax Map _____ Lot Number _____
Name: _____
Address _____

6. Tax Map _____ Lot Number _____
Name: _____
Address _____

7. Tax Map _____ Lot Number _____
Name: _____
Address _____

8. Tax Map _____ Lot Number _____
Name: _____
Address _____

9. Tax Map _____ Lot Number _____
Name: _____
Address _____

**Moultonborough Planning Board
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-DATE-

Certified Mail - Return Receipt Requested

Dear Abutter,

The Moultonborough Planning Board will hold a *Submission Hearing* on _____ on a proposed _____ for _____ located on _____, Tax Map _____ Lot _____. This *Submission Hearing* will be the _____ hearing scheduled at this meeting which begins at 7:00 P.M.

A Public Hearing possibly could be scheduled to immediately follow the *Submission Hearing* if the application is accepted as complete for Board action.

This hearing will be held at the Moultonborough Town Offices. You are an abutter to this land and if you wish to be heard, please either attend the hearing or send a letter or representative.

For further information you may call the Land use Office Monday - Thursday 8:00 AM - Noon & 12:30 PM - 4:00 PM, Friday 8:00 AM - Noon. The telephone number is (603) 476-2347.

Yours truly,

**Bonnie L. Whitney
Administrative Assistant**

*If the *New Submission* is not accepted as complete, the Applicant is responsible for the re-notification of Abutters.

Certified Mail Procedure

- 1.** Address and apply appropriate fee for certified mail on one business size envelope for each abutter, with return address as:

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254.
- 2.** Fill out one abutter letter as shown in application package.
- 3.** Fill out "Receipt for Certified Mail" as shown.
- 4.** Fill out the Return Receipt Post Card as shown.
- 5.** Place "Receipt for Certified Mail" and Return Receipt Post Card for each abutter under flap of envelope and submit to the Land Use Office with your application and check for fees.

Do Not Stuff or Seal Envelopes

Apply proper postage for current US Postal rates for First Class Mail, Certified Mail Fee and Return Receipt Fee.

Certified Return

1. Abutter's Name and Address
2. Record Article Number
(Transfer sticker number from top portion of certified mail receipt)
3. Service Type: Check box for Certified Mail
4. Address front of card "Sender" with the following address:

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254

Moultonborough Planning Board And Zoning Board of Adjustment

Office Hours

Monday through Thursday 8:00 A.M. To 12:00 P.M.
12:30 P.M. To 4:00 P.M.

Friday 8:00 A.M. To 12:00 Noon

Meetings

Zoning Board

First and Third Wednesday of Each Month
7:30 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified

Planning Board

Second and Fourth Wednesday of Each Month
7:00 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified



Town of Moultonborough Planning and Zoning Fee Schedule

Planning Board Fees (Effective August 1, 2010)

Major Subdivision (3 or more lots)
\$300 + \$100 per newly created lot

Minor Subdivision (2 lots w/no further subdivision)
\$275

Site Plan Review
\$250

Boundary Line Adjustment
\$200

Voluntary Merger
\$0

Special/Conditional Use Permit (fee waived if part of concurrent application)
\$100

Plat Registration

Applicants are responsible for all recording fees.

All Plans, Plats and Notices of Decision are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

Abutters Notices
\$2 per Abutter + postage, certified mail, return receipt requested.

Advertisement Fee
\$50