

EXCAVATION APPLICATION

Pursuant to RSA 155-E, the following application must be submitted to the regulator, the Allenstown Planning Board, to obtain an excavation permit. Prior to issuance of a permit, the regulator shall determine that the provisions of RSA 155-E, the Town Excavation Regulations, and any other applicable regulations or ordinances are met.

Applicants qualifying under the exemption provisions of RSA 155-E:2 and filing the reclamation plan pursuant to RSA 155-E:5 are to utilize this form noting the intent of this application.

***ALL APPLICATIONS ARE TO BE SUBMITTED ELECTRONICALLY TO:
ADMIN@ALLENSTOWNNH.GOV**

PART 1. APPLICATION TYPE

Please check the appropriate Planning Board action:

Excavation Permit	
Reclamation Plan Submittal	
Excavation Permit Renewal	

PART 2. PROJECT INFORMATION

Please type or print clearly.

Date	
Project Name	
Site Address or Location	
Tax Map Number	
Tax Lot Number	
Zoning District(s)	
Zoning Overlay District(s)	
Special Use Permit Required?*	

PART 2. PROJECT INFORMATION, continued

ZBA Variance or Special Exception Required?**	
Total Acres	
Total Frontage	
Purpose of Plan	

**If special use permits are required, applications will need to be submitted with this Excavation Application.*

***If ZBA variances or special exceptions are required, the ZBA Notices of Decision must be submitted with this Excavation Application.*

PART 3. APPLICANT INFORMATION

The applicant is usually a professional (surveyor, engineer, developer, architect, attorney, etc) representing a property owner before the Board. This is to certify that the information contained in this application is complete and true to the best of my knowledge.

Name	
Company	
Address	
Phone Number	
Email (required)	
Fax	
Signature	

PART 4. PROPERTY OWNER INFORMATION

If the applicant (above) will be representing the property owner before the Planning Board, please submit a **notarized** letter of authorization from the property owner(s). This is to certify that the information contained in this application is complete and true to the best of my (our) knowledge.

	Owner 1	Owner 2
Name(s)		
Address		
Phone Number(s)		
Email(s)		
Signature(s)		

	Owner 3	Owner 4
Name(s)		
Address		
Phone Number(s)		
Email(s)		
Signature(s)		

PART 5. OTHER APPLICATION REQUIREMENTS

The following items are required for a complete application. The Board will make a determination at its next regular meeting, after the project has been publicly noticed, whether the application is complete.



Certified Notification Lists	
Notarized Letter of Authorization	
Project Narrative Letter describing the project in detail, existing conditions, etc.	
Waiver requests in writing, if applicable.	
Application and Escrow Fees (please refer to the appropriate checklist for fee schedule(s))	
Five full sets of 22"x34" plans, folded to 8.5"x11" with original signatures and stamps (see Part 6. for required components)	

PART 5. OTHER APPLICATION REQUIREMENTS, continued

Copies of the excavation plan reduced to 11" x 17", folded to 8.5"x11", as follows: *15 for the Planning Board *10 for Technical Review Committee and other Town Departments *1 copy per each certified notice	
5 copies of a reclamation plan (see Part 7. for components)	
Copies of any drainage, hydrologic, or other studies and associated plans if available	
Copies of any local, State, Federal or other applications (or permits if granted) including Comprehensive Shoreland Protection Act, NH DES Dredge and Fill, NH DOT Access, State Pit Agreement, Army Corps of Engineers , etc	

PART 6. EXCAVATION PLAN COMPONENTS

The excavation plans submitted to the Board shall have the information outlined in the Site Plan Review Regulations (see separate Site Plan checklist) and the following:



Existing topography	
Limits of excavation	
Excavation depth (excavated topography)	
Total area of excavation in acres	
Access road(s) and intersection with town or state highways	
Vegetation buffer	
Distances from excavation limits to property lines	
Schedule of excavation volumes; phasing of excavation (areas and dates)	
Test pit groundwater elevations	
Topsoil storage area	
Drainage improvements (if necessary)	
Photographs of existing conditions	
A list of proposed equipment	
Location of any gravel to be stockpiled	
An estimate of the number of trips per day from site	

PART 7. RECLAMATION PLAN COMPONENTS

The reclamation plans submitted to the Board shall have the information outlined in the Site Plan Review Regulations (see separate Site Plan checklist) and the following:



Reclaimed topography	
Soil conditioning specifications	
Seeding and mulching specifications	
Plant materials/quantities/sizes	
Phasing of reclamation (areas and dates)	
Sections showing existing, excavated and reclaimed topography	

PART 8. HAULING INFORMATION

The following information shall be submitted to the Board:



Routes to be utilized	
Frequency of truck traffic over routes.	
Size and weight of trucks used.	

PART 9. FINANCIAL GUARANTEE

A financial guarantee shall be required for reclamation prior to the issuance of an excavation permit. The amount shall be determined by the regulator.

PART 10. PERMIT

An excavation permit will be valid for a period of one (1) year. An application for permit renewal must be submitted to the regulator by the owner if excavation is to be continued beyond the termination date. The renewal application must identify and adjust all information contained in the original application that is no longer effective for the renewal period.

PART 11. ESCROW BALANCES AND RETURNS

All applications for excavation require a positive balance in escrow accounts set up by the Town which are used for engineering, consulting, and legal fees. Along with application fees, an escrow check will be supplied by the applicant or property owner(s). The property owner(s) acknowledges that when escrow funds are depleted, all Town work on the project will stop until the fund is replenished. The Town will notify the applicant, on behalf of the property owner(s), when the escrow balance is low.

In the review of applications, the Planning Board may contract with consultants to review all or portions of any application. This review shall be at the applicant's expense. The Planning Board, at its discretion, may request an applicant to prepare special studies at the applicant's expense, or contract with a consultant to perform these studies at the applicant's expense.

If an escrow balance is in the negative, the property owner will be invoiced by the Town to bring the balance into compliance. The project will not receive final approval without a \$0 balance or positive balance in the project's escrow accounts. Unused project escrow balances will be returned within 90 days of plan denial or plan registration to ensure that outstanding invoices from consultants have been paid. You may attach additional sheets if there are more than four (4) owners.

Property Owner Name PRINT		Date:
Signature		
Property Owner Name PRINT		Date:
Signature		
Property Owner Name PRINT		Date:
Signature		
Property Owner Name PRINT		Date:
Signature		

Escrow balances are to be returned to (one name/address only):

Name	
Address	

As the applicant for this excavation permit, I, by signing below, acknowledge that I have read both RSA 155E and the Allenstown Excavation Regulations. Additionally, I understand any penalties associated with violating applicable state and local laws pertaining to excavation operations.

Signature

Printed Name

Date