



Ossipee Planning Board  
PO Box 67, 1 Moultonville Rd.  
Center Ossipee, NH 03814  
Phone: 603-651-1154  
Fax: 603-651-1158  
[planningboard@osipee.org](mailto:planningboard@osipee.org)

## EARTH EXCAVATION & RECLAMATION PERMIT APPLICATION

Dear Applicant,

The Planning Board is by statute the regulating and enforcement body for Earth Excavation & Reclamation Sites. It interacts with the State of NH - Taxation Department and the State of New Hampshire Department of Environmental Services.

The data on the following pages is presented to facilitate the approval process by summarizing what information and actions are needed on your part, plus other sources of information for your reference.

Some of the data is history. If the approval is for the renewal of a permit, and if there are errors feel free to contact the Planning Board or the assessing supervisor in the Selectmen's Office for the corrections. Include documentation for the corrections, as needed. Several areas of compliance are of particular importance and will be discussed at your Planning Board Hearing.

- (1) Current status of property taxes.
- (2) A Reclamation plan, approval of the plan and within thirty days payment of either cash or bank check in the dollar amount designated by the planning board.
- (3) All permits for this site must be current and in compliance. These would include but are not limited to state permit PA 38 Intent to Excavate, and any other State or Federal permits issued.

For operators of record, you should request this information several months prior to the day of expiration of your permit. If necessary, the planning board members will review the site and prepare a report. The planning board is empowered within the enforcement regulation 155-E: 10.III New Hampshire Planning and Land Use Regulation to perform such a review at any time.

The formula for determining the Reclamation costs is based on current industry pricing. Every site is different, and the fee calculation is an average of industry pricing. Reclamation is a cost of equipment, payroll, taxes, overhead and other expenses of doing business that affect your profit margin.

Assumptions: All equipment must be contracted, including driver.  
Production rate of two acres per day including slopes.  
All rates are based on rental and/or contractor quotes.



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## Applicants Instruction

Dear Applicant:

You are seeking to apply for an **Earth Excavation & Reclamation** permit from the Town of Ossipee. When this application is complete and submitted with the necessary information and fees, the secretary of the Planning Board will schedule a public hearing. You or your authorized representative shall present the information that you feel supports your application.

The Board **strongly recommends** that you become familiar with the Ossipee Earth Excavation & Reclamation Regulations.

A majority of the Board must be convinced that **all** criteria's required for an **Earth Excavation & Reclamation** permit are met. It is the burden of the applicant to present evidence to meet the requirements of all criteria's.

Please find attached the following forms to assist you or your authorized representative to prepare for your presentation and hearing with the Ossipee Planning Board: Fill in facts that apply to your site.

- ☐ Application Requirement Checklist
- ☐ Licensed Surveyed/Engineered Plot Plan
- ☐ Abutter Notification Mail Procedure
- ☐ Copy of Tax Map

This information is provided to you so that your presentation to the Board will be complete and the hearing will proceed smoothly. Upon completion of this information, please provide a copy to the Planning Board secretary to review and schedule a hearing date.

- **Earth Excavation & Reclamation** application is to be completed by the Applicant.

Please do not wait until your permit expires to renew. This would not be favorably looked upon by the Planning Board or the state of New Hampshire. Several months lead-time is preferable for all parties.

**NOTE:** All forms **must** be completely filled out and signed by the owner/applicant and his or her agent before they will be accepted by the Planning Board. Completed forms must be returned to the Planning Board or the Town Hall, Office of the Selectmen, and attention to the Planning Board. **Failure to provide complete information on persons entitled to notice will result in this application being returned for the necessary information and will delay the scheduling of a hearing.** The applicant and/or authorized agent is requested to attend the public hearing. If you have any questions, please contact the board secretary at (603) 651-1154 or at [planningboard@ossipee.org](mailto:planningboard@ossipee.org).



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## Earth Excavation & Reclamation Permit Application Form

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

☐ New Pit:      ☐ Renewal of Existing:      ☐ Pit Closure:      ☐ Change of Ownership:

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(1) **Location of Earth Excavation & Reclamation Site**

Street / Road: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ acres

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(2) **Owner Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Date obtained property: \_\_\_\_\_

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(If multiple owners, or if ownership has changed, please explain the relationship)

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(3) **Contractor, Agent, Lessee Information**

Contractor: ☐      Agent: ☐      ☐ Lessee:      Phone number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_



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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is contractor, agent, or lessee letter of authorization on file with planning board? Yes: ☐ No: ☐

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**Professional Assistance Retained To Develop Or Reclaim Property**

**(4) Surveyor/Civil Engineer Information**

Name of Corporation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Has the surveyor/civil engineer reviewed the site? Yes: ☐ No: ☐

Date of review: \_\_\_\_\_

Is the report in this file? Yes: ☐ No: ☐

Has the town requested this review? Yes: ☐ No: ☐

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**(5) Earth Excavation**

Date excavation began by applicant: \_\_\_\_\_

Is contractor/owner/lessee agreement on file? Yes: ☐ No: ☐ Date of agreement: \_\_\_\_\_

Per RSA 155 E: 2 IV [a]

Has reclamation timetable been filed? Yes: ☐ No: ☐ Date of filing: \_\_\_\_\_

Has cost estimate been calculated and submitted by licensed surveyor/engineer? Yes: ☐ No: ☐

Date of filing: \_\_\_\_\_

Is pit abandoned? Yes: ☐ No: ☐ Date of abandonment: \_\_\_\_\_

Is pit excavation five (5) acres or less? Yes: ☐ No: ☐



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If not, what size is it? \_\_\_\_\_ acres.

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(6) **Permits Required:** Per RSA 155 – E:2

Have all Federal & State permits been applied for? Yes: ☐ No: ☐ Date: \_\_\_\_\_

Has a sketch, description, reclamation plan, cost estimate and all other application qualifications per RSA 155-E: 3 included with completed application? Yes: ☐ No: ☐

Has prior permit been issued? Yes: ☐ No: ☐ Date: \_\_\_\_\_

Has permit expired? Yes: ☐ No: ☐ Date: \_\_\_\_\_

If no permit was obtained, has a report been filed as required after notification by the regulator per RSA 155-E: 2.I (d)? Yes: ☐ No: ☐ Date: \_\_\_\_\_

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Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed)

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed)

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

***“Site Walks:***

***At any point in the application process, before or after acceptance of the application, a quorum of the board or individual Board members may conduct site walks of the property but shall not enter onto the applicant's property unless the applicant has, in advance, granted permission to do so, or the property is otherwise open to the public.***

***The number of site walks shall be determined by factors to include the complexity of the project, the area (size) of the property, changes made to the site during the application process, and related factors. In addition, an agent/employee of the Town or other person(s) as the board may authorize, shall be allowed to enter upon the property which is the subject of the application, by appointment (only), for the purpose of examinations, surveys, tests and inspections as may be appropriate.***

***The refusal of the applicant to allow Board members access for the purpose of site walks based upon the applicant's proposed use and property factors involved is a valid basis for denial of the application.”***



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**Abutter Notification  
Certified/Return Receipt Mail Procedure**

1. Provide a #10 business size envelope, addressed to each recipient, return addressed to: Town of Ossipee; Planning Board or Zoning Board (whichever applies); PO Box 67; Ctr. Ossipee, NH 03814.
2. Fill out the "Receipt for Certified Mail" (please see sample provided)
3. Fill out the "Return Receipt Post Card" (please see sample provided)
4. Affix postage on each envelope to cover: first class mail for letter, certified mail receipt fee, and return receipt fee.
5. Do not stuff or seal envelopes. Place "Receipt for Certified Mail" and "Return Receipt Post Card" under envelope flap and submit with your application package.

UNITED STATES POSTAL SERVICE	
<div>First-Class Mail Postage &amp; Fees Paid USPS Permit No. G-10</div>	
<div>• Sender: Please print your name, address, and ZIP+4® in this box• Town of Ossipee Zoning Board or Planning Board PO Box 67 Ctr. Ossipee, NH 03814</div>	
<div>PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE <b>CERTIFIED MAIL™</b></div>	
<div>7012 2210 0002 4346 0718 7012 2210 0002 4346 0718</div>	
<div>U.S. Postal Service® <b>CERTIFIED MAIL™ RECEIPT</b> (Domestic Mail Only, No Insurance Coverage Provided) For delivery information visit our website at <a href="http://www.usps.com">www.usps.com</a></div>	
<div>OFFICIAL USE</div>	
<div>Sender's Name Mailing Address City, State, Zip Code</div>	
<div>Recipient's Name Mailing Address City, State, Zip Code</div>	
<div>1. Article Addressed to: Recipients Name Mailing Address City, State, Zip Code</div>	
<div>2. Article Number (Transfer from previous label) 7012 2210 0002 4346 0718</div>	
<div>3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</div>	
<div>4. Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery</div>	
<div>5. Agent <input type="checkbox"/> Agent <input type="checkbox"/> Addressed</div>	
<div>6. Date of Delivery <input type="checkbox"/> Yes <input type="checkbox"/> No</div>	
<div>7. Is delivery address different from item 1? If YES, enter delivery address below:</div>	
<div>8. Domestic Return Receipt</div>	