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.
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.
Earth Excavation & Reclamation Permit
Application Form

Date: _______________________

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

(1) Location of Earth Excavation & Reclamation Site

Street / Road: ____________________________________________________________

Tax Map: _______________ Lot: _______________

Size of Lot: _______________ acres

(2) Owner Information

Last Name: ________________________ First Name: ____________________________

Company Name: ________________________________________________________

Address: _______________________________________________________________

City: ___________________________ State: _______ Zip Code: _______________

Home Phone: ___________________ Work Phone: ___________________________

Date obtained property: ___________________________________________________

_______________________________________________________________________

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

_______________________________________________________________________

(3) Contractor, Agent, Lessee Information

Contractor: ☐ Agent: ☐ ☐ Lessee: Phone number: ________________________

Last Name: ________________________ First Name: ___________________________

Address: _______________________________________________________________

City: ___________________________ State: __________ Zip Code: _______________

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

(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: ☐

Has all reclamation timetable been filed? Yes: ☐  No: ☐  Date of filing: ____________

Is pit abandoned?  Yes: ☐  No: ☐  Date of abandonment: _________________

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

If not, what size is it? ________________ acres.

(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: _______________________

Applicant’s Name: _______________________________________ Date: ____________________
(Printed)

Applicant’s Name: _______________________________________ Date: ____________________
(Signature)

Authorized Agent: _______________________________________ Date: ____________________
(Printed)

Authorized Agent: _______________________________________ Date: ____________________
(Signature)
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.