

(Rev. 6/14)

EARTH REMOVAL/PLACEMENT OF FILL PERMIT APPLICATION CHECKLIST

Name of Applicant: _____

Location of Project: _____

Applicant Responsibilities:

Submit completed application Form ER-1 (original and two copies)

Submit payment of Filing and Permit Fees (Filing Fee: \$250).

Submit all required application materials as specified below:

- _____ A site plan prepared by a registered land surveyor or professional engineer. The applicant will submit seven (7) copies of the site plan upon filing an application for a Permit (one full-size and six 11 x17 copies), along with a digital (PDF) copy of the site plan and application.
- _____ The property boundaries of the lot where the earth will be removed and/or the fill will be placed.
- _____ Provide abutter notification (property owners within 300 feet of subject property including those across the street or way).
- _____ Obtain abutters list from Assessors' Office.
- _____ Complete and submit Affidavit of Notice of Mailing to Abutters to Planning Department prior to hearing.
- _____ Submit one set of envelopes pre-addressed with abutters' names and addresses for use by Planning Department in notifying abutters of issuance of final permit. Planning Department will mail notification to abutters via regular mail at least 14 days before hearing.
- _____ The location and boundaries of all earth removal/placement of fill operations within the lot(s).
- _____ A locus map showing the subject parcel and all parcels within 300 feet of the property, buildings, roads, topographic contour lines and wetlands.

- _____ Title block in the lower right-hand corner, stating the name of the plan, the scale, name of the applicant, the property street address, property tax map and parcel number, and the name of the surveyor or engineer who prepared the plan.
- _____ All easements, points of ingress/egress, wells, septic systems, fences, walls, waterways or other natural drainage courses, wetlands and floodplains on the property.
- _____ Topographic contours at two-foot intervals base on mean sea level using data from the US Geological Survey.
- _____ Groundwater elevations based on field measurements from observation wells installed on the subject property.
- _____ Soil testing at four locations within the area designated for earth removal and/or the placement of fill (two along the perimeter of the area and two inside the perimeter) to document the absence of hydric (wetland) soils.
- _____ All wetlands/resource areas shall be shown on the site plan.
- _____ Where applicable, the applicant or his/her agent shall submit a signed letter that documents:
 - _____ The origin of the fill.
 - _____ The testing the fill has undergone.
 - _____ Verification from a certified soil scientist that the fill material does not meet the Federal and/or State criteria for being toxic, reactive, radioactive, corrosive, explosive, hazardous, infectious, oil-impacted, or a hazardous or solid waste.
- _____ The volume and amount of earth to be removed and/or fill to be placed on the property.
- _____ Proposed Transport routes, times, and duration of the proposed activity.
- _____ The on-site erosion control practices that will be utilized during the operation including a maintenance plan for any erosion control devices used, including a phasing plan if applicable.
- _____ A plan for the re-vegetation of the disturbed area.

_____ A restoration plan that depicts the final grade, proposed finish elevations, slopes, stormwater and erosion control structures and features.

Town Responsibilities:

_____ Confirm compliance with Ch. 131, Delinquent Taxpayers bylaw.

_____ Distribute copies of application and plans to local boards for 30-day comment period.

_____ Schedule public hearing (no less than thirty days from receipt of application and plans).

_____ Publish public notice of hearing in local newspaper at least 14 days prior to hearing date.

_____ Post public notice on town bulletin board.

_____ File final permit with Town Clerk; notify abutters of issuance and availability of permit.

AFFIDAVIT OF NOTICE OF MAILING TO ABUTTERS

Date _____

To the Westminster Planning Board:

I, _____, hereby certify that the attached is a true list of the persons shown upon the Assessors' most recent valuation list as the owners of the property abutting the proposed location for an earth removal permit on property located on _____ in Westminster, MA.

I also certify that the attached Notice of Public Hearing concerning this earth removal permit application was given to the abutters named on the attached list by mailing a copy of the notice to each of the abutters within fourteen days in advance of the scheduled date of the hearing.

Signed and subscribed to under penalties of perjury this ____ day of _____, 20____.

Signature: _____

Printed: _____

Notary Public: _____