

# TOWN OF MILLVILLE

## Earth Removal Board

\_\_\_\_ New Application  
\_\_\_\_ Renewal

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

### **Earth Removal Permit Application**

Permits are issued to the Owner of Record of the property, and are not transferable upon the sale of that property.

1. Location of proposed excavation. Map Nos. \_\_\_\_\_ Parcel Nos. \_\_\_\_\_  
Map Nos. \_\_\_\_\_ Parcel Nos. \_\_\_\_\_  
Zoning \_\_\_\_\_
2. Property Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_
3. Excavating Company Name: {if different from Property Owner} \_\_\_\_\_  
Tel. \_\_\_\_\_ Address \_\_\_\_\_
4. Property Owner's Engineer/Surveyor \_\_\_\_\_  
Address \_\_\_\_\_ Tel. \_\_\_\_\_
5. Brief Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Do Wet Lands or Potable Water Wells exist on this Parcel? Yes \_\_\_\_ No \_\_\_\_
7. Letter{s} of Agreement with property abutters required? Yes \_\_\_\_ No \_\_\_\_  
{If yes, copy of executed agreement{s} must accompany application.}
8. The Earth Removal Board will notify you of the date and time of the Board's action on your Application, at which time you will be responsible for notifying all abutters in accordance with the Earth Removal By-law. You must provide a Certified List of Abutting Property Owners, including those across any street or way, as appearing on the most recent tax listing and certified by the Assessor's Office. This includes property owners in the Town of Millville and other towns that may border the property in this Application. Applicants are responsible for notifying all abutters by certified or registered mail, return receipt requested. Receipts are to be provided to the Board with each annual Earth Removal Board Application.

9. Permit Type: Active: \_\_\_\_ {Earth Removal and/or Site Reclamation}  
Continuation: \_\_\_\_ {No Earth Removal or Reclamation proposed}  
Closeout: \_\_\_\_ {Site Reclamation Final Approval}
10. Excavation Information:
- A. Number of Acres to be excavated: \_\_\_\_\_
- B. Total Volume of material to be removed from entire site: \_\_\_\_\_
- C. Volume to be removed per day: \_\_\_\_\_
- D. Description of material: \_\_\_\_\_
- E. Destination of material: \_\_\_\_\_
- i. On site: \_\_\_\_\_
- ii. Off site: \_\_\_\_\_
- F. Requested hours of Operation:
- i. Monday through Friday \_\_\_\_\_
- ii. Saturday \_\_\_\_\_
- iii. Sunday \_\_\_\_\_

**PERMITS ARE NOT TRANSFERABLE UPON THE SALE OF PROPERTY.**

11. The following site plan{s} shall accompany this application. Acceptable plan scales may be between 1":50" and 1":100'. *Initial and final grade plans shall require resubmittal, if changes from prior plan submissions have occurred.* If applying for a Continuation permit, clearly mark site plan as such.
- A. The site plan shall show the entire site and immediate adjoining properties with excavation and reclamation areas surveyed and designated. Haul roads, observation wells, utility towers, all easements, and restricted areas shall be clearly marked.
- B. A site plan or overlay plan illustrating both the excavation and reclamation areas for {3} permit years.
- C. The following data shall be included as part of each plan submitted. **Incomplete or illegible plans shall be returned.**

- a. North Arrow
- b. Property Lines
- c. Zoning Lines
- d. Public and private haul roads and proposed entrances and exits to such ways.
- e. Elevations and locations of two or more permanent benches.
- f. Stockpile areas
- g. Five-foot contour intervals for any areas where final grades are proposed that differ from original application.
- h. Reclamation seeding and planting species with proposed dates of application.
- i. Identified Wet Lands.
- j. 100-foot wetland buffer line.
- k. 200-foot river set back line.
- l. Title Block including map and parcel number, applicant, preparer, drawing scale and lines for revisions.
- m. Engineer/Surveyor's stamp with signature and date.
- n. Monitoring well information.

- D. The maps provided with the annual application shall clearly describe the following areas in a manner that is easily recognizable on the plan either through color coding, hatching or some other method that clearly denotes the actual surveyed parts of the parcel{s} that are: under reclamation for more that 3 years, under reclamation for 3 years or less, active excavation, haul roads, stockpile areas, 100 foot wetland buffer, 200 foot river set back, wetlands, monitoring wells, permanent benchmarks, zoning lines, property lines and land that has never been excavated or reclaimed. This plan shall contain a Legend that clearly explains the coloring, hatching and symbols.
- E. Incomplete site plans and applications will be rejected and the applicant will be required to pay an additional nonrefundable application fee with each resubmitted application or part thereof.
- F. A list certified by the Applicant's Engineer/Surveyor as to the actual acreage under excavation, acreage of haul roads, acreage under reclamation for 3 years or less, acreage covered by stockpiles, and land that has never been excavated.
- G. All site plans must be stamped, dated and signed by the Applicants Engineer/Surveyor within 30 days of the application.

12. Other Required Information.

- A. Nonrefundable application fee of One Thousand Dollars (\$1,000.00) shall accompany the Application made payable to the "Town of Millville". If a Closeout or Continuation Permit is requested, remit Five Hundred Dollars (\$500.00) as the nonrefundable Application fee.

- B. The applicant shall also pay Review Fees as set by the Earth Removal Board to cover the costs of the engineering expenses incurred by the Town as part of the application review process of the earth removal work, engineering expenses incurred by the Town as part of any changes or modifications requested by the permit holder to the permit, and engineering expenses incurred by the Town in determining permit compliance at the termination of the permit period.
- C. The original permit of license bond{s} {new applicants} or bond renewal certificate{s} shall be filed with the Earth Removal Board as part of this application for earth removal permit{s}. Renewal certificates shall be effective on July 1 of the permit year, and run until June 30 of the following year. Original Permit Bonds shall be for 18 months. Performance Bonds or their renewal certificates are no longer acceptable.
- D. Specification describing materials and quantity to be used for site reclamation, including but not limited to topsoil type and amount, seed fertilizer, and necessary plantings for visual screens, and noise abatement.
- E. Copy{s} of the "Letter{s} of Agreement" with abutter{s} where required.
- F. "Letter of Nonconformance" shall accompany each application providing a detailed Explanation for any area{s} that cannot be reclaimed within the required time and the Applicant is requesting an extension of time. Automatic extensions shall not be granted.
- G. All Town Board, Commission, and Committee requirements related to earth removal, grading and restoration shall be satisfied prior to the granting of an Earth Removal Permit. Additionally, **all other requirements stated in the Millville Earth Removal BY-Law shall be considered part of the Application for Earth Removal.**
- H. **Statement of Reclamation.** This statement must be provided on your company letterhead, outlining the acreage of reclamation for each Map and Parcel under the Earth Removal Permit. The statement shall describe the activity to which the applicant guarantees assurance it can complete during the permit year. Such activity is to include, but not limited to, type and amount of topsoil, erosion control, seeding, planting and fertilizing required sustaining dense, uniform perennial growth.
- I. State of Project Duration on Company Letterhead. This statement shall provide the Earth Removal Board with a reasonable expectation as to the duration to complete the earth removal project, and is necessary in the Bonding Process as required as required in the Earth Removal By-Law section 5.6{i}.

**I certify that all the required information is provided with this Application, that I have reviewed the Application for completeness, and I understand that if any information is missing, my Application will be rejected in whole or in part and that I will be required to resubmit the Application or portion thereof that is missing along with another nonrefundable application fee.**

**I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed By: \_\_\_\_\_ Date: \_\_\_\_\_