

**PROCEDURE:
EARTH REMOVAL PERMIT
(updated 4/2019)**

**See General Bylaws, Article XIV - 4.2 - Earth Removal,
Earth Moving, and Addition of Fill.**

- 1) Letter of Request to Board of Selectmen
-- 13 copies of topographical plan showing existing and finished grades
- 2) \$250 filing fee submitted with Letter of Request
(filing fee when public hearing required \$200/\$50 for permit)
- 3) Notice of public hearing at least 14 days prior to meeting in local newspaper
-- Selectmen's Office prepares and submits
-- Selectmen's Office posts public hearing notice on municipal bulletin boards
-- Selectmen's Office provides copy of public hearing to petitioner
- 4) Applicant must obtain abutters list (direct abutters) from Assessor's Office
-- 4 sets of labels of direct abutters
 (1 to place on public hearing notice for abutters;
 1 for green card, 1 for green & white slip, 1 for the envelope)
-- applicant must notify abutters by certified mail (copy of public hearing notice)
-- green receipts returned to Selectmen's Office before hearing
- 5) Recommendations Memorandum prepared and distributed by Selectmen's
 Building Inspector Police Chief
 Board of Health Chairman Fire Chief
 Planning Director Town Engineer
 Conservation Administrator
- 6) Applicant's attendance at public hearing
- 7) Letter of approval/disapproval (Selectmen's Office Prepares)