



APPLICATION DATE	DECISION FILING DATE
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FILE # _____

FEE _____

TOWN CLERK STAMP USE ONLY

APPLICATION FOR EARTH REMOVAL PERMIT BOARD OF SELECTMEN

Fill in the form fields below and on the following page. Include with this form the required materials at the time of filing for a complete application, per Article XIII Earth Removal Section 3(b) of the Swampscott General Bylaws.

PROJECT LOCATION (Address) _____

PARCEL ID (Map, Lot) _____

APPLICANT

NAME _____

PHONE NUMBER _____

ADDRESS _____

EMAIL _____

OWNER

NAME _____

PHONE NUMBER _____

ADDRESS _____

EMAIL _____

**DAILY
OVERSITE
CONTACTS**

CONTACT #1 - NAME _____

PHONE NUMBER _____

CONTACT #2 - NAME _____

PHONE NUMBER _____

BRIEF DESCRIPTION OF PROPOSED WORK (attach separate pages of full description of work if necessary):

APPLICATION DOCUMENTATION

Check all documentation attached. Additional information may also be included. Failure to provide required documentation could delay action on application. If documentation has been provided in a previous permit application, please note date of submission.

Plans/Scale Drawings:

- ☐ Plan of Land (existing topography) (see Section 3(b)(5))
- ☐ Plan of Land (post-excavation topography) (see Section 3(b)(6))
- ☐ Plan of Land (natural features) (see Section 3(b)(7))
- ☐ Plan of Land (drainage, final grades, vegetation) (see Section 3(b)(8))
- ☐ Locus Map (all properties w/ owner names within 300 feet) (see Section 3(b)(4))

Project Details:

- ☐ Soil Borings Log (see Section 3(b)(7))
- ☐ Erosion and Sediment Control Plan (see Section 3(b)(9))
- ☐ Proposed Restoration Materials List (quantity) (see Section 3(b)(10))
- ☐ Proposed Form of Performance Security (see Section 3(b)(11))
- ☐ Abutter Listing (with names and addresses) (see Section 3(b)(4))

I have read the instructions for this application along with the Swampscott General Bylaws regarding Earth Removal. To the best of my knowledge, the information contained in this application is accurate and complete. I give permission for the Swampscott Board of Selectmen, and their designees, to access the property listed in this application for the purposes of reviewing this application and the work done under any permit issued to me.

APPLICANT'S SIGNATURE

DATE

OWNER'S SIGNATURE

DATE

PROCESS FOR APPLICATION REVIEW

Step 1: Filing the Application

Submit seven (7) copies of the application package with the Town Clerk.

Step 1A: Required Documentation

An application package must include this completed application form as well as the items listed in "Application Documentation".

Step 2: Review by Earth Removal Advisory Committee

The Earth Removal Advisory Committee will hold a public meeting at which time they will review the proposed earth removal project with the Applicant.

At the conclusion of the meeting (or meetings), the Committee will then provide a report (within 21 days of the final meeting) to the Board of Selectmen for action.

Step 3: Notice of Public Hearing

Following the Earth Removal Advisory Committee meeting(s), the Applicant must request a hearing date with the Board of Selectmen.

The Applicant must then submit a legal notice ad (paid by Applicant) to the Daily Item to be run at least fourteen (14) days prior to the hearing; provide proof of ad at the hearing.

The Applicant must also mail a copy of the legal notice to all abutters within 300 feet from the property bounds (abutter list from the Assessors' Office). The Applicant must provide a copy of the abutter list and letter attesting to mailing of notices at the hearing.

Step 4: Public Hearing

The Board of Selectmen will hold a public hearing(s) after receiving the report from the Earth Removal Advisory Committee or if 21 days have elapsed since the final Earth Removal Advisory Committee meeting without the filing of a report.

The Board of Selectmen may then issue a permit with limitations as deemed appropriate, or deny the permit request.