



TOWN OF NORTHBOROUGH Earthwork Board

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5015 • 508-393-6996 Fax

APPLICATION INSTRUCTIONS FOR EARTHWORK BOARD PERMIT

1. For any project requiring an Earthwork Board Permit contact the Engineering Department Office (508-393-5015) for an application and information regarding available hearing dates and times
2. Regularly scheduled meetings of the Earthwork Board are held on the third Wednesday of the Month.
3. All Planning Board, Zoning Board of Appeals and Conservation Commission approvals must be secured prior to application for a permit from the Earthwork Board.
4. The application for an Earthwork Permit or Renewal must be submitted at least 4 weeks prior to the scheduled hearing.
5. Applications and payment shall be submitted to the Town Clerk's Office prior to delivery to the Town Engineer's Office.
6. It is the responsibility of the applicant to write and publish a legal ad, Notice for Public Hearing, in the Worcester Telegram and Gazette, one time, a minimum of 22 days prior to the scheduled hearing date. Contact the Worcester Telegram and Gazette, Legal Ad Department (508-793-9203) or legalnotices@telegram.com for submission deadline (allow 7 days lead time). Please contact the Engineering Department Office for the next meeting date and the appropriate language regarding the zoom link.
7. A copy of the ad, as printed (tear sheet), shall be submitted to the Engineering Department Office prior to the hearing date. A sample legal ad is attached
8. The application for a new permit shall include seven (7) copies of the plans and application form; and payment of \$500, payable to the Town of Northborough. Plans showing the proposed project with two-foot interval contours of the present and proposed topography; location of any structures; and present and proposed drainage clearly indicated shall be submitted with this application.
9. The application for a Renewal Permit shall include seven (7) copies of the plans and application form; and payment of \$250, payable to the Town of Northborough. For a **Bond Release**, 7 copies of the as-built plan are required; for a **Bond Reduction**, 7 copies of the progress print are required; if there are **No Changes** to the original plan submitted, 7 copies of the original plan may be submitted.
10. It is the responsibility of the Applicant to notify all abutters within 100 feet of the property boundaries, including those across any streets, by certified mail, return receipt requested, at least seven (7) days prior to the hearing. Proof of delivery (green cards) shall be submitted to the Engineering Office no later than at the time of the hearing. A sample copy of the notice to abutters is attached.
11. The Engineering Office will email the agenda for the meeting to concerned parties. The agenda will also be posted with the Town Clerk a minimum of 48 hours prior to the meeting.
12. The Board will issue the permit with conditions, which may include hours of operation; storage and/or disposition of excess material; erosion controls and truck routes.
13. At the hearing the Board will set the bond amount to be submitted to the Town Treasurer before any work on the project may start.
14. Bonds may be posted in the form of a cash bond or performance bond.
15. The permit will not be issued by the Earthwork Board until the bond has been posted with the Town Treasurer after which it will be available in the Engineering Department Office. No building permit will be signed without proof that the bond has been posted.

NEWSPAPER ADVERTISEMENT TO BE SUBMITTED TO THE WORCESTER TELEGRAM AND GAZETTE before 2:00 p.m. on **Tuesday, (Advertising date to be a minimum of 22 days prior to the meeting date)** by email to: legalnotices@telegram.com

**Public Hearing Notice
Northborough Earthwork Board**

In accordance with the provisions of MGL Chapter 40A, Section 9, the Northborough Earthwork Board will hold a public hearing on Wednesday, **(Meeting Date)** at 6:00 p.m. to consider the application of **(Applicant)** for an Earthwork Permit (or an Earthwork Renewal Permit) for (Proposed project) to be located at **(Project address)** in Northborough, MA.

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021 this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted. To participate in the public comment portions of this meeting, from a PC, Mac, iPad, iPhone or Android device please click this URL to join **(Zoom Link, Passcode, Call-in phone number and Webinar ID number to be provided by the Engineering Department)**.

Live Stream link YouTube:

https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA

Janet Sandstrom
Chairperson

Public Hearing Notice Northborough Earthwork Board

Please Note: You have received this notice because you are the owner of property located within 100 feet of one or more of the properties referenced in the legal ad below.

In accordance with the provisions of MGL Chapter 40A, Section 9, the Northborough Earthwork Board will hold a public hearing on Wednesday, (Meeting Date) at 6:00 p.m. to consider the application of (Applicant) for an Earthwork Permit for (Proposed project) to be located at (Project address) in Northborough, MA.

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EARTHWORK PERMIT APPLICATION

- ☐ New \$500
☐ Renewal \$250

1. Name and address of owner

Phone:
Fax:
Email:

2. Name and address of applicant (if different)

Phone:
Fax:
Email:

3. Location of Proposed Earthwork: Map_____ Parcel_____

Address:

4. Planning Board Approval:
5. Conservation Commission Approval:
6. Zoning Board of Appeals Approval:

| Y | N | N/A |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Description of the proposed operation, working hours, trucking routes and completion schedule. (Attach additional sheets, if necessary)

8. Estimate of the quantity and type of material to be removed and its disposition (include estimated blasting, if applicable):

9. Estimated area to be disturbed during construction and the depth of the topsoil:

10. Description of any proposed temporary structures:

The application for the permit shall be submitted, accompanied by the filing fee for the required Public Hearing.

The applicant is responsible for notifying all abutters including those across any streets by certified or registered mail, return receipt requested, at least seven days prior to the Public Hearing. Receipts to be presented to the board at the hearing.

The applicant shall be responsible for placing an advertisement in the Worcester Telegram and Gazette at least 21 days prior to the scheduled hearing.

Plans showing the proposed project with two-foot contours of the present and proposed topography; location of any structures; and present and proposed drainage clearly indicated shall be submitted with this application.

Please submit this application with the appropriate fee plus seven (7) sets of plans and applications to:

Earthwork Board

c/o Town Clerk
63 Main Street
Northborough, MA 01532

Signature of Applicant/Owner