

TOWN OF BERLIN



EARTH WORK BOARD

23 Linden Street

Berlin, MA 01503

(978) 838-2442

selectmen@townofberlin.com

APPLICATION INSTRUCTIONS FOR EARTHWORK BOARD PERMIT

1. For any project requiring an Earthwork Board Permit contact the Selectmen's Office (978-838-2442) for an application and information regarding available hearing dates and times.
2. All Planning Board, Zoning Board of Appeals and Conservation Commission approvals must be secured prior to application for a permit from the Earthwork Board.
3. The application for an Earthwork Permit or Renewal must be submitted at least 3 weeks prior to the scheduled hearing.
4. Applications and payment shall be submitted to the Selectmen's Office.
5. It is the responsibility of the Town to prepare a Notice for Public Hearing , but the responsibility of the Applicant to publish a legal ad, Notice for Public Hearing, in a newspaper of general circulation in Town, one time, a minimum of 21 days prior to the scheduled hearing date.
6. A copy of the ad, as printed (tear sheet), shall be submitted to the Selectmen's Office prior to the hearing date.
7. The application for a new permit shall include seven (7) copies of the plans and application form; and payment of \$500.00, payable to the Town of Berlin. 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.
8. The application for a Renewal Permit shall include seven (7) copies of the application form and payment of for \$250.00, payable to the Town of Berlin. Seven (7) copies of the plans will be required only if substantial changes to the original submission are proposed or to justify a request for a bond reduction.

9. 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 Selectmen's Office no later than at the time of the hearing. A Certified List of Abutters shall be attained at the Applicant's expense and effort from the Assessor's Office.

10. 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.

11. At the hearing the Board will set the bond amount to be submitted to before any work on the project may start.

12. Bonds may be posted in the form of a cash bond or performance bond.

13. The permit will not be issued by the Earthwork Board until the bond has been posted, after which it will be available in the Selectmen's Office. No building permit will be signed without proof that the bond has been posted.

14. As built plans, on Mylar and disk

**FORMAT FOR NEWSPAPER ADVERTISEMENT
TO BE SUBMITTED TO THE WORCESTER TELEGRAM AND GAZETTE
AND COPIED (Certified Mail, R.R.R.) TO ALL CERTIFIED ABUTTERS**

**Earthwork Board
Berlin, MA**

The Berlin Earthwork Board will hold a public hearing on _____(*Date*)_____ at
(*Time*)PM in the Municipal Office Building at 23 Linden Street, Massachusetts to consider
the application of _(*Applicant*)_____ for an Earthwork Permit for
_____(*Description of Project and Location*)_____, Berlin, MA.

Any persons wishing to be heard on this matter may appear at the above stated time and place.

Chairperson

TOWN OF BERLIN Earthwork Board

Town Offices Bldg • 23 Linden St. • Berlin, MA 01503 • 978-838-2442 • 978-838-0014 Fax

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:

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

5. Conservation Commission Approval:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Zoning Board of Appeals Approval:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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:

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 a newspaper of general circulation in Town 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 Board of Selectmen
23 Linden Street
Berlin, MA 01503

Signature of Applicant/Owner