

SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS AND MUST BE SUBMITTED BY ONE OF THE OPTIONS BELOW:

- **Email:** communitydevelopment@keeneenh.gov, with "Planning Board Application" in the subject line
- **Mail / Hand Deliver:** Community Development (4th Floor), Keene City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Earth Excavation Permit applications are outlined further in **Article 25** and **Article 26.19** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee, notice list, narrative, and mailing labels. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

Note: Additional information may be requested by the respective decision-making authority during the review process.

GENERAL SUBMITTAL REQUIREMENTS

CERTIFIED NOTICE LIST (See **Attachment A** for more information.)

2 SETS OF MAILING LABELS (See **Attachment A** for more information.)

PROJECT NARRATIVE (See **Attachment B** for more information.)

FEES: Fill in the information below to calculate the total fee.

\$50 base fee + \$62 legal ad fee + (16 current USPS certificate of mailing rate x 5.54 abutters) = 200.64 (Total Fee)

NOTE: Please call the Community Development Department for the current certificate of mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

WAIVERS & EXCEPTIONS (See **Attachment C** for additional information.)

☒ **WAIVER(S) / EXCEPTION(S) REQUESTED**
☐ **NO WAIVER(S) / EXCEPTION(S) REQUESTED**

THE NAME & CONTACT INFORMATION OF THE PERSON OR ENTITY THAT WILL BE PERFORMING THE EXCAVATION.

PHOTOGRAPHS OF THE EXCAVATION SITE (See **Attachment D** for more information.)

PLAN SETS (See Attachment D for additional information.)		SUBMITTED	EXEMPTION REQUESTED
LOCUS MAP		✓	
PHASING PLAN		✓	
CONTEXT MAP		✓	
EXISTING CONDITIONS MAP		✓	
EXCAVATION SITE MAP		✓	
EROSION CONTROL, SEDIMENTATION, AND DRAINAGE MANAGEMENT PLAN SET		✓	
IMPACT CONTROL & MONITORING PLAN		✓	
RECLAMATION PLAN		✓	
TECHNICAL REPORTS (See Attachment D for additional information.)		SUBMITTED	EXEMPTION REQUESTED
SOILS ANALYSIS		✓	
HYDROLOGIC / GEOLOGIC ANALYSIS		✓	
TRAFFIC ANALYSIS	REPORT ON FILE - NO TRAFFIC INCREASE		
VIEW PRESERVATION ANALYSIS	NO WORK WITHIN ZONE 1 OR 2		
ANALYSIS OF IMPORTANT HABITAT		✓	
MISCELLANEOUS INFORMATION		✓	

CONSULTANT FEE

Per **Article 26.19.7.A** of the [LDC](#), upon receipt of an Earth Excavation Permit application, the Planning Board shall retain a consultant, at the expense of the applicant, for the purpose of reviewing the application for completeness and compliance with NH RSA 155-E and the Earth Excavation Regulations in Article 25 of the LDC. This consultant shall review all aspects of the submittal. **Failure to comply with submitting application materials, including payment for the hiring of a consultant, will deem an application "incomplete."**