



TOWN OF NORTHFIELD, NEW HAMPSHIRE
21 SUMMER STREET, NORTHFIELD NH, 03276

Application for a Junk Yard License

FACILITY INFORMATION

Street Location _____

Mailing Address _____

Tax Map and Lot # _____ Zoning District _____

LICENSE TYPE: ☐ New Facility ☐ Renewal of existing license ☐ *Existing unlicensed facility-
*for Existing unlicensed facilities provide the following:

(1) Attach proof/supporting document for the date established. Yr Established _____

(2) Has the facility ever been licensed? _____ If yes, then attach a copy of the most recent license.

OWNER INFORMATION:

Property Owner _____

Mailing Address _____

Phone # _____ Fax # _____

Email Address # _____

JUNK YARD OPERATOR (if different than Property Owner)

Operator _____

Mailing Address _____

Phone # _____ Fax # _____

Email Address # _____

APPLICANT (if different than Property Owner and Operator)

Applicant Owner _____

Mailing Address _____

Phone # _____ Fax # _____

Email Address # _____

The undersigned hereby agrees that the license will be issued in reliance on the representations contained herein and on the plans and specifications submitted; and that the licensee will conform to the laws and zoning regulations of the Town of Northfield. The license further understands that the Town of Northfield reserves the right to perform periodic site inspections of this junk yard, and the Applicant hereby gives consent to such inspections with or without notice.. The Town official performing the inspection shall make every effort to coordinate, with the operator of the junk yard, a reasonable time to perform such inspection, unless the town official shall be aware of a situation that is either life threatening or may impact the immediate health or safety of the surrounding residents.

Signed under penalty of unsworn falsification:

(Proposed Junk Yard Operator's Signature) (Date)

(Applicant's Signature) (Date)

This application is made pursuant to New Hampshire RSA 236:111-129

LICENSE APPLICATION:

Pursuant to NH RSA 236:114, a person shall not operate, establish, or maintain a junk yard or machinery junk yard until he/she (1) has obtained a license to operate a junk yard business and (2) has obtained a certificate of approval for the location of the junk yard.

Applications for a license for the establishment of an unlicensed junk yard or a licensed junkyard operated by a new operator must be accompanied by a Certificate of Compliance from the Northfield Zoning Board of Adjustment. The Board of Selectmen shall hold a public hearing on all such applications not less than two (2) or more than four (4) weeks from the receipt of the completed application. A list of abutters must be included with all such applications.

The following are required to obtain a license to operate a junk yard license pursuant to RSA 236:111 thru 129.

Certificate of Approval: The applicant must supply a certificate of approval from the Zoning Board of Adjustment (ZBA) that the location of the junk yard is not within an established district restricted against such uses or otherwise contrary to the prohibitions of the Town of Northfield Zoning Ordinance. This certificate is required prior to the Northfield Board of Selectmen issuing a license to allow the junk yard to operate. (RSA 236:114,115).

Description of the land: The applicant must supply a detailed description of the land to be used for the junk yard prior to the Northfield Board of Selectmen issuing a license to allow the junk yard to operate. This description must reference to so-called permanent boundary markers (RSA 236:115).

Proof of Ownership or valid lease: The applicant must supply either proof of legal ownership or right to use the property by the applicant for the licensed period prior to the Northfield Board of Selectmen issuing a license to allow the junk yard to operate (RSA 236:118).

Storm water management permit: If storm water flows through a “point source” on the junk yard and drains into a surface water of the United States, then the operator must be in possession of a storm water management permit (Env-Wq 400). (“point source” is defined as a pipe, drain, culvert, ditch or swale).

In addition to the above requirements an applicant proposing to operate a junk yard must also comply with fencing requirements (RSA 236:123), location requirements (RSA 236:118), and aesthetic considerations (RSA 236:120).

FOR OFFICE USE ONLY

| | |
|---|---------------------------------------|
| _____ ZBA Certificate of Approval | _____ Description of Land – plot plan |
| _____ Proof of Ownership or valid lease | _____ Storm water management permit |
| _____ Planning Board approval of Site Plan review | |

Before proceeding with this application, please answer the following questions:

If the answer to any of the questions in section 1 is **NO**, or if the answer to any of the questions in section 2 is **YES** do not proceed with this application until you contact the Northfield Selectmen's Office.

| SECTION 1 | YES | NO |
|---|------------|-----------|
| Is a Site Plan approved and signed by the Planning Board? | | |
| Are the bounds of the land included in the junk yard area marked by permanent boundary markers? | | |
| Is a Special Exception or Variance approved by the Zoning Board of Adjustment applicable? | | |
| Does the placement of the junk yard and junk material meet all front, side and rear setback requirements? | | |
| Is the junk material substantially screened from any highway and from abutting premises and reasonably secured from unauthorized entry? RSA 236:123 | | |
| Is the junk yard maintained to prevent any menace to public health and safety, including the breeding, harboring or infecting or rats and other rodents, vermin insects and the accumulation of stagnant water? | | |
| Is the junk yard in compliance with all Town of Northfield and State of New Hampshire health and sanitary laws, ordinances and regulations? | | |
| Does the junk yard prevent offensive or obnoxious sounds or odor; and is not a public or private nuisance? | | |
| Is the plot plan of the property drawn to scale with location of the junk yard and other structures attached? | | |
| Is proof of ownership or right to use the property by the applicant for the license period provided? | | |

| SECTION 2 | YES | NO |
|--|------------|-----------|
| Is the junk yard property presently in current land use? | | |
| Is the junk yard area less than 660 feet from the right of way lines of Class I, II or III highways? | | |
| Is the junk yard area less than 300 feet from the right of way lines of Class IV, V, VI highways? | | |
| Is the junk yard property located on a class VI road? | | |
| | | |
| | | |
| | | |
| Is any part of the junk yard property located within the floodplain district? | | |
| Is any part of the junk yard property located within the aquifer protection district? | | |
| Does the area occupied by junk at any time exceed the area occupied by junk on the date of initial or renewed licensing by the Board of Selectmen? | | |
| Is oil, grease, gasoline, tires or similar material burned at any time? | | |

APPLICATION FEE (payment to the Town of Northfield):

| | |
|---|----------|
| <input type="checkbox"/> Application for a new facility or existing unlicensed facility | \$200.00 |
| <input type="checkbox"/> Renewal of existing license | \$ 50.00 |
| <input type="checkbox"/> Criminal Record check fee per person | \$ 25.00 |

Pursuant to RSA 236:121, junk yard licenses expire on July 1st of each year. Junk yard licenses may be renewed thereafter upon payment of an annual renewal license fee to the Town of Northfield without a hearing provided all items noted in the **Renewal License** section are in place

COMPLIANCE CERTIFICATION STATEMENT (Required to obtain a license to operate a junk yard license pursuant to RSA 236:115, II and RSA 236:121)

For an EXISTING facility, complete the following statement.

I am familiar with the best management practice (BMPs) established by the Department of Environmental Services (DES) for junk yard usage of a property, as detailed in Motor Vehicle Salvage Yard Environmental Compliance Manual and Self-Audit Checklist, NH DES; and to the best of my knowledge and belief based in part on my own inspection and review of facility operations, I certify hereby that the facility is (check one below and sign beneath):

_____ Operated in compliance with the BMPs established by DES (submit self –audit checklist mentioned above)

_____ NOT operated in compliance with the BMPs. (Attach a full description of all aspects of the facility that are non-compliant, and provide a plan and schedule for achieving compliance. Prepare to present this information at the hearing before the Board of Selectmen.

Facility Owner Signature _____ Date _____

Facility Operator Signature (if different than owner) Date

For a PROPOSED facility or EXPANSION of an EXISTING APPROVED facility, complete this statement:

I am familiar with the best management practice (BMPs) established by the Department of Environmental Services (DES) for the junk yard usage of a property, as detailed in Motor Vehicle Salvage Yard Environmental Compliance Manual and Self-Audit Checklist, NH DES; and to the best of my knowledge and belief based in part on my personal inspection and review of the plans and specifications for the proposed facility, I certify hereby that the facility is designed and shall be operated in compliance with the BMPs established by DES.

Facility Owner Signature _____

Facility Operator Signature (if different than owner) _____ Date _____

CRIMINAL CERTIFICATION STATEMENT

(Required to obtain a license to operate a junk yard license pursuant to RSA 236:117)

I have never been convicted of any type of larceny and/or have never been convicted of receiving stolen goods:

Signed under penalty of unsworn falsification:

(Applicants signature) (date)

(Applicants Signature) (Date)

A License may not be granted to an applicant who has had any convictions for any type of larceny or for receiving stolen goods (Zoning Ordinance Section 708.6.2.1)

REQUIRED APPLICATION MATERIALS for a proposed new facility or an expansion of an existing approved facility:

Include with this application the following items:

1. A completed Junk Yard License Application Form;
2. A description of the land where the junk yard is to be located, by reference to permanent boundary markers;
3. A Certificate of Approval from the Zoning Board of Adjustment stating that the proposed location is not contrary to the prohibitions of the zoning ordinance or that a variance has been obtained;
4. Completed Abutters list and two (2) sets of mailing labels;
5. All related fees

OTHER CERTIFICATIONS AND SUPPORTING DOCUMENTATION:

In addition to the Required Application Material noted above, no application will be considered complete without the following additional documentation (if applicable):

1. Copy of other permits/approvals if applicable:
 - a) Motor Vehicle Dealer License, issued by New Hampshire Department of Safety (NHDOS)
 - b) License to Operate, issued by NH Department of Transportation (NHDOT) - required if the facility is within 1000 feet or visible from certain federally funded highways
 - c) Hazardous Waste Identification Number - required if the facility generates hazardous waste or burns used oil.
 - d) NHDES Storm Water Permit Notice of Intent - required if storm water is discharged from the property via a ditch, swale, culvert, pipe, drain, or other point source, to surface water.
 - e) Aboveground Storage Tank (AST) registration - required if petroleum storage capacity is greater than 660 gallons in any single tank or container or 1320 gallons in any combination of tanks and containers, 55 gallons or larger.
 - f) Underground Storage Tank (UST) registration
 - g) Groundwater Release Detection Permit - required for existing facilities located in Class GAA groundwater protection areas.
 - h) Approval from the United States Environmental Protection Agency (USEPA) to operate a secondary aluminum recovery furnace (sweat furnace)
 - i) For existing facilities, copies of all inspection/ investigation reports and related correspondence generated during the last 12 months for all NHDES facility inspections and complaint investigations.
-

DESCRIPTION OF FACILITY OPERATIONS:

Type of enterprise: ___ Commercial ___ Non-Commercial

Types of junk, waste and other items the facility receives or intends to receive and stores or intends to store (please check all that apply):

- | | |
|----------------------------------|--|
| ___ Cars and light trucks | ___ Heavy trucks and construction vehicles |
| ___ OHRVs, ATVs | ___ Lawn & garden equipment |
| ___ Farm equipment | ___ Boats/watercraft |
| ___ Campers/trailers | ___ Mobile homes |
| ___ Machinery/tools | ___ Washers, dryers, other appliances |
| ___ Pipes and fittings | ___ Plumbing fixtures |
| ___ Aluminum beverage containers | ___ Aluminum scrap |
| ___ Cable/wire | ___ Metal turnings |
| ___ Cast iron radiators, boilers | ___ Propane tanks |
| ___ Other compressed gas tanks | ___ Empty petroleum storage tanks |
| ___ Other storage tanks | ___ Drums |
| ___ Structural steel | ___ Other ferrous (iron) scrap |
| ___ Electrical devices/equipment | ___ Construction or demolition debris |
| ___ Other: | |

Types of on-site business activities:

- | | |
|-----------------------------|-------------------------------------|
| ___ Used part sales | ___ Swap shop |
| ___ Second hand shop | ___ Used motor vehicle sales |
| ___ New motor vehicle sales | ___ Body shop |
| ___ Repair shop | ___ Towing yard |
| ___ Impoundment area | ___ State Motor Vehicle Inspections |
| ___ Other: _____ | |

Types of on-site processing activities and related equipment:

- | | |
|--|--|
| ___ Sorting – hand | ___ Sorting – magnet |
| ___ Cutting – torches | ___ Cutting – shears |
| ___ Crushing – on-site unit | ___ Crushing – mobile crushing service |
| ___ Shredding | ___ Bailing |
| ___ Smelting EPA approval # _____ | |
| ___ Used oil burner on site heat DEA approval # _____ | |
| ___ Parts washer HW generator identification # _____ | |
| ___ Oil/Water separator – Waste water destination: _____ | |
| ___ Freon/refrigerant evacuation equipment EPA approved | |
| ___ Underground storage tanks DES registration # _____ | |
| ___ Above-ground storage tanks DES registration # _____ | |
| ___ Other: _____ | |

Maximum Number of Employees: _____

Days/Hours of Operation: _____

FACILITY SIZE/CAPACITY: (if applicable)

Number of End of Life Vehicles (ELVs) received annually on average: _____
Number of ELVs processed annually on average: _____
ELV storage capacity (# of vehicles and/or size of storage area): _____
Length of time ELVs are stored before removal: _____
Number of ELVs currently stored: _____
Tire storage capacity (# of tires and/or size of tire storage area): _____
Number of tires currently stored: _____
Battery storage capacity (# of batteries and/or size of storage area): _____
Fluid storage capacity (gallons by fluid type): _____

PLOT PLAN:

Provide a plan or plans of the property on which the proposed facility is to be located. The plan shall show the boundaries of the entire lot described by metes and bounds, and the location and description of the permanent boundary markers. If the junk yard will occupy less than the entire lot, the location of the junk yard shall be shown, with reference to permanent boundary markers. In addition, the applicant shall provide a copy of the complete Site Plan approved by the Planning Board (if applicable), and Certificate of Approval as issued by the Zoning Board of Adjustment.

RENEWAL OF JUNK YARD LICENSE:

Pursuant to RSA 236:121, a junk yard licenses expire on July 1st of each year. Generally this license will be renewed without a hearing if all of the following items are in place and satisfactory to the Board of Selectmen:

1. An Application for Renewal is submitted a minimum of forty-five (45) days prior to the expiration date of the existing license. An application filed after expiration of the existing junk yard license shall be treated as an original application.
2. The applicant certifies he/she has not been convicted of larceny or of receiving stolen property during the license period.
3. The applicant certifies that all of the conditions placed upon the grant of the original license have been met and that the applicant has received no complaints, or had any notice been provided of a claimed violation of any condition of the license.
4. The applicant certifies that he/she is in compliance with best management practices established by the Department of Environmental Services, if the application deals with an automotive recycling yard or motor vehicle junk yard.
5. The area occupied by junk material has not exceeded by more than 10% the area occupied by junk on the date of the last license issued by the Board of Selectmen.
6. The area occupied by junk material has not exceeded ten (10) feet in height.
7. The property has not lacked screening from any highway, or from abutting premises, or lacked security from unauthorized entry.

An application for renewal is not a license. Based on the information contained in the application, the Board of Selectmen reserves the right to:

1. Refer the request for renewal to the Planning Board, Zoning Board of Adjustment, Fire Department, and Police Department for comment;
2. Conduct appropriate investigations of the licensee or the junk yard location prior to issuance of a renewal junk yard license including, but not limited to, the testing of surface and subsurface water for contamination by hazardous or toxic substances; and
3. Schedule the matter for a hearing to obtain further information regarding the performance of the junk yard during the license period.

VERIFICATION

I certify that the information included with this application is accurate and complete to the best of my knowledge; that any license issued based on inaccurate information is subject to immediate withdrawal; that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. I further certify that I am aware of and will comply with, any deed restrictions or covenants, and any regulations or conditions imposed by the Selectmen, Zoning Board of Adjustment and/or Planning Board as it relates to this property and the proposed use. I understand that the License must be prominently displayed. Failure to prominently display the License is sufficient grounds for withdrawal of the License. I also understand that a Certificate of Approval is personal to the applicant and cannot be assigned or assumed by a different person or entity. If the property or business is transferred to a new person or entity, the new owner/operator must apply for and obtain a new approval, which will be effective only to the next July 1st.

Property Owner Signature _____ Date: _____

Junk yard Operator Signature _____ Date: _____
(if different than Property Owner)

Applicant Signature _____ Date: _____
(if different than Property Owner or Operator)

Staff Use Only

Received By: _____ Date _____

Application Cost: _____ Date _____