



FLORHAM PARK BOROUGH CONSTRUCTION DEPARTMENT
111 RIDGEDALE AVENUE
FLORHAM PARK, NJ 07932
973-410-5346 (FAX) 973-410-5490

POOL/HOT TUB PERMIT APPLICATIONS

Dear Applicant: Please note that ALL permit applications for pools and/or hot tubs, **NEW OR RENOVATION**, require the following:

- Construction permit application folder.
- Subcode technical sections for building, electrical, and plumbing, as applicable.
- Specifications of any mechanical equipment to be installed.
- Zoning permit application.
- Original sealed survey (**Less than 10 years old**) reflecting current conditions and the setbacks to the property lines and the fence location.
- 2 copies of the Surface Grading Application and three copies of the surface grading plan with water management reflected on the survey.
- Tree removal/planting guide application with survey.
- Three sets of drawings reflecting all building, electrical, and plumbing. Please include fence details or lockable covers for hot tubs.

Incomplete applications will be returned. We do **NOT** accept checks prior to the issuance of permits. We do not check status of permit applications. Upon approval of your applications, we will send a "balance due" bill.

All pool excavations are required to be enclosed by a 6' chain link fence and shall not be removed until permanent fencing is installed.

Thank you for your anticipated co-operation with regard to the permit process. We appreciate your business.



BOROUGH OF FLORHAM PARK

111 RIDGEDALE AVENUE, FLORHAM PARK, NEW JERSEY 07932

Engineering Contact: Kayla Kaplan

Telephone: 973-410-5334 Email: Kkaplan@fpboro.net

Construction Contact: Janet Doherty

Telephone: 973-410-5346 Email: Jdoherty@fpboro.net

CONSTRUCTION APPROVAL CONDITIONS

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1. The Engineering Department shall be contacted prior to dry well installation for inspection. At time of inspection the drywell shall be excavated with chamber, fabric and stone on site. Roof leaders shall be immediately tied into drywell upon installation to prevent unnecessary storm water runoff to neighboring properties.
 2. Soil erosion sediment control measures such as silt fences, hay, hay bale, etc. shall be implemented surrounding any disturbed soil within 30 days, or sooner if imminent weather requires. Soil erosion sediment control measures shall be maintained throughout construction and may be subject to inspection. (Additional information can be found at <https://mcscd.org>)
 3. No trees shall be removed without a previously approved Tree Removal Application.
 4. No grade changes permitted unless clearly shown in approved plans.
 5. As per Borough Code § 208 2-21 a Road Opening Permit is required for any changes to street, sidewalk and any curbing, as well as driveway ingress curbing. The Engineering Department shall be contacted for inspection during this work. Any damaged curb or sidewalk shall be repaired prior to permit closure.
 6. Borough Trees and existing trees shall be protected to prevent damage to trunk and compression of soil underneath tree drip line throughout construction.
 7. CONSTRUCTION SITES MUST COMPLY with Florham Park Ordinances Chapter 155 Noise, 159 Nuisances, 250-27 Prohibited Uses and 188-23 & 24 Maintenance.
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REVIEW AND SIGN ON REVERSE SIDE

CONSTRUCTION SITE MAINTENANCE

The following are some key items to be aware of during construction:

- **6' high fence MUST be installed around entire perimeter of the construction site (i.e New construction, additions & pools) and shall not be removed until Construction Official grants approval.**
- **All sites shall be graded and maintained to prevent accumulation of stagnant water for more than 72 hours**
- **NOISE- Must comply with FP Ordinance 155-6**
 - **Operation of equipment and power tools is only allowed in a residential area between the hours of 7 A.M. – 6 P.M. weekdays, and 9 A.M. – 6 P.M. on weekends and holidays**
- **ALL sites MUST be maintained in a clean, safe and sanitary condition (must provide working bathroom facility or portable toilet)**
- **Outdoor Storage of Building Supplies or equipment on an INACTIVE Construction site is prohibited under 250-27**
- **Weeds, brush, refuse and garbage etc. must be removed or contained in a trash receptacle. Grass MUST be cut (no more than 6" high)**
- **Sidewalks and paths including those in the public easement, must be maintained in a proper state of repair and kept clear from hazardous conditions.**
- **Ground surface hazards such as holes, excavations, projections, obstructions should be properly marked and protected until hazard has been eliminated.**
- **Snow & ice must be removed from sidewalks & walkways promptly, no later than 48 hours after the storm**

Owner/Agent (Print)

Signature

Date

Contact #

Failure to comply with any of the above may result in the issuance of a municipal summons requiring an appearance in court and may lead to a monetary penalty.



Florham Park Construction Office
Phone 973-410-5346 Fax 973-410-5490

Kevin Guilfoyle, Construction Official
KGuilfoyle@fpboro.net or 973-410-5352
Janet Doherty (JDoherty@fpboro.net) is the Technical Assistant to the Construction Official
and Florham Park Zoning Official (973-410-5346)

Permit applications accepted daily from 9:00 am to 4:00 pm.

Please email all inspection requests to klinden@fpboro.net and jdoherty@fpboro.net

Inspection requests require the following information:

- 1) Permit number
- 2) Type of inspection requested (Building, Electrical, Plumbing, Fire)
- 3) Day of the requested inspection.
- 4) Telephone number for contact purposes if your request cannot be accommodated

Minimum of 24 hour notice for all inspection requests, ALL TIMES ARE APPROXIMATE:

Building inspections are M- Friday 8:00 am to 4 pm

Fire inspections are M-T-W-TH 1pm-4:30pm and Fri- 9am -3 pm

Electrical inspections are Monday thru Friday, 11:00 am to 3 pm.

Plumbing/Mechanical inspections are Monday thru Friday, 11:00 am to 4:00 pm.

Please be aware that due to the volume of Construction jobs, we cannot give exact times for these inspections.

Contractors MUST INSTALL 6 ft. chain link fence, per Ordinance NO. 13-15 around perimeter of excavation site prior to any work. Do NOT remove fence until Construction Official grants approval of removal.

Required inspections pursuant to N.J.A.C. 5:23-2.18 for all *new* buildings, additions, renovation, alterations:

- 1) Footing inspection-bottom of the trench **PRIOR** to pouring of concrete (**MUST** provide soil compaction report at inspection)
- 2) Foundation inspection **PRIOR** to the placement of backfill.
 - 2 a) Foundation Location Survey **REQUIRED** for new construction **PRIOR** to framing
- 3) Slab inspection **PRIOR** to placement of concrete
- 4) Electrical rough wiring
- 5) Plumbing rough installations
- 6) Fire Rough inspection
- 7) Framing inspections **AFTER** rough electric/plumbing/Fire passed-**PRIOR** to insulation
- 8) Insulation inspection **PRIOR** to sheetrock
- 9) Final electric, final plumbing, final fire inspections
- 10) Final building inspections
- 11) No Certificates of Occupancy shall be issued **PRIOR** to submittal & Approval of Final As Built Survey and final surface grading inspection approvals by Borough Engineer M. Sgaramella (973-410-5473 or K. Kaplan x5334) & Morris County Soil District, Sheila Hall (973-285-2953).

Failure to comply with the above required inspections as indicated in N.J.A.C. 5:23-2.18 will result in administrative penalties of not more than \$2000.00 as permitted in N.J.A.C. 5:23-2.3 lb



Florham Park Construction Department
111 Ridgedale Ave.
Florham Park, NJ 07932
Ph. - 973-410-5346 Fax - 973 -410-5490
Kevin Guilfoyle, Construction Code Official
Building Subcode Official

The following is a list of certifications that you may be required to submit to the Building Department during the course of your project.

All information must be forwarded to the Building Inspector shortly after being requested in order to avoid any project delays.

1. List of Special Inspectors with copy of DCA License
2. All soil compaction reports, footing, slab, etc. BEFORE footing inspection
3. Report from engineer re footing & foundation re-bar installation (Commercial & Multi unit residential)
4. Report from engineer re slab design to include reinforcing (Commercial only)
5. Foundation location survey (ALL new buildings and any BOA Approved Additions (Residential AND Commercial) MUST be received at framing inspection
6. Concrete compressive strength 7 to 28 day report (Commercial and multi-unit residential)
7. Wooden truss report to include installation as per design and any and all repairs made (Commercial and multi-unit residential)
8. Steel report to include all welds, bolting and decking (Commercial)
9. Fire Stopping, Fire proofing and draft stopping depending on magnitude of project, certified by architect (Commercial and Condo)
10. Any modular units or pre-fabricated panels (i.e. superior walls, modular) Certifications by Engineer & Manufacturer (Residential, Commercial & Condos)
11. Copies of any warranties for certain types of roof covering systems (New Commercial)
12. HVAC balancing report (New Commercial)
13. Energy Efficiency Certificate (Residential)
14. Home Warranty (Residential)
15. Height certification included on final as-built survey

Additional information may be necessary prior to the issuance of a Certificate of Occupancy

Kevin Guilfoyle
Construction Official

ZONING APPLICATION Control # _____ Date Submitted _____

Work Site Address: _____ Blk. _____ Lot _____

Property Owner: _____ Phone #: _____

Owner's Email: _____ Owner's Address _____

Agent/Contractor _____ Agent/Ctr. Address _____

Agent/Contractor Email _____ Agent/Ctr. Phone # _____

Existing Use _____ Proposed Use _____

Brief Description of Work: _____

I hereby certify that the proposed work is authorized by the owner of record and that I am the owner or have been authorized by the owner, to make this application as his/her agent and we agree to conform to all applicable laws of this jurisdiction. I certify that the answers on this Zoning Application are true and complete to the best of my knowledge.

Signature _____ Name(Print) _____ Address _____

My Lot is on a: Corner Parcel _____ Interior Parcel _____ Sq. Footage of Lot is _____ Zone _____

<u>SETBACKS</u>	<u>EXISTING</u>	<u>PROPOSED:</u>	<u>REQUIRED:</u>
Front Yard	_____	_____	_____
Second Front Yard	_____ (If corner parcel)	_____	_____
Rear Yard	_____	_____	_____
Smallest Side Yard	_____	_____	_____
Side Yard Aggregate	_____	_____	_____
Principal Structure: Building Height	_____	_____	_____

Ground Floor: Existing: _____ Sq. ft. Proposed _____ Sq. Ft. Total of Both _____ Sq. Ft.

*% of Lot Covered by Building Structures (Including roof overhangs, sheds & detached Bldgs) _____ %

(SEE PAGE 2 for calculation worksheet)

***% of Improved Lot Coverage _____ % (Includes Building Structures and everything else i.e. driveways, walkways, decks, patios etc.) (SEE PAGE 2 for calculation worksheet)

A sealed survey, less than 10 years old, MUST be submitted with all applications

NOTE: FOUNDATION LOCATION SURVEY AND ELEVATION HEIGHT MUST BE SUBMITTED PRIOR TO FRAMING

Fencing: Type: _____ Height _____

Proposed Setbacks: Side Yard _____ Rear Yard _____ Front Yard _____

(Minimum six inches inside property line for side & rear yard)

Patio: _____ Sq. Ft. **Swimming Pool:** In Ground _____ Above Ground _____

Proposed Setbacks: Left Side Yard _____ Right Side Yard _____ Rear Yard _____

WORKSHEET

Description	Existing(SF)	Proposed(SF)	Required	Comments/Notes
Main Dwelling including ALL roofed area WITH overhangs	_____	_____	_____	_____
Accessory Buildings including ALL roofed area with overhangs	_____	_____	_____	_____
*TOTAL BUILDING AREA	_____	_____	_____ (SF)	_____
Accessory Structure POOL including coping	_____	_____	_____ (SF)	_____
Accessory Structure DECK	_____	_____	_____ (SF)	_____
Accessory Structure PATIO	_____	_____	_____ (SF)	_____
Driveway	_____	_____	_____ (SF)	_____
Walkways	_____	_____	_____ (SF)	_____
Equipment i.e AC/Generator/pool equipment etc.	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
**TOTAL IMPROVED AREA including building area above	_____	_____	_____ (SF)	_____

This application is Approved _____ DENIED _____ Control # _____

Application Fee \$ _____ Received Date _____ Check# _____ Cash _____

Zoning Officer: _____ Date _____

Janet L. Doherty, Zoning Officer

ZONING Attachment 1 - Borough of Florham Park - 250-9- Schedule of Area, Yard and Building Requirements

Amended 5-15-2002 by Ord. No. 7-01; 4-23-2002 by Ord. 7-02; 4-26-2005 by Ord. 17-05; 6-17-08 by Ord. 08-21; 2-15-18 by Ord. 18-2; 5-17-2018 by Ord. No.18-9; 5-17-2018 by Ord. No.18-10; 5-17-2018 by Ord. No. 18-11; 5-17-2018 by Ord. No.18-12

Zone	Principal Building Setbacks			Corner Lot		Side Yard Combined	Percentage of lot Width or Feet	Maximum Building Height (feet)	Maximum Building Height (stories)	Minimum Habitable Floor Space (square feet)	Minimum Lot Requirements (square feet/acre)			Maximum Building Coverage (%)	Maximum Improved Lot Coverage (%)	Detached Accessory Building Setbacks				
	Front (feet)	Side (feet)	Rear (feet)	Street Side (feet)	Inside (feet)						Rear (feet)	Area (Sq.Ft./acres)	Width (feet)			Depth (feet)	Maximum Height, 15 Feet, 1 Story ¹⁰	Corner Lot	Street Side (feet)	Side (feet)
R-7	40	10	30	40	10	30	20%	35	2	1,200	7000	60 ¹	115	35 ⁹	35 ⁹	50	50	10	10	Note 7
R-15	40	10	40%	40	10	40%	20%	35	2	1,200	15,000	100 ¹	150	30 ⁸	30 ⁸	50	50	10	10	Note 7
R-25	50	15	50	50	15	40	24%	35	2	1,500	25,000	125 ¹	150	30 ⁷	30 ⁷	60	60	15	20	Note 7
R-44	50	20	50	50	20	50	28%	35	2	1,800	43,560	140 ¹	160	25 ⁷	25 ⁷	60	60	20	20	Note 7
R-88	50	50	50	50	50	100	100 feet	35	2	1,800	87,120	140 ¹	160	5 ⁹	20 ⁹	50	50	20	20	Note 7
B-1	20	10	20	20	10	10	--	35 ²	--	--	--	150	--	--	--	50	50	20	20	--
PB-1	40	20	40	40	20	20	--	30 ¹	--	--	1 acre	150	--	60	60	--	--	--	--	--
PB-2	30	15	30	30	15	30	--	35 ³	--	--	15,000	100	120	20 ⁴	60	--	--	--	--	--
C-1 MIF Multifamily Option	100	50	50	100	50	50	--	35	--	800	40 acres	300	300	15	30	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--
C-1 and C-2	150 ⁵	50	50	150 ⁵	100	50	--	40 ⁶	--	--	5 acres	300	--	35	60	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--
C-3	100	75	75	100	100	75	--	45	--	--	15 acres	300	200	25	50	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--
C-4	100	75	75	100	100	50	--	45	--	--	15 acres	300	200	25	50	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--
MF-1 and MF-3	135	25	25	135	135	25	--	35	--	1,400	5 acres	300	300	25	--	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--
MF-2	100	25	25	100	100	25	--	35	--	850	5 acres	100	300	25	--	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--
MF-4	100	20	20	50	50	20	--	40	--	600	5 acres	100	300	30	--	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--
MF-6 ¹¹								55	3		5 acres			30	60					
MF-8 ¹²								55	3		2 acres			30	60					
MF-9 ¹³	50	15	40	50	40	15	--	45	3		5 acres			30	50	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--
OSR	50	15	40	50	40	15	--	35	--		1 acre	200	200	30	--	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--
OSM	50	15	40	50	40	15	--	35	--		1 acre	200	200	30	--	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	--

NOTES: 1 In residence zones R-15, R-25 and R-44, the minimum lot width specified above shall be increased by 25 FT in the case of corner lots
 2 An office building may be erected to no more than 50 feet in height upon the condition that for each five-foot increase above 35, there shall be an additional three feet of front yard setback
 3 In the PB Zone, no building shall have more than two stories.
 4 In the PB-2 Zone, the maximum building coverage shall be 10% for two-story buildings.
 5 All lots having frontage on and along both sides of Vreeland Road and Fernwood Road shall have a front yard setback of 100 feet.
 6 See Borough Ord. No 6-99A.
 7 The maximum front yard setback shall be within 10 feet of the average front yard setback of all lots or portions of lots within 200 feet of the subject property on the same side of the block. To the extent that this provision conflicts with the minimum front yard setback, the minimum front yard setback requirements shall prevail. For the purposes of this regulation, the front yard setback shall be measured to the facade of the structure that contains the principal entrance or front door to the dwelling
 8 Per Ord. No 18-2, Section 5-250-14A amended: Sheds less than 100SF do NOT count towards the Building Coverage. However, they DO count towards Total Improved Lot Coverage.
 9 Per Ord. 17-05 All other references to accessory Bldg. height is repealed.
 10 Per Ord. 17-05 All other references to accessory Bldg. height is repealed.
 11 See Sec. 250-140 for additional provisions 12 See Sec. 250-144 for additional provisions 13 See Sec. 250-148 for additional provisions

Let Area SF	% Bldg. Coverage	Let Area SF	% Bldg. Coverage
less than 7,000	20	20,000 to 22,499	14.0
7,000 to 7,999	19.5	22,500 to 24,999	13.5
8,000 to 8,999	19	25,000 to 27,499	13.0
9,000 to 9,999	18.5	27,500 to 29,999	12.5
10,000 to 10,999	18	30,000 to 32,499	12.0
11,000 to 11,999	17.5	32,500 to 34,999	11.5
12,000 to 12,999	17	35,000 to 37,499	11.0
13,000 to 13,999	16.5	37,500 to 39,999	10.5
14,000 to 14,999	16	40,000 to 42,499	10.0
15,000 to 17,499	15.0	42,500 to 44,999	9.5
17,500 to 19,999	14.5	45,000 or greater	9.0

NOTE: The complete Florham Park Zoning Code can be found at WWW.ECODE.COM

APPLICATION FOR APPROVAL OF SURFACE GRADING PLAN

To be filed in triplicate with the Borough Engineer two weeks prior to obtaining a Building Permit. Include with this application three copies of the surface grading plan.

NOTE: A revised Surface Grading Plan must be submitted for approval should it be necessary to change the lot grading during construction.

APPLICATION NO. _____ DATE SUBMITTED: _____ DATE RESUBMITTED: _____

TO: ENGINEERING DEPARTMENT OF THE BOROUGH OF FLORHAM PARK

Application is hereby made for the Approval of Surface Grading Plan as set forth in Chapter 250-Zoning of the Florham Park Borough Code and summarized on back of application.

1. APPLICANT'S NAME _____

ADDRESS _____

PHONE NUMBER _____

2. LOCATION OF PROPOSED DWELLING _____

(Street)

(Tax Map Block)

(Lot No.)

3. NAME AND ADDRESS OF PERSON PREPARING PLAN:
NAME _____

ADDRESS _____

PHONE NUMBER _____

SIGNATURE OF APPLICANT _____

(DO NOT WRITE BELOW THIS LINE)

REMARKS:

TREE REMOVAL PERMIT REQUIRED? YES (SEE ATTACHED PERMIT) NO

HEIGHT OF BUILDING (PER 250-2.2.) PROVIDED YES NO

TOTAL IMPROVED LOT COVERAGE (PER 250-2.2) PROVIDED YES NO

FEES: \$400 _____ \$150 _____ \$50 _____
(Greater Disturbance) (Smaller Project) (Additional Inspection)

REVIEW OF SURFACE GRADING PLAN:

Approved _____
Disapproved _____
Returned for Revisions _____

BOROUGH ENGINEER

FINAL INSPECTION OF SURFACE GRADING:

Approved _____
Disapproved _____
Returned for Revisions _____
Notified _____

BOROUGH ENGINEER

EXCERPT FROM ORDINANCE # 08-41

SURFACE GRADING PERMIT REQUIREMENTS FOR ALL RESIDENTIAL ZONES

In order to protect against adverse consequences from surface water runoff, a Surface Grading Plan is required for any proposed residential lot improvements that includes land disturbance, excavation, placement of fill, or changes to the existing surface grades. The Surface Grading Permit shall be considered a "prior approval" under the Uniform Construction Code, and no construction permit shall be issued unless the Applicant has obtained a Surface Grading Permit. The Surface Grading Plan shall be prepared by a Professional Engineer and/or Architect licensed in the State of N.J. unless land disturbance is less than one thousand (1000) sq. ft., and land disturbance for the purpose of constructing a building addition to an existing residential dwelling is less than 600 sq. ft., then the plan may be prepared and submitted by a homeowner; provided sufficient technical information is included. In addition to the conditions listed above, any Surface Grading Plan that proposes land disturbance greater than 5,000 sq. ft. shall be submitted with an approved Soil Erosion and Control Plan issued and approved by the Morris County Soil Conservation District. Any Surface Grading Plan proposing construction of a new residential dwelling shall be submitted with an approved Soil Erosion and Control Plan or a Letter of Exemption from the Morris County Soil Conservation District. Every application for a building permit involving excavation or change in grades for a single-family dwelling shall be accompanied by a Surface Grading Plan which has been submitted to and approved by the Engineering Department.

Three copies of a signed Surface Grading Application and Plan shall be submitted. For Surface Grading Plan requirements, please go to www.florhamparkboro.net, click "Borough Code" Tab, and open Chapter 250-7.1.

Surface grading permit fee.

- (a) A fee of \$400 shall be imposed for each permit for any proposed land disturbance of greater than 1,000 square feet and any proposed land disturbance for the purpose of constructing a building addition to an existing residential dwelling greater than 600 square feet; otherwise, a fee of \$150 shall be imposed for smaller projects.
- (b) The fee shall cover the cost of a preliminary site visit, review of initial submission and one revision, issuance of surface grading plan approval, two random site inspections in addition to required inspections, and final approval of surface grading prior to issuance of a certificate of occupancy, temporary certificate of occupancy, or the release of any performance guarantee that may have been posted for incomplete site work.
- (c) An additional fee of \$50 for each review of plans with substantial revisions and each additional inspection other than those noted above shall be charged to the applicant. Fees shall be paid prior to issuance of a certificate of occupancy or a temporary certificate of occupancy.

Liability of applicant.

The applicant is responsible for the prevention of damage to other properties, and personal injury, which may result from the activity requiring the surface grading permit.

Violations.

- (a) Any person who erects, constructs, alters, repairs, converts, maintains, or uses any building, structure, or land in violation of the requirements of this chapter or an approved surface grading permit shall, upon conviction thereof by any court authorized by law to hear and determine the matter, be liable for a fine of not less than \$400 nor more than \$2,000 or to imprisonment for a term of not more than 90 days, or both, as such court in its discretion may impose. Each day during or on which a violation occurs or continues shall be deemed a separate offense.
- (b) If a certificate of occupancy or temporary certificate of occupancy is issued for a property prior to full compliance with a surface grading permit, and full compliance is not effected by a date set forth by the Borough Engineer, then continued occupancy of such property after such date shall constitute a use of such property in violation of this section.

NOTE: PLEASE BE ADVISED THAT AN INSPECTION OF THE SURFACE GRADING MUST BE MADE BY THE ENGINEERING DEPARTMENT PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT. THE BUILDING DEPARTMENT SHALL BE NOTIFIED OF APPROVAL OF THE FINAL SURFACE GRADING BY THE ENGINEERING DEPARTMENT PRIOR TO THE ISSUANCE OF AN OCCUPANCY PERMIT. REQUEST FOR FINAL INSPECTION MUST BE MADE AT LEAST 24 HOURS IN ADVANCE.



**Tree Removal Permit Application
Engineering Department**

111 Ridgedale Avenue
Florham Park, N.J. 07932

Approved Denied
Permit No. _____

Telephone: 973-410-5334
Email: kkaplan@fpboro.net

Fax: 973-410-5490

Date _____ Block # _____ Lot # _____ Address: _____

Lot Owner Name _____ Zone: _____

Lot Owner Address _____

Lot Owner Telephone _____ Lot Owner Email: _____

Tree Removal Service Company:

Licensed Tree Care Expert or Care Operator:

Name _____

Name _____

Address _____

License No. _____

Telephone _____

NJ Board of Tree Experts Registration _____

TREE REMOVAL SCHEDULE

Diameter & Species	Reason for Removal	Replacement Requirement		Quantity and Species of Tree Replacement
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	

The replacement of trees shall occur as prescribed in the following table:

Tree Replacement & Reforestation Schedule	
DBH Caliper of Existing Tree Removed <i>(DBH measured 4'-6" above ground)</i>	Number of Replacement Trees (3" DBH Caliper)
Between 10 & 12 inches	3
Between 12 & 18 inches	4
Between 18 & 24 inches	5
Between 24 & 30 inches	7
Between 30 & 36 inches	10
36 inches or greater	The equivalent of 3" caliper trees or greater needed to equal the DBH of the removed tree

Approximate Tree Removal Start Date: _____
 Total Number of Trees to be removed: _____ Tree Removal Permit Required? **YES NO**
 Total Number of Replacement Trees Required: _____
 Total Number of Proposed Trees: _____ On-Site: _____ Off-Site: _____ Tree Fund: _____

SKETCH DATA

Sketch data shall be provided on a clear property survey showing the location of the tree(s) to be removed with a DBH of ten (10) inches or greater. Trees to be removed shall be only those trees necessary to permit the construction of buildings or building additions, structures, driveways, septic fields, decks and lawn areas. The trees removed shall not constitute more than 60% of the total canopy, one half acre or shall be no more than 50 percent of the lot size, whichever is less.

Please mark trees to be removed with X and show replacement trees with O or boldface. Attach survey. Note manner of off-site tree disposal.

 Application checklist:

- \$25.00 application fee. (Fee waived if no permit required).
- Mark trees on site to be removed with ribbon or tape for inspection by Borough personnel.
- Sketch Data on Property Survey

Engineering Department

Permit Date: _____ Permit Expiration Date: _____ Permit Fee: Cash Check# _____

Application Reviewed by: _____ Date _____

Field Inspection By: _____ Date _____

Field Notes: _____

Application Approval/Denial Date _____ Reasons: _____

Replacement Tree Inspection Date _____ Final Inspection By: _____

 Applicants Signature (I have read and understand the attached Permit Requirements) _____ Date _____

Final Close Out of Permit: Borough Authorization Signature _____ Date _____

CC: Environmental Commission (if Tree Fund), Tree Removal File, Project/Surface Grading Plan File

Permit Requirements

Applicability

On any residential lot that is located in the R-15 zone with a tree removal rate of more than three (3) trees with a ten (10) inch DBH or greater in a two (2) year period; or, any residential lot that is located in all other residential zones with a tree removal rate of more than six (6) trees with a ten (10) inch DBH or greater in a two (2) year period, the property owner shall submit an application for a tree removal permit to the Department of Community Services. The application and development proposal shall conform to the provisions contained herein.

The provisions of this section shall apply to all commercial, industrial and business zoned lots excluding major and minor subdivisions and site plans. Permits are valid for one year from date of issue if no building permit is required, otherwise see ordinance for duration of permits. Permits granted for the removal of trees under the terms and conditions of this ordinance shall run with the land. Once the permit has expired, a new application must be submitted for review and a new permit issued.

For complete text refer to Ordinance #14-14, Chapter 299 Trees

General Guidelines

Applicant must provide the Tree Service Provider's NJ Board of Tree Experts Registration information before a permit may be issued. Also, information must be provided for the Licensed Tree Expert or Care Operator that is employed by the Tree Service Provider.

Prior to taking final action upon any application for tree removal, an inspection of the site shall be made by the Borough Engineer or his or her designee.

Prior to any tree removal, all trees planned for removal must be marked and areas to be cleared identified for inspection by a municipal representative.

The Borough Engineer or his or her designee shall periodically inspect the site throughout the duration of construction in order to ensure compliance with this ordinance. Such inspection shall be made of the site referred to in the application, and of contiguous and adjoining lands, as well as of lands in the vicinity of the application, for the purpose of determining drainage conditions and physical conditions existing thereon.

The Borough official reserves the right to make onsite inspections without prior notification. Permits may be denied if inspections cannot be made.

A plan for tree replacements should be developed before any trees are removed. Please consider the impact of tree removal on privacy screening and erosion in your yard.

A list of all trees to be removed with a DBH equal to or greater than ten (10) inches identified by size and species, including total number of each species to be removed should be shown on the application. No more than ten (10) percent of existing trees with a DBH equal to or greater than ten (10) inches within the area of development/limit of disturbance shall be removed unless the applicant shall replant trees removed in accordance with Section 7 of the Ordinance.

Purpose for tree removal (construction, building addition, street or roadway, driveway, utility easement, recreation area, patio, parking lot, etc.) should be given by the Applicant.

Other information should be submitted as may be deemed necessary in order to effectively process the application.

Design Requirements

Trees to be removed shall be only those trees necessary to permit the construction of buildings or building additions, structures, driveways, septic fields, decks and lawn areas. The trees removed shall not constitute more than one half acre or shall be no more than 50% of the lot size, whichever is less. No more than 60% of the existing tree canopy within the property boundaries shall be removed. The location of the remaining 40% of the tree canopy shall be noted on the permit for preservation.

Tree Removal Criteria

In addition to the design requirements noted above, the Engineering Department may grant a tree removal permit based upon one or more of the following circumstances:

- Where the location of an existing tree provides no other alternative but to place a structure outside the permitted building setbacks.
- Where the location of an existing tree negatively impacts on an existing septic field.
- Where no other alternative exists for the placement of a building, building addition, structure, septic field, driveway, deck, patio or lawn area, for the recreational use by the inhabitants of the building or dwelling, or any other authorized improvements, but in the vicinity of an existing tree.
- Where the location or growth of a tree inhibits the enjoyment of any outdoor pool, patio or deck.
- Where the location, angle or growth of an existing tree makes it a hazard to structures or human life.

The holder of a tree removal permit shall notify the Engineering Department in writing, by telephone or a personal visit, of the intent to remove trees before cutting them down. This shall be done at least four (4) business days in advance of when the tree removal activity will commence. The notice shall also include information as to the manner of disposal of the removed trees.

Penalties

When regulated trees are removed without a tree removal permit, the affected areas shall be replanted to the satisfaction of the Borough Engineer. A \$250.00 fine will be imposed for failure to notify the Borough Engineer of tree cutting within exception limits. Further a fine per tree for exceeding the limits of cutting within the exception limits for up to and including the allowed number of trees in any and all zones in the Borough will be subject to the following fines: \$3000.00 per tree for anything beyond that number or for any tree cutting without a permit when a permit is required. The removal of trees without a permit would also require replanting trees in accordance with Section 7 of the ordinance.

Replacement Trees and Tree Fund

Replacement tree(s) shall be of nursery grade quality, balled and bur lapped and located on site. Where replacement trees are required but not suitable for the particular site prescribed due to the size of the site, the Applicant may plant tree replacements off-site on Applicant owned property, off-site on Borough owned property or Right-Of-Way pursuant to the Borough's Tree Planting Plan, and upon the direction and supervision of the Department of Public Works and/or Borough Engineer; or shall make payment to the Tree Fund in accordance with the Tree Replacement Schedule; or any approved combination thereof. Payments to the Tree Fund are \$325 per replacement tree. The Tree Fund shall be utilized for planting on public lands, as determined by the Engineering Department and Environmental Commission in accordance with standards developed by the Environmental Commission or the Borough's Tree Planting Plan.

The type of replacement tree(s) shall be the same as the species removed from the site or other as approved by the Engineering Department in accordance with standards developed by the Environmental Commission. The planting of all replacement trees shall be done by or supervised by a person with horticultural training in tree care and planting methods.

Newly planted replacement trees shall be monitored for a period of one year to ensure the health of the trees. If the replacement trees die within the one year period, the developer/applicant shall replace the dead tree.



BUILDING SUBCODE TECHNICAL SECTION



A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
Work Site Location _____

Owner In Fee: _____

Tel. (____) _____ e-mail _____

Address _____ Tel. (____) _____
City _____ State _____ Zip _____

Contractor: _____ e-mail _____
Address _____

Contractor License No. or Builder Registration No. _____ Exp. Date _____
Home Improvement Contractor Registration No. or Exemption Reason (if applicable) _____

Federal Emp. ID No. _____ FAX: (____) _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW	Date	Initial	INSPECTIONS	Type	Failure	Failure	Approval	Initial
<input type="checkbox"/> No Plans Required			<input type="checkbox"/> Footing					
<input type="checkbox"/> All			<input type="checkbox"/> Footing/Bonding					
<input type="checkbox"/> Footing/Foundations			<input type="checkbox"/> Foundation					
<input type="checkbox"/> Structural/Framework			<input type="checkbox"/> Slab					
<input type="checkbox"/> Exterior			<input type="checkbox"/> Frame					
<input type="checkbox"/> Interior			<input type="checkbox"/> Truss Sys/Bracing					
Joint Plan Review Required:			<input type="checkbox"/> Barrier-Free					
<input type="checkbox"/> Elec.	<input type="checkbox"/> Plumb.	<input type="checkbox"/> Fire	<input type="checkbox"/> Insulation					
SUBCODE APPROVAL FOR PERMIT			<input type="checkbox"/> Finishes-Base Layer					
Date: _____			<input type="checkbox"/> Finishes-Final					
Approved by: _____			<input type="checkbox"/> Energy					
SUBCODE APPROVAL FOR CERTIFICATE			<input type="checkbox"/> Mechanical					
<input type="checkbox"/> CO	<input type="checkbox"/> OCC	<input type="checkbox"/> CA	<input type="checkbox"/> TCO					
Date: _____			<input type="checkbox"/> Other					
Approved by: _____			<input type="checkbox"/> Final					
			<input type="checkbox"/> Barrier-Free					

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____

No. of Stories _____

Height of Structure _____ ft.

Area — Largest Floor _____ sq. ft.

New Bldg. Area/All Floors _____ sq. ft.

Volume of New Structure _____ cu. ft.

Max. Live Load _____

Max. Occupancy Load _____

Constr. Class Present _____ Proposed _____

If Industrialized Building: State Approved _____ HUD _____

Est. Cost of Bldg. Work:

1. New Bldg. \$ _____

2. Rehabilitation \$ _____

3. Total (1+2) \$ _____

U.L.C. P110 (rev. 11/05)
Revised version

Date Received _____
Contract # _____
Date Issued _____
Permit # _____

C. CERTIFICATION IN LIEU OF OATH
I hereby certify that I am the (agent of) owner of record and am authorized to make this application.
Sign here: _____

Print name here: _____

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK	FEE (Office Use Only)
<input type="checkbox"/> New Building	\$ _____
<input type="checkbox"/> Addition	\$ _____
<input type="checkbox"/> Rehabilitation	\$ _____
<input type="checkbox"/> Roofing	\$ _____
<input type="checkbox"/> Siding	\$ _____
<input type="checkbox"/> Fence _____	Height (exceeds 6') Sq. Ft. _____
<input type="checkbox"/> Sign _____	Sq. Ft. _____
<input type="checkbox"/> Pool	\$ _____
<input type="checkbox"/> Retaining Wall _____	Sq. Ft. _____
<input type="checkbox"/> Asbestos Abatement Subchapter 8	\$ _____
<input type="checkbox"/> Lead Haz Abatement NJAC 8:17	\$ _____
<input type="checkbox"/> Radon Remediation	\$ _____
<input type="checkbox"/> Other _____	\$ _____
<input type="checkbox"/> Demolition	\$ _____

Administrative Surcharge \$ _____

Minimum Fee \$ _____

State Permit Surcharge Fee \$ _____

TOTAL FEE \$ _____

Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide one original plus three photocopies.



ELECTRICAL SUBCODE TECHNICAL SECTION



A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
Work Site Location _____

Owner in Fee _____

Tel. _____ e-mail _____

Address _____ street _____ municipality _____

Contractor _____ Tel _____ e-mail _____ zip code _____

Address _____ e-mail _____

Contractor License No _____ Exp. Date _____

Home Improvement Contractor Registration No. or Exemption Reason _____

Federal Emp. ID No. _____ FAX: _____

B. ELECTRICAL CHARACTERISTICS

Use Group Present _____ Proposed _____

Pole/Pad # _____ Temporary Other _____

Building Occupied as _____ Utility Co. _____

Est. Cost of Elec. Work \$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW

No Plans Required

Partial - Under/slab Utilities Approved

Date: _____ Approved by: _____

Electric Plans Approved

Date: _____ Approved by: _____

Joint Plan Review Required:

Bldg. Plumb. Fire. Elev. Service

SUBCODE APPROVAL FOR PERMIT

Date: _____ Approved by: _____

Temp. Cut-in-Card Date Issued _____

Final Cut-in-Card Date Issued _____

CO CCO CA

Date: _____ Annual Pool Inspection _____

Approved by: _____ Date of Grounding and Bonding Certification _____

INSPECTIONS

Dates (Month/Day)

Type: Failure Failure Approval Initial

Rough Barrier-Free _____

Trench _____

Temp. Serv. _____

Constr. Serv. _____

TCO _____

Other _____

Service Final _____

Barrier-Free _____

Temp. Cut-in-Card Date Issued _____

Final Cut-in-Card Date Issued _____

Annual Pool Inspection _____

Date of Grounding and Bonding Certification _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

Applicant sign/Contractor sign and seal here: _____

Print name here: _____

Licensed Elec. Contractor Certifd Landscape Irrigation Contr' Exempt Applicant

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK:

QTY SIZE ITEMS

Lighting Fixtures

Receptacles

Switches

Detectors

Light Poles

Motors—Fract HP

Emergency & Exit Lights

Communications Points

Alarm Devices/F.A.C. Panel

TOTAL NUMBERS

Pool Permit/with UW Lights

Storable Pool/Spa/Hot Tub

KW Elec. Range/Receptacle

KW Oven/Surface Unit

KW Elec. Water Heater

KW Elec. Dryer/Receptacle

KW Dishwasher

HP Garbage Disposal

KW Central A/C Unit

HP/KW Space Heater/Air Handler

KW Baseboard Heat

HP Motors 1/+ HP

KW Transformer/Generator

AMP Service

AMP Subpanels

AMP Motor Control Center

KW Elec. Sign/Outline Light

FEE (Office Use Only)

\$ _____

Administrative Surcharge \$ _____

Minimum Fee \$ _____

State Permit Surcharge Fee \$ _____

TOTAL FEE \$ _____

Control # _____
Date Issued _____
Permit # _____



PLUMBING SUBCODE TECHNICAL SECTION



Date Received
Control #
Date Issued
Permit #

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
Work Site Location _____

Owner in Fee: _____ e-mail _____

Tel. _____ e-mail _____

Address _____ sheet _____ municipality _____ zip code _____

Contractor: _____ Tel. _____ e-mail _____

Address _____ e-mail _____

Contractor License No. _____ Exp. Date _____

Home Improvement Contractor Registration No. or Exemption Reason _____

Federal Emp. ID No. _____ FAX: _____

B. PLUMBING CHARACTERISTICS

Use Group Present _____ Proposed _____

Building Sewer Size _____ Public Sewer _____ Private Septic _____

Water Service Size _____ Public Water _____ Private Well _____

Est. Cost of Plumbing Work \$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW

No Plans Required

Partial -Under-slab Utilities Approved

Date: _____ Approved by: _____

Plumbing Plans Approved

Date: _____ Approved by: _____

Joint Plan Review Required: _____

Bldg. Elec. Fire. Elev.

SUBCODE APPROVAL FOR PERMIT

Date: _____

Approved by: _____

SUBCODE APPROVAL FOR CERTIFICATE

CO CCO CA

Date: _____

Approved by: _____

INSPECTIONS

Type: _____ Failure _____ Dates (Month/Day) _____ Initial _____

Slab _____

Rough _____

Water _____

Sewer _____

Fixtures _____

Gas Equipment _____

Gas Piping _____

LP Gas Tank _____

Fuel Oil Piping _____

Solar _____

TCO _____

Final _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

Applicant sign/Contractor sign and seal here: _____

Print name here: _____

Licensed Contractor

Exempt Applicant

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

QTY.

FIXTURE/EQUIPMENT

Water Closet

Urinal/Bidet

Bath Tub

Lavatory

Shower

Floor Drain

Sink

Dishwasher

Drinking Fountain

Washing Machine

Hose Bibb

Water Heater

Fuel Oil Piping

Gas Piping

LP Gas Tank

Steam Boiler

Hot Water Boiler

Sewer Pump

Interceptor/Separator

Backflow Preventer

Greasetrapp

Sewer Connection

Water Service Connection

Stacks

Other _____

FEE (Office Use Only)

\$ _____

Administrative Surcharge \$ _____

Minimum Fee \$ _____

State Permit Surcharge Fee \$ _____

TOTAL FEE \$ _____



FIRE PROTECTION SUBCODE TECHNICAL SECTION



A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION WHEN CHANGING CONTRACTORS. NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____

Work Site Location _____

Owner in Fee: _____

Tel _____ e-mail _____

Address _____ steel _____ municipal _____ Tel _____ zip code _____

Contractor: _____ e-mail _____

Address _____ e-mail _____

Fire Protection Equipment, NJ Div of Fire Safety Permit No. _____

Fire Alarm Contractor No. _____ Exp. Date _____

Home Improvement Contractor Registration No. or Exemption Reason _____

Federal Emp. ID No. _____ FAX: _____

B. FIRE PROTECTION CHARACTERISTICS

Use Group: Present _____ Proposed _____ Fuel Storage Tank: _____

Constr. Class: Present _____ Proposed _____ Fuel Type: [] Flammable OR [] Combustible

Heating System: [] New OR [] Modification to Existing Fire Alarm System: [] New OR [] Existing

OR [] Conversion OR [] Replacement Location of Panel _____

Fuel Type: [] Gas [] Oil [] Electric [] Solar Fire Suppression/Standpipe System: _____

Location: _____ Location of Main Control Valve _____

Total Cost of Fire Protection Work \$ _____

JOB SUMMARY (Office Use Only)		INSPECTIONS		Dates (Month/Day)	
PLAN REVIEW	Type:	Failure	Failure	Approval	Initial
[] No Plans Required	Alarm System	_____	_____	_____	_____
[] Partial -Underslab Utilities Approved	Suppression Sys.	_____	_____	_____	_____
Date: _____ Approved by: _____	Standpipe	_____	_____	_____	_____
[] Fire Protection Plans Approved	Fire Pump	_____	_____	_____	_____
Joint Plan Review Required:	Pre-Eng. System	_____	_____	_____	_____
[] Bldg. [] Elec [] Plumb [] Elev	Mechanical	_____	_____	_____	_____
SUBCODE APPROVAL FOR PERMIT	Smoke Control	_____	_____	_____	_____
Date: _____	TCO	_____	_____	_____	_____
Approved by: _____	Flam/Combust Tanks	_____	_____	_____	_____
SUBCODE APPROVAL FOR CERTIFICATE	Fireplace Venting	_____	_____	_____	_____
[] CO [] CCO [] CA	Final	_____	_____	_____	_____
Date: _____	Other	_____	_____	_____	_____
Approved by: _____		_____	_____	_____	_____

C. CERTIFICATION IN LIEU OF OATH
I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Applicant/Contractor sign here: _____

Print name here: _____

D. TECHNICAL SITE DATA [] Certified Contractor [] Exempt Applicant

DESCRIPTION OF WORK: _____

Water Supply Source _____

Method of Alarm/Suppression System Supervision _____

Flammable/Combustible Tanks _____

Alarm Systems [] System _____

[] 110v Interconnected _____

[] CO Detectors/110v _____

Alarm Devices (i.e., smoke, heat, pulls, water/flow) _____

Supervisory Devices (i.e., tamper, low/high air) _____

Signaling Devices (i.e., horn/strobes, bells) _____

Other Devices _____

TOTAL _____

Suppression Systems _____

Fire Pump _____ GPM Type _____

Dry Pipe/Alarm Valves _____

Pre-action Valves _____

Sprinkler Heads (Dry and Wet) _____

Standpipes _____

Pre-engineered Systems _____

Wet Chemical _____

Dry Chemical _____

CO₂ Suppression _____

Foam Suppression _____

FM200 Suppression _____

Other _____

Other Systems _____

Kitchen Hood Exhaust System _____

Smoke Control System _____

Fuel-Fired Appliances [] Gas [] Oil [] Solid _____

Fireplace Venting/Metal Chimney _____

Other _____

Control # _____
Date Issued _____
Permit # _____

Administrative Surcharge \$	_____
Minimum Fee \$	_____
State Permit Surcharge Fee \$	_____
TOTAL FEE \$	_____

NOISE § 155-6

- (2) Commercial or industrial power tools and landscaping and yard maintenance equipment, excluding emergency work, shall not be operated on a residential property or within 250 feet of a residential property line, between the hours of 6:00 p.m. and 7:00 a.m. on weekdays or between the hours of 6:00 p.m. and 9:00 a.m. on weekends or federal holidays, unless such activities can meet the limits set forth in Tables I and II.² In addition, commercial or industrial power tools and landscaping and yard maintenance equipment, excluding emergency work, utilized on commercial or industrial property shall meet the limits set forth in Tables I and II between the hours of 10:00 p.m. and 7:00 a.m. All motorized equipment used in these activities shall be operated with a muffler. At all other times, the limits set forth in Tables I and II do not apply to commercial or industrial power tools and landscaping and yard maintenance equipment.
- (3) Construction and demolition activity, excluding emergency work, shall not be performed between the hours of 6:00 p.m. and 7:00 a.m. on weekdays or between the hours of 6:00 p.m. and 9:00 a.m. on weekends and federal holidays unless such activities can meet the limits set forth in Tables I and II. All motorized equipment used in construction and demolition activity shall be operated with a muffler. At all other times, the limits set forth in Tables I and II do not apply to construction and demolition activities.
- (4) Motorized snowblowers, snowthrowers, and lawn equipment with attached snowplows shall be operated at all times with a muffler. The limits set forth in Tables I and II do not apply at all times.

