

BOROUGH OF MOUNT ARLINGTON
EXCAVATION PERMIT APPLICATION PROCEDURE

419 Howard Blvd., Mt. Arlington, NJ 07856 ♦ (973) 398-6832 ext. 14

These rules shall be applicable to every development project where work will be performed in the Borough of Mt. Arlington right-of-way. Regrading of a yard within a privately owned property shall require a Grading Permit. Issuance of an Excavation Permit does not eliminate the requirement of obtaining a Zoning Permit for any proposed structures or a Grading Permit. Failure to comply with the provisions set forth below will result in a delay in your application being processed.

I. Application Submission Process

1. **Submission of Application:** Every applicant shall submit one (1) original application that shall include a copy of the property survey (see item 3 below), as well as a cost estimate of the proposed work (see item 4 below). The applicant will also be required to submit a permit fee (see item 2 below). Any application that is missing any of these items shall be considered incomplete; **an incomplete application will result in the denial of an Excavation Permit.** At the time of submittal, the application will be logged in and dated for future reference.
2. **Payment of Fees:** The fee for an Excavation Permit is calculated as one-hundred dollars (\$100) for an excavation up to fifty (50) linear feet in length and an additional two dollars (\$2) for each linear yard over fifty (50) feet. The minimum required fee of one-hundred dollars (\$100) shall be paid upon submission of the application. Upon review of the application if it is determined that the excavation exceeds fifty (50) linear feet in length the additional fee amount shall be paid prior to issuance of the Excavation Permit. Fees shall be made **payable to the Borough of Mt. Arlington.** It should be noted that each resubmitted application resulting from a denial will require an additional permit fee of one-hundred dollars (\$100).
3. **Survey Required:** The location of proposed improvements must be based on a signed and sealed property survey prepared by a Land Surveyor licensed to practice in the State of New Jersey. The survey must be an accurate representation of all existing conditions. If it is determined that the map is not up-to-date to reflect **all** existing improvements on the subject Lot, the permit will be denied.
4. **Cost Estimate / Bonding Required:** At the time of submission of the application the applicant shall provide a construction cost estimate for all work proposed within the Borough right-of-way to be reviewed by the Borough Engineer. The applicant shall make any corrections requested by the engineer. Prior to issuance of an Excavation Permit the applicant shall provide a cash bond equal to the cost of the proposed improvements. The bond shall be returned upon completion of the proposed improvements by the applicant. If the applicant fails to complete construction of the

proposed improvements the Borough shall use the applicant's bond to fund the completion of the work.

5. **Escrow Required:** Prior to issuance of an Excavation Permit the applicant shall pay a five-hundred dollar (\$500) escrow fee for administration and inspection costs. The applicant shall pay additional escrow fees as required. Upon completion of the work the balance of the escrow fee(s) shall be returned to the applicant.

II. Completing the Application

1. **Applicant / Owner Information:** Provide the name and address of the applicant and owner of the property / person work is being performed for, as well as the address, block and lot of the property the improvements will be constructed near.
2. **Design Information:** Provide the block, lot and address of the property where the work will be performed along with a description of the purpose of the disturbance and anticipated start and end dates of the work.
3. **Requested Waivers:** The applicant may request a waiver from providing any of the Plan requirements listed. If the Borough Engineer determines that the waivers requested are appropriate they will be granted and the application shall be deemed Complete. If the waivers requested are deemed inappropriate the application shall be deemed incomplete.
4. **Applicant Signature:** Sign and date the application that the information provided is true and accurate.

III. Application Review and Decision

1. **Review:** Upon submission of a complete permit application, the Borough Engineer shall review the proposed improvements to confirm compliance with the Borough Land Development Ordinance. The Borough Engineer may grant Waivers from the Design Standards of the Land Development Ordinance, if deemed appropriate.
2. **Decision / Appeal:** An application that has been determined to be in compliance with the Land Development Ordinance will receive an Excavation Permit; an application for improvements which are not in compliance will receive a Denial. The denial will include an explanation of the improvements for which a Waiver is not appropriate. The applicant may appeal the decision of the Borough Engineer to the Borough Council. A request for appeal may be filed with the Borough Clerk. **Issuance of an Excavation Permit does not eliminate the requirements for obtaining other applicable permits including but not limited to Zoning, Construction and Grading.**

