

BOROUGH OF MT. ARLINGTON
GRADING PERMIT APPLICATION PROCEDURES

419 Howard Blvd., Mt. Arlington, NJ 07856

(973) 398-6832 x. 114

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

Application Submission Process

1. **Exemptions:** The following work shall be exempted from the five hundred-dollar (\$500) escrow fee and one hundred-dollar (\$100) permit fee; exemption of these fees shall not eliminate the requirement of applying for a Grading Permit or the requirements for obtaining other applicable permits including but not limited to Zoning, Construction and Excavation.
 - a. The replacement in-kind of existing structures including but not limited to sidewalks, driveways, sheds, porches, decks, fences and retaining walls not exceeding 24-inches in height.
 - b. Excavation of a trench for the construction of a utility service.
2. **Submission of Application:** Every applicant shall submit one (1) original application that shall include a grading plan signed and sealed by a Professional Engineer or Licensed Architect containing all information required by the Land Development Ordinances (see item c below). The applicant will also be required to submit a plan review fee (see item b below). Any application that is missing any of these items shall be considered incomplete; **an incomplete application will result in the denial of a Grading Permit.** At the time of submittal, the application will be logged in and dated for future reference.
3. **Payment of Fees:** The minimum required escrow fee of five hundred dollars (\$500) shall be paid upon submission of an application. The fee shall be made payable to the Borough of Mt. Arlington. The escrow fee will be used to reimburse the Borough for engineering, legal and inspection costs associated with the review and approval of an application. Additional escrow fees may be required as necessary to complete the review approval and inspection of the proposed work. Upon issuance of an approved grading permit the applicant shall be required to submit a permit fee in the amount of one hundred dollars (\$100), payable to the Borough of Mt. Arlington.
4. **Grading Plan Requirements:** The required Grading Plan must be based on a current 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. In order for an application to be considered Complete the Grading Plan must at a minimum contain the following information:
 - a. Date
 - b. Layout of proposed buildings and structures (if applicable)
 - c. North arrow; scale; block and lot number of the subject property (or properties); name and address of record owner; name, address, license number and seal of the person preparing the plan.
 - d. Complete lot boundary line information based on a current survey prepared by a New Jersey licensed land surveyor.

- e. Building setback lines, lines of existing streets, easements affecting the property and any areas dedicated to public use.
 - f. Location of existing buildings and structures, if any, including walls, fences, culverts and bridges. Spot elevations at the corners of all such structures shall be provided. Structures to be removed shall be indicated by dashed lines.
 - g. Location of all existing and proposed storm drainage structures.
 - h. Existing contours at two-foot intervals where slopes are less than 10% or greater. Existing contours shall be shown by dashed lines.
 - i. Proposed contours at a similar interval to existing contours shall be provided. Proposed contours shall be shown by solid lines.
 - j. Location of existing rock outcroppings, high points, watercourses, depression, ponds, marshes, wooded areas and other significant natural features.
 - k. Proposed use of land, buildings and other structures, including existing and proposed driveways, roads, curb, sidewalks and other paved areas.
 - l. Existing and proposed utility locations.
 - m. Landscaping plans showing existing vegetation to remain and all areas to be seeded or planted. Size and type of proposed trees and shrubs shall be indicated. All existing trees eight inches DBH or greater shall be shown.
 - n. Disturbance fencing shall be provided around the limits of all areas of disturbance.
 - o. Silt fencing and/or hay bales shall be provided downstream of all areas for disturbance.
 - p. Such other information as may be required by the Borough Engineer in order to determine that the requirements of this section have been met. A request for additional information will not result in the denial and submission of a new application and fee.
5. Slopes and Vegetation: The preservation of natural vegetation shall be preserved wherever practical. The regrading or stripping of vegetation on a steep slope shall comply with the following standards:
- a. On slopes less than ten percent (10%), vegetation can be stripped from the site necessary to build all buildings and ancillary paved areas as well as that part of the site not to be improved but will be regraded as approved by the Borough Engineer.
 - b. On slopes between ten percent (10%) and fifteen percent (15%), vegetation shall not be stripped from more than forty percent (40%) of the slopes.
 - c. On slopes between fifteen percent (15%) and twenty-five percent (25%), vegetation shall not be stripped from more than thirty percent (30%) of the slopes.
 - d. On slopes twenty-five percent (25%) or greater, vegetation shall not be stripped from more than 15 percent (15%) of the slopes.
 - e. Irrespective of the above regulations, an applicant may regrade a steep sloped area, provided that in no event shall the applicant disturb or regrade more than two hundred (200) square feet of the lot to be developed.
 - f. A table should be provided indicating for each slope category the slope area existing on site, the area and percentage of that slope area proposed for disturbance, as well as the permitted disturbance of the slope category.
6. Consent of Owner: In the event that an application is submitted by someone other than the owner in fee of the subject property, documentation that the property owner consents to the submission of the grading permit application is required. All Grading Permits will be denied if the consent is not included at the time of submitting the application.

Completing the Application

1. **Applicant, Owner & Property Information:** Provide the name and address of the applicant and owner of the property, as well as the address, block and lot of the property where the improvements will be constructed. If the applicant and owner are not the same, documentation that the property owner consents to the proposed improvements must be provided.
2. **Design Information:** Provide the name, address, phone and email address of the design professional who has prepared the Grading Plan. 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 the amount of soil to be disturbed.
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.

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. A Grading Permit cannot be issued for any improvements which do not conform to the requirements of the Borough Zoning Ordinance. An application to the Borough Land Use board will be necessary to obtain a variance for deviations from the requirements of the Zoning Ordinances and can be obtained from the Land Use Board Secretary.
2. **Decision/Appeal:** An application that has been determined to be in compliance with the Land Development Ordinance will receive a Grading Permit; an application for improvements which are not in compliance will receive a Denial. The denial will include an explanation of the ordinance(s) for which variances are required and/or improvements for which a Waiver is not appropriate. The applicant may appeal the decision of the Borough Engineer or request approval of the required variances. Either one of these actions will require the submission of a formal application to the Borough Land Use Board. A copy of all applications can be obtained from the Land Use Board Secretary. Issuance of a Grading Permit does not eliminate the requirements for obtaining other applicable permits including but not limited to Zoning, Construction and Excavation.

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1. NAME OF APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

NAME OF OWNER: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

2. NAME OF DESIGN PROFESSIONAL: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

SITE ADDRESS: _____

BLOCK: _____ LOT: _____

PURPOSE OF DISTURBANCE: _____

AMOUNT OF DISTURBANCE: _____ AREA: _____ VOLUME: _____

3. DETAILED PLAN: SUBMITTED WAIVER REQUESTED

GRADING PLAN INCLUDING

EXISTING & PROPOSED CONTOURS ☐ ☐

RETAINING WALL DESIGN PLAN ☐ ☐

SOIL EROSION & SEDIMENT PLAN ☐ ☐

DRAINAGE PLAN ☐ ☐

CONSTRUCTION DETAILS ☐ ☐

4. _____
APPLICANT SIGNATURE DATE

*****BOROUGH USE ONLY*****

PERMIT FEE (\$100 Minimum): _____ ESCROW FEE (\$500 Minimum) _____

APPROVED: _____ DATE: _____
BOROUGH ENGINEER