

**BOROUGH OF SADDLE RIVER PLANNING BOARD**  
**CHECKLIST FORM FOR SUBMITTAL OF SOIL RELOCATION APPLICATIONS**  
**(THIS FORM MUST BE FILED WITH APPLICATION)**

PRIOR TO AN APPLICANT BEING DEEMED COMPLETE AND SCHEDULED FOR PLANNING BOARD SOIL RELOCATION HEARING, THE APPLICANT SHALL SUBMIT TO THE SECRETARY OF THE PLANNING BOARD FOR REVIEW BY THE BOROUGH ENGINEER FOR COMPLETENESS THE FOLLOWING:

- APPLICATION FEE \$400.00 CHECK PAYABLE TO THE BOROUGH OF SADDLE RIVER
- ESCROW \$5,000.00 CHECK PAYABLE TO THE BOROUGH OF SADDLE RIVER

**3 COPIES OF THE FOLLOWING:**

- SOIL RELOCATION APPLICATION (3 PAGES)**
- ENGINEERING SITE PLAN WITH SUFFICIENT DETAIL INCLUDING THE FOLLOWING:**
  - PROPOSED SCOPE OF WORK INCLUDING EXISTING AND PROPOSED. SHOW EXISTING IMPROVEMENTS AND ANY DEMOLITIONS. SHOW ALL PROPOSED IMPROVEMENTS INCLUDING NEW DWELLING/ADDITIONS, DRIVEWAYS, POOLS, PATIOS, ACCESSORY STRUCTURES, EQUIPMENT PADS, SEPTIC AND DRAINAGE IMPROVEMENTS.
  - ZONING TABLE SHOWING BUILDING AND LOT COVERAGES (PRE AND POST CONSTRUCTION). PROVIDE A DETAILED BREAKDOWN OF COVERAGES.
  - ZONING PERMIT REVIEW AND APPROVAL FROM ZONING OFFICER
  - MAP REFERENCES AND EASEMENTS
  - METES AND BOUNDS OF ALL PROPERTY LINES AND WIDTH OF ROW
  - KEY MAP WITH ADJACENT PROPERTIES WITHIN 200'. SHOW ZONING OF ADJACENT AREAS
  - DATUM AND NORTH ARROW
  - FIRST FLOOR, GARAGE FLOOR AND BASEMENT FLOOR AS APPLICABLE
  - DRIVEWAY LOCATION AND WALKWAYS/PATIOS
  - SHOW EXISTING TREES 8" DIAM OR GREATER, SHOW SPECIES & SIZE. PROVIDE NUMBER TBR
  - PERTINENT UTILITIES TO BE SHOWN INCLUDING ELECTRIC AND GAS
  - SEPTIC SYSTEM AND LOCATION OF WELL OR MUNICIPAL WATER SUPPLY
  - DRAINAGE DESIGN INCLUDING ON-SITE RETENTION FOR ALL NEW IMPERVIOUS AREAS (BASED ON THE 100 YEAR FREQUENCY STORM). APPLICATION SHALL MAKE USE OF CURRENT TECHNOLOGY AND REDUCE RUNOFF. USE OF SWALES, RAIN GARDENS AND GREEN TECHNOLOGY ARE ENCOURAGED.
  - EXISTING AND PROPOSED TOPOGRAPHY AS APPLICABLE.
  - LANDSCAPING AND SOIL STABILIZATION TO SATISFY SESC MEASURES AND STABILIZATION. SEPARATE LANDSCAPE PLAN WILL BE REQUIRED WHERE MORE THAN 4 TREES ARE REMOVED AS PART OF APPLICATION.

APPLICANT NAME PRINT	SIGNATURE	DATE
ADDRESS	BLOCK	LOT
PROPERTY		

BOROUGH USE	
RECEIVED BY	_____
APPLICATION FILED DATE	_____
APPLICATION FEE RECEIVED	_____
ESCROW RECEIVED	_____
ENGINEERING ACCEPTANCE	_____
LANDSCAPE ARCHITECT ACCEPTANCE	_____
APPLICATION DEEMED COMPLETE DATE	_____

**BOROUGH OF SADDLE RIVER PLANNING BOARD**  
**General Instructions to Planning Board Soil Relocation Applicants**

Projects requiring Planning Board Soil Relocation Submittal shall be reviewed and deemed complete by the Office of the Engineer. A ***Notice of Completeness*** will be sent to the applicant and include date of next available meeting.

The applicant after receiving notice of completeness shall provide notice to property owners (notice must be served to all property owners within 200 ft. of the said property. A list may be obtained from the Tax Collector) and published in the newspaper (notice must be published one (1) time in an approved newspaper (The Record and the Ridgewood News) at least two (2) Sundays prior to the scheduled hearing date) as per requirements.

**The applicant shall submit to the Zoning Officer plans and Zoning Review Application to receive Zoning Approval, prior to any Planning Board submittal.**

**For Planning Board Soil Relocation Completeness Review**, the applicant shall submit the following to the Planning Board Secretary.

- Three (3) copies of the Site Plan
- Three (3) copies of the Landscape Plan (if more than 4 trees are proposed to be removed)
- Application and Worksheet for Soil Relocation including support calculations
- Initial escrow deposit in the amount of \$5,000.00 payable to the Borough of Saddle River
- Application Fee in the amount of \$400.00 payable to the Borough of Saddle River

**After receiving notice of completeness and scheduled meeting date, the applicant shall file with the Planning Board Secretary eighteen (18) copies of the plan and applications. Submittal shall be no later than 10 days prior to the date of the meeting.**

**All documents shall be submitted the Planning Board Secretary.** It is the applicant's responsibility to insure that materials are received by the Secretary to insure files for public inspection are complete. **Submittals shall not be sent to the Borough Engineer, unless it is a copy of the original documents submitted to the Secretary.**

**Applications shall include a listing of proposed waivers from the Soil Relocation Ordinance. If none, provide note on the plan.**

**BOROUGH OF SADDLE RIVER**

SOIL RELOCATION  
APPLICATION FOR PERMIT TO ( ) REMOVE ( ) RECEIVE ( ) RELOCATE

GENERAL: Chapter 183 of the Saddle River Municipal Code requires a permit for any soil relocation. For Application under 50 cubic yards, a permit will be issued by the Clerk; application in excess of 50 cubic yards must be reviewed and approved by the Engineer; application of 500 cubic yards or more must be presented to the Planning Board. The requirements for this permit are defined under Chapter 183 All soil movement must conform to the requirements of the Soil Erosion and Sedimentation Control Ordinance, except when specifically stated, soil movement is only permitted between the hours of 8:00 am and 4:00pm, local time, Monday through Friday.

1. **Property Identification:** Block \_\_\_\_\_ Lot \_\_\_\_\_

Address: \_\_\_\_\_

2. **Owner Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. **Applicant Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

4. **Contractor Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. **Description of Operation, including an explanation of the need and equipment to be used:**

\_\_\_\_\_

6. **Quantity of soil to be relocated:** \_\_\_\_\_ cubic yards (see attached worksheet).

7. **Destination or origin of soil, including a brief description of the route:**

\_\_\_\_\_

\_\_\_\_\_

8. **Estimated Starting Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

9. **To be provided for Soil Relocation in excess of 50 cubic yards:** Map showing contour of the land (2' intervals) before and after soil relocation.

10. **To be completed for Soil Relocation in excess of 500 cubic yards:** List of Property Owners within 200 feet (please attach). **Application must be presented to the Planning Board.**

11. **Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR BOROUGH USE ONLY**

**Planning Board Approval Required?**

**Permit/Resolution No.** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Borough Engineer**

**Approval** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**Denial** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**Required Filing Fee: \$** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Required Escrow Deposit \$** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Borough of Saddle River  
Soil Relocation Worksheet  
Office of Borough Engineer**

Worksheet shall be prepared for all projects requiring soil relocation and be made part of the application submittal. Attach worksheet to application for soil relocation. Applicant shall refer to the Borough Ordinances for all restrictions relating to soil movement including factors for consideration, chapter 183: Any single or cumulative soil movement or relocation in excess of 500 yards shall necessitate an application before the Planning Board

**Excavations**

Provide Support Calculations  
Attach Additional Sheet, if Required

		Cubic Yards
House/Addition (Foundation)	_____	<input type="text"/>
Pool	_____	<input type="text"/>
Septic	_____	<input type="text"/>
Tennis Court	_____	<input type="text"/>
Grading	_____	<input type="text"/>
Other	_____	<input type="text"/>
<b>Total Sum of Excavation</b>		<input type="text"/>

**Fill Operations**

		Cubic Yards
House/Addition (Foundation)	_____	<input type="text"/>
Pool	_____	<input type="text"/>
Septic (Bank Run or Select Material)	_____	<input type="text"/>
Tennis Court	_____	<input type="text"/>
Other	_____	<input type="text"/>
<b>Total Sum of Fill</b>		<input type="text"/>

Soil Relocation (Max of Sum Fill or Sum Excavation)	<input type="text"/>
Proposed Soil Export Soil to be removed from the site (Excavations Exceed Fills)	<input type="text"/>
Proposed Soil Import Soil to be received at the site (Fills Exceed Excavations)	<input type="text"/>

Worksheet Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**SLOPE AND WAIVER IDENTIFICATION WORKSHEET**

SLOPE CATEGORY	A		B		C = (A/100) X B		D		YES OR NO
	% MAXIMUM PERMITTED DISTURBANCE	AREA OF PROPERTY IN EACH SLOPE CATEGORY (SF)	PERMITTED AREA OF DISTURBANCE (SF)	PROPOSED AREA OF DISTURBANCE IN EACH SLOPE CATEGORY (SF)	DOES (D) EXCEED (C), IF YES WAIVER REQUIRED, PROVIDE AREA OF WAIVER				
0 - 14.9%	100%								
15 - 24.9%	50%								
25 - 34.9%	30%								
> 35	0%								

Sf = Square Feet  
 TOTAL LOT AREA (SF) = \_\_\_\_\_  
 ACRES = \_\_\_\_\_

**IS FIRST FLOOR ELEVATION SET WITHIN 4.0' FROM THE EXISTING AVERAGE GRADE ACROSS THE FRONT OF THE STRUCTURE? AVG GRADE FOR SR IS DEFINED AS CALCULATING EXISTING ELEVATIONS ALONG THE PROPOSED FRONT FOUNDATION AT 10' (FOOT) INCREMENTS, LEFT TO RIGHT.**

CALCULATED AVG. GRADE	PROPOSED FEE	DOES DESIGN MEET ORDINANCE 183-6(C)(1) OR IS WAIVER REQUIRED ?	COMMENTS AND DESCRIPTION OF WAIVER IF APPLICABLE

**ARE PROPOSED GRADE CHANGES IN EXCESS OF 4.0' FROM EXISTING GRADE?**

MAXIMUM PROPOSED GRADE CHANGE (FT)	DOES DESIGN MEET ORDINANCE 183-6(C)(2) OR IS WAIVER REQUIRED ?	COMMENTS AND DESCRIPTION OF WAIVER IF APPLICABLE

**ARE PROPOSED RETAINING WALLS (IF ANY) IN EXCESS OF 4.0'?**

MAXIMUM PROPOSED WALL HEIGHT (FT)	DOES DESIGN MEET ORDINANCE 183-6(C)(3) OR IS WAIVER REQUIRED ?	COMMENTS AND DESCRIPTION OF WAIVER IF APPLICABLE

**ARE PROPOSED DRIVEWAY SLOPES IN EXCESS OF 10%?**

MAXIMUM PROPOSED DRIVEWAY SLOPE (%)	DOES DESIGN MEET ORDINANCE 183-6(C)(4) OR IS WAIVER REQUIRED ?	COMMENTS AND DESCRIPTION OF WAIVER IF APPLICABLE

PROPERTY ADDRESS \_\_\_\_\_  
 BLOCK/LOT \_\_\_\_\_  
 FORM COMPLETED BY: \_\_\_\_\_  
 SIGNATURE AND DATE \_\_\_\_\_  
 BOROUGH OF SADDLE RIVER

**BOROUGH OF SADDLE RIVER  
100 EAST ALLENDALE ROAD  
SADDLE RIVER, NJ 07458  
TEL: (201) 327-2609, Ext. 228  
FAX: (201) 327-0168**

**PROOF OF CURRENT PROPERTY TAXES**

DATE: \_\_\_\_\_

RE: BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PROPERTY TAXES ON THE ABOVE PROPERTY HAVE BEEN  
PAID \_\_\_\_\_

\_\_\_\_\_  
LINDA CANAVAN, CTC  
TAX COLLECTOR

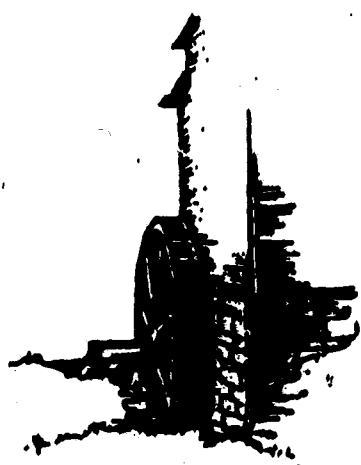
## SAMPLE PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN THAT THE PLANNING BOARD OF THE BOROUGH OF SADDLE RIVER WILL HOLD A PUBLIC MEETING ON \_\_\_\_\_ AT 7:00 PM VIA ZOOM AT <https://saddleriver-org.zoom.us/j/87066821085> Meeting ID: 870 6682 1085 FOR THE PURPOSE OF REVIEWING AND TAKING ACTION ON THE APPLICATION OF \_\_\_\_\_ FOR \_\_\_\_\_.**

**THE PROPERTY, WHICH IS THE SUBJECT MATTER OF THE APPLICATION IS DESIGNATED AS BLOCK \_\_\_\_\_, LOT \_\_\_\_\_, ON THE TAX MAP OF THE BOROUGH OF SADDLE RIVER, COMMONLY KNOWN AS \_\_\_\_\_.**

**THE APPLICATION AND SUPPORTING MATERIALS WILL BE AVAILABLE FOR PUBLIC REVIEW AT LEAST TEN (10) DAYS PRIOR TO THE AFORESAID MEETING BETWEEN 9 AM AND 4 PM IN THE OFFICE OF THE PLANNING BOARD OF THE BOROUGH OF SADDLE RIVER LOCATED IN THE MUNICIPAL BUILDING, 100 E. ALLENDALE RD., SADDLE RIVER, NJ.**





OFFICE OF THE TAX COLLECTOR  
BOROUGH OF SADDLE RIVER  
100 EAST ALLENDALE ROAD  
SADDLE RIVER, NEW JERSEY 07458  
TEL: (201) 327-2609 EXT. 228 FAX: (201) 327-0168

**APPLICATION FOR 200 FT. LIST**

**FEE: \$10.00**

**DATE:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**APPLICANT'S ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S TELEPHONE:** \_\_\_\_\_

**APPLICANT'S FAX NO:** \_\_\_\_\_

**BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

**SUBJECT'S NAME:** \_\_\_\_\_

**SUBJECT'S PROPERTY ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**REASON FOR APPLICATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_