

Borough of Englewood Cliffs
Building Department
482 Hudson Terrace, Englewood Cliffs, NJ 07632
201-568-9262

CHECKLIST FOR CONSTRUCTION PERMITS Rev. 3/12/25

- **SITE PLAN/SURVEY AND ARCHITECTURAL DRAWINGS TO BE SUBMITTED IN ELECTRONIC FORM (CD - PDF FORMAT) TO INCLUDE ALL INFORMATION LISTED ON PLAN REVIEW SUBMISSION CHECKLIST. UPON ZONING APPROVAL, THE FOLLOWING MUST BE SUBMITTED - FOUR SEALED SITE PLANS AND FOUR ARCHITECTURAL PLANS - NO PLANS ARE TO BE SUBMITTED DIRECTLY TO BOROUGH ENGINEER**
- BUILDING, PLUMBING, ELECTRICAL, FIRE PROTECTION AND ELEVATOR PERMIT APPLICATION FORMS FULLY COMPLETED.
- EXCAVATION PERMIT NUMBER FROM P.S.E. & G. (1-800-272-1000)
- ENGINEERING REVIEW FEE - Payment \$500.00 check made out to Borough of Englewood Cliffs. Ord. #16-04(c)
- ENGINEERING ESCROW – Payment of \$1,000.00 check made out to Borough of Englewood Cliffs. Ord. #16-04(b)
- PERFORMANCE GUARANTEE – In the form of cash or bond \$5,000.00 to prevent erosion or flooding onto land or streets adjacent to the lot and to eliminate any soil disturbance condition. Ord. #16-04(f)
- ZONING PERMIT – \$500.00 check made to Borough of Englewood Cliffs. Ord. #30-12.14A(g)
- SOIL DISTURBANCE PERMIT – Payment of \$250.00 check made out to Borough of Englewood Cliffs. Ord. #9-22.2
- COPY OF CERTIFICATION OF BUILDER'S LICENSE (DCA License).
- RESOLUTION FROM BOARD OF ADJUSTMENT OR PLANNING BOARD if required.
- DUMPSTER PERMIT- Form to be completed and returned with \$100.00 fee payment.
- BOROUGH SEWER AND WATER CONNECTION ORDINANCE #2024-06 – Payment due upon permit receipt if required.
- COMPLIANCE WITH ORDINANCE #9-20.1(b) **MUST SUBMIT VIDEO ON USB OF EXISTING STORM/SEWER PIPING FROM CURB TO MAIN IN STREET PRIOR TO THE ISSUANCE OF BUILDING PERMIT FOR NEW CONSTRUCTION**
- BERGEN COUNTY SEWER CONNECTION FORM- return completed form to the Building Dept. to be faxed. Reply will be sent to applicant. (see attached)
- BERGEN COUNTY SOIL CONSERVATION-As of 11/15/06 Contractors/owners must call 201-261-4407 and submit Eng. plans prior to issuance of Demo or Building Permit. They will then issue a Soil Erosion Certification. (see attached)
- COUNCIL FOR AFFORDABLE HOUSING (COAH). 1 1/2% for residential of the assessed values. 50% of the fee payable at issuance of building permit and 50% of fee payable at time of C.O.

- BOROUGH TREE ORDINANCE #24-04 – **SITE PLAN MUST SHOW ALL TREES ON PROPERTY**. Prior to issuance of building permit a site inspection with the Environmental Commission & Construction Official required.
- NOTICE TO ADJOINING OWNERS- Copy of each letter along with copies of proof of delivery (certified return receipt/green card). Letter to stipulate Protection of Adjoining Properties– Permission to enter onto property and notification of demo and reconstruction as per NJAC 5:23-2.34. *See attached samples of required correspondence to neighbors. *
- Submit Soil Percolation Test and Soil Log in the exact location of the proposed stormwater management facility to determine the surrounding soil’s ability to absorb this additional runoff and the depth to groundwater and rock.
- 1 WEEK PRIOR TO DEMO/ EXCAVATING YOU MUST OBTAIN A DIG # - Call 1800-272-1000. This number must be submitted to the building department.
- SUBMIT A FOUNDATION LOCATION SURVEY INCLUSIVE OF SETBACK DIMENSIONS AND TOP OF “BLOCK” ELEVATION FOR REVIEW PRIOR TO FRAMING OF HOME.
- A ROOF RIDGE ELEVATION PLAN MUST BE SUBMITTED UPON COMPLETION OF FRAMING
- AT ALL TIMES DURING CONSTRUCTION 6’ WIRE FENCE, AND SILT FENCING MUST BE MAINTAINED PROPERLY- Street must be always kept clean of all debris and dirt.
- REQUIRED STORMWATER INSPECTIONS/SIGN OFF –
Seepage Pits, Grading, Retaining Walls, Underground Piping, Foundation Location,
Building Height

FINAL AS BUILT REQUIREMENTS: Items must be depicted on the Final As Built Drawing:

- -Roof Peak Elevation
- -As Built Retaining Walls
 - Top & Bottom of Wall Elevation
- -Roof Leaders must have slotted overflow caps
- -Impervious Coverage Calculations
 - Total Lot Coverage
 - Front Yard Coverage
 - Rear Yard Coverage
- -Building Height
- -Grades – Corner & Mid Points
- -Utilities
 - Gas
 - Electric
 - Water
 - Sewer
- -Stormwater
 - Seepage Pits
 - Inlets, Cleanouts, Overflow
- -Pools
 - Equipment
 - Cabana
- -Trees
 - All trees over 4” in caliper
- -Mechanicals
 - A/C Units
 - Generator
- -Patios/Walkways
- -Sheds
- -Property Corners Permanently Marked
- -Drop Curb Opening Widths
- –Easements
- **As Built to be emailed in pdf format to cscancarella@englewoodcliffsnj.org along with 2 signed sealed copies submitted to Building Dept.**

Borough of Englewood Cliffs
482 Hudson Terrace, Englewood Cliffs, NJ 07632
201-568-9262

Dear New Property Owner/Homeowner,

Welcome to Englewood Cliffs!

The borough is pleased to welcome you to our beautiful town. The pride that our homeowners have regarding their property is quite evident as you pass through the street of Englewood Cliffs. As a new property owner, we are sure that you appreciate the value that a well-groomed property adds to the overall value of your neighborhood. In order to preserve our property values, each resident is obligated to adhere to our Property Maintenance Ordinance 8925.

This ordinance stated that all property both vacant and improved shall be maintained free of debris, foliage, litter, and junk. This is equally applicable whether you are moving into the existing home or demolishing the home to build a new home.

Landscaping must be maintained neatly, and grass must be cut on a regular basis from the date of purchase. Tall grass and weeds are not only unattractive to your neighbors, but also create an attraction for rodents.

Failure to comply with our property maintenance ordinance will result in a lien being placed against your property tax bill should the Department of Public Works be forced to cut the grass and a summons will be issued for further noncompliance.

Thank you in advance for your cooperation.

Very Truly Yours,

Mayor Mario Kranjak

Borough of Englewood Cliffs Building Department

**482 Hudson Terrace
Englewood Cliffs, NJ 07632
P -201-568-9262
F-201-227-7775**

CONSTRUCTION SITE SAFETY RULES & REGULATIONS

All Construction sites should be operated with safety in mind. Unattended sites need to be fenced and secure in compliance with the building department regulations. Safety issues of main concern are open pits and pooling of water.

A name and telephone number of the general contractor including after hours contact information is needed. This is necessary should a problem arise so that a person of authority can correct the situation.

NOTHING is to be placed on the roadway-such as sod, dirt, dumpsters, unattended trailers, rocks etc.

Vehicles should be properly parked and not interfering with visibility for traffic and pedestrians.

Construction vehicles that enter the street – must be properly registered; license plates should be visible on every vehicle. Trailers, bobcats, machinery, etc.

Construction site noise: All must abide by the Borough's noise ordinances vehicles should not be idling; machinery should not be running prior to the authorized work times listed in the ordinances. Main concern is the early morning back-up alarm while positioning equipment.

The streets must be left clean-no mud, dirt, or debris. High volume dust should be limited with the use of sprays to keep dust down from construction such as cutting pavers/stone and demolition.

Proper discharge of pumped water through appropriate filters must be done in compliance with regulations.

Whenever a hydrant is used there must be a water meter attached to this line.

No fire or open burning is allowed. i.e. barrel with burning materials.

NONE COMPLIANCE TO THE ABOVE COULD RESULT IN A STOP WORK ORDER BEING ISSUED BY THE BUILDING DEPARTMENT OR POLICE ENFORCEMENT.

Borough of Englewood Cliffs Building Department

**482 Hudson Terrace
Englewood Cliffs, NJ 07632
P-201-568-9262
F-201-227-7775**

PROPERTY MAINTENANCE CODE SECTION 10-7.2e

When you rent or sell your houses, your application for Continued Certificate of Occupancy should be made at least **two weeks** prior to your closings. Please be advised that complaint with our Property Maintenance Code Section 10-7.2e, "no Certificate of Occupancy shall be issued for any building unless it complies with the provisions of the ordinance" regarding address:

A house or building number shall be:

1. In Arabic numerals or letters.
2. A minimum height of three inches unless the house or building is more than 50ft from the curb, then the letters must be six inches and clearly visible from the street of which the property fronts without obstructions.
3. Of a contrasting color to the background and arranged so as to be clearly visible day and night.
4. If the house or building is set back from the street in a location that the provisions of the ordinance cannot be complied with, then the owner/occupant must provide a post, rod or other type of fixture with the number affixed thereon conspicuously and visible from the street on which the property fronts.

Our community, keeping with safety and high standards, appreciates your cooperation.

If there are any questions or to acquire a copy of the Property Maintenance Ordinance, you may contact this department at the above number Monday through Friday between 9am – 4pm.

BOROUGH OF ENGLEWOOD CLIFFS
PLAN REVIEW SUBMISSION CHECKLIST
ALL PLANS TO BE SUBMITTED DIRECTLY TO BUILDING DEPARTMENT ONLY

1. SUBMIT FOUR SETS OF SITE PLAN TO MAINTAIN OR SHOW:

- A. Drawings to be clear properly sealed by licensed professional engineer or land surveyor (when applicable), correctly titled with address, lot and block number(s).
- B. A north arrow with a site location map depicting properties within a 200 ft. radius of said property shall be placed on the drawing.
- C. A Zoning Table shall be depicted on the drawing noting all applicable zoning criteria
- D. Plot Plan depicting all yard setback dimensions, required by the Borough's Code, shall be prepared by a licensed land surveyor.
- E. Building height calculations to be properly presented in accordance with Borough Ordinance 2005-08 and Architectural drawings to be submitted to enable the confirmation of building height. The maximum height permissible cannot exceed 32 ft. taken from center line of curb to top of the ridge for one family home. Applicant/Developer to show all elevations employed when calculating building height such as all curbing elevations and all existing and proposed grades.
- F. Existing Contours presented clearly. Extend existing contours at building corners and interim points along the build periphery when required by code.
- G. Certified Drainage Calculations signed and sealed by a licensed professional engineer. Stormwater Management Design should follow the Borough's Stormwater Management Control Ordinance and follow NJDEP Best Management Practice (BMP) Guidelines. Drainage shall be designed to fully retain the runoff from the 10-year – 60-minute duration storm. This storm has 2"/hr. intensity and amounts to 2 inches of rainfall. The drainage systems shall be designed to include the total amount of impervious area tributary to said structure, not just the difference of the proposed and existing conditions.
- H. Location of all drainage pipes, type of pipe(s), inverts elevations, etc. Show all drains proposed for all window wells along with all interconnecting piping.
- I. Proper details of drainage structures. When seepage pit(s) are proposed show inside and outside diameter dimensions, wall thickness dimensions, and depth and width of stone. The stone employed shall be 2 ½ inch clean stone.
- J. When seepage pits are proposed percolation test results shall be submitted to verify that the soil should be sufficiently permeable to drain the pit within a 48-hour period.
- K. Soil log results to be performed to a depth at least 2 ft below the proposed drainage structure to determine, types of soil encountered the depth to groundwater and rock.

- L. Provide construction details for drainage structures, seepage pits, sidewalks, pavement, connections to municipal sewers (storm and/or sanitary) including cleanout locations, water connections.
- M. If an Applicant proposes retaining walls on site plans, the following standard wording should be part of the notes depicted on said plans for the Borough's review:
 - i. The Applicant/Developer proposes to construct retaining walls on-site. All retaining walls greater than three feet (3 ft) in exposed height require retaining wall stability calculations to be provided by a Professional Engineer Licensed in the State of New Jersey, signed and sealed, for the Municipality's review and approval prior to construction.
 - ii. Top and bottom wall elevations must be shown on the site plan. The maximum exposed retaining wall height must be provided on the retaining wall detail.
 - iii. All retaining walls greater than three feet (3 ft) constructed on-site will require a certification of a licensed Professional Engineer that he/she has provided on-site inspection during the wall construction, proper methods were utilized in the construction, the wall had been constructed in accordance with the approved design drawings, the wall has been properly stabilized and the wall will be adequate for the intended purpose. Inspecting engineers must also certify appropriate batter; heights and locations have been respected pursuant to the approved design drawings. Two (2) signed and sealed copies of these certifications are to be forwarded to the Borough's Building Department who will forward one (1) copy to the Municipal Engineer.
- N. Soil Moving Calculations to be prepared by a licensed professional engineer along with corresponding section locations presented on the plan to depict the location(s) where calculations have been performed.
- O. Preservation or removal of all trees 6" diameter or over must be noted as per Borough Ordinance #2004-04.
- P. Zero-run off on adjacent properties as per Borough Ordinance #9604.
- Q. Imperious coverage of front and rear yard as per Borough Ordinance #9906
- R. Architectural drawings must include framing checklist (see attached), wiring, and plumbing diagram (including carbon monoxide detectors within 10 feet of any bedroom door).

REVIEW FOR A POOL REQUIREMENTS:

- N. Pool contractor to prepare calculations signed and sealed by a licensed professional engineer to support soil-moving quantities that he/she provides on said application.
- O. All yard setback dimensions, required by the Borough's Code, shall be prepared by a licensed land surveyor.
- P. All proposed pool equipment shall be located on a plan with dimensions to property line.



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE, ENGLEWOOD CLIFFS, NJ. 07632



CONSTRUCTION CODE OFFICIAL/ZONING OFFICER

(201) 568-9262

FAX (201) 227-7775

Site Plan – Recommended Schedules for Zoning Review

The following information will be needed for a prompt response.

Owner Name: _____

Address: _____

Block: _____ Lot: _____ Phone: _____

Engineer/Architect: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

ZONING SCHEDULE	
Zone	
Min Lot Area	
Min Lot Width	
Min Front Yard	
Min Rear Yard	
Min One Side	
Min Both Sides (RA-30% lot width at setback line) (RB-31.5% lot width at setback line)	
Max Lot Coverage	

IMPERVIOUS COVERAGE	
Lot Coverage	
Driveway	
Sidewalks	
A/C Pads	
Patios	
Pool and Spa	
Pool Equipment	

LOT COVERAGE	
Dwelling	
Porch & Steps	
Rear Deck & Steps	
Chimney	
Shed	
Cabana	

REAR YARD IMPERVIOUS COVERAGE	
Rear Yard Area	
Impervious Coverage	
Coverage =	

BUILDING HEIGHT COMPUTATIONS	
Average Grade	
Mean Curb Level	

CIRCULAR DRIVEWAY COVERAGE	
Front Yard Area	
Circular Driveway Area	
Coverage =	

	MOTION	SECOND	YES	NO	ABSTAIN	RECUSE	ABSENT
AVERSA			✓				
CONSALVO			✓				
OH			✓				
MCMORROW	✓		✓				
PARK			✓				
LIANG		✓	✓				
MAYOR (TIE)							

**BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

ORDINANCE NO. 16-04

**ORDINANCE AMENDING CHAPTER 9 OF THE REVISED GENERAL
ORDINANCES OF THE BOROUGH OF ENGLEWOOD CLIFFS AND PROVIDING
FOR BUILDING AND HOUSING**

BE IT ORDAINED by the Mayor and Council of the Borough of Englewood Cliffs, in the County of Bergen and State of New Jersey, as follows:

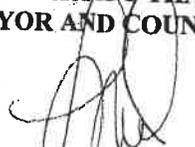
- Chapter 9 of the Revised General Ordinances of the Borough of Englewood Cliffs entitled "BUILDING AND HOUSING FEES", shall be amended by the following amendment to subsection 9-22.9 which shall read in its entirety as follows:

9-22.9 Fees

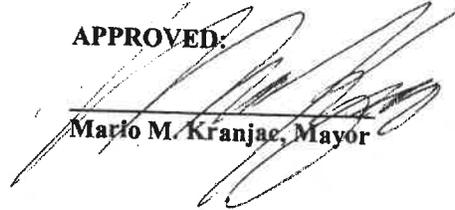
- The basic fee for a Soil Disturbance Permit application shall be two hundred fifty (\$250.00) dollars.
 - The basic fee for engineering review of an application shall be five hundred (\$500.00) dollars.
 - The applicant shall post one thousand (\$1,000.00) dollars in engineering escrow for engineering inspections of site improvements associated with the project, including drainage, grading and soil erosion.
 - The applicant will be required to post a one hundred twenty five (\$125.00) dollar fee per revision for review of revisions made to the engineering plan of the site for drainage, grading and soil erosion.
 - In addition, the applicant shall deposit in cash or bond, a Performance Guarantee in the amount of five thousand (\$5,000.00) dollars to prevent erosion or flooding onto lands or streets adjacent to the lot and to eliminate any soil disturbance condition which is likely to be dangerous to health and safety. This amount shall be returned to the applicant upon final inspection and approval by the Borough Engineer.
 - The applicant is required as part of the project to provide an as-built drawing showing all site conditions including final drainage, grading and site features for the property, prior to receiving certificate of occupancy for the property. This document shall be reviewed and approved by the Borough Engineer prior to the release of the performance guarantee.
- If any section or provision of the Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance except so far as the section or provision so declared invalid shall be inseparable from the remainder of any portion thereof.
 - All ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed to the extent of such inconsistency.
 - This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

**I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF AN ORDINANCE ADOPTED BY
THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLEWOOD CLIFFS ON MARCH 9, 2016**

ATTEST:


Lisette M. Duffy, RMC, Borough Clerk

APPROVED:


Mario M. Kranjac, Mayor

BOROUGH OF ENGLEWOOD CLIFFS
COUNTY OF BERGEN

ORDINANCE 2008-07

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER XXX, ENTITLED "ZONING ORDINANCE" OF THE GENERAL ORDINANCES AND REVISED CODE OF THE BOROUGH OF ENGLEWOOD CLIFFS, SPECIFICALLY SECTIONS 30-5.1, 30-6.1, 30-6.3, AND 30-7.2 ENTITLED "USE REGULATIONS".

BE IT ORDAINED by the Mayor and Council of the Borough of Englewood Cliffs, County of Bergen, State of New Jersey that Chapter XXX, entitled "ZONING ORDINANCE" of the General Ordinances and Revised Code of the Borough of Englewood Cliffs, is amended and supplemented herein as follows:

30-5.1 Permitted in R-A District (Single-Family Residential).

a. As Principal Permitted Uses:

5. Driveway access to any residential lot shall be limited to a driveway width and cut of no more than sixteen (16) feet per single vehicle driveway and no more than twenty-two (22) feet for a two (2) or three (3) car wide driveway located in the required front yard setback area.

In the case of a circular driveway located in the required front yard area or in front of the front building wall of the residence, the width and cut of the driveway shall be limited to ten (10) feet and not exceed thirty (30%) percent coverage of the required front yard area. A circular driveway may exceed a width and cut of ten (10) feet and up to a maximum of twelve (12) feet provided that it is constructed of pavers. If this occurs, the coverage of the required front yard area shall not exceed thirty-five (35%) percent. There shall be no paving of any other portion of the front or side yards except for sidewalks. It being expressly the intent of the governing body to prohibit paving of said areas for parking or other purposes.

6. In R-A zones, a driveway shall have a minimum side yard of **three (3) feet**. In RB and RB-1 zones, a driveway shall have a minimum side yard of **two (2) feet**.

30-6. REGULATIONS AS TO BULK, HEIGHT AND OTHER REQUIREMENTS.

30-6.1 Schedule. The schedule entitled "Schedule of Regulations", hereto attached and made a part hereof and properly identified as part of this chapter by the signature of the Mayor and Borough Clerk, is hereby adopted and declared to be a part of this chapter, and made by amended in the same manner as any other part of this chapter. The regulations listed in said

scheduled for each district are hereby adopted and prescribed for each district, and unless otherwise indicated, shall be deemed to be the minimum requirements in every instance of their application.

Schedule A - Schedule of Regulations - attached,
which is hereby amended to include two separate Schedules involving required trees for the Environmental Commission and shade trees.

Notes on Specifications:

9. **The maximum coverage in a rear yard shall be no more than sixty percent (60%) impervious coverage and no more than fifty-one percent (51%) impervious coverage of the entire lot.**

30-6.3 Extensions into Required Front, Side or Rear Yard

- a. Extensions of a structure into a required front, side or rear yard shall be permitted as follows:
 1. By cornices, canopies, eaves and similar extensions which are ten (10) feet or more above grade: two feet). Also as controlled by 30-7.9 as applicable.

30-7.2 Accessory Structures:

- d. Permanent barbeque pit or structure shall only be permitted within ten(10) feet of the principal building.

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon adoption and publication in accordance with law; and,

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed as to said inconsistencies and conflict, and

BE IT FURTHER ORDAINED that should any part or provision of this Ordinance be held unconstitutional or invalid, such decision shall not affect the validity of this Ordinance as a whole or any part thereof, other than the part held so unconstitutional or invalid.

This ordinance shall take effect upon final adoption and publication according to law.

**BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

ORDINANCE NO. 14-01

AN ORDINANCE AMENDING CHAPTER XV ENTITLED "LAND SUBDIVISION", SPECIFICALLY SECTION 15-7.3 ENTITLED "REQUIREMENTS FOR BUILDING PERMIT IN NEIGHBORHOOD OR LIMITED BUSINESS ZONE" OF THE GENERAL ORDINANCES AND REVISED CODE OF THE BOROUGH OF ENGLEWOOD CLIFFS

BE IT ORDAINED by the Mayor and Council of the Borough of Englewood Cliffs that Chapter XV entitled "Land Subdivision", specifically Section 15-7.3 entitled "Requirements For Building Permit in Neighborhood or Limited Business Zone" be amended to read as follows: Section 15-7.3 Requirements for Building Permit in Neighborhood or Limited Business Zone.

Before a building permit is granted on any parcel or plat in the neighborhood and/or limited business zone as shown on the Zoning Ordinance of the Borough of Englewood Cliffs, the following conditions must be met:

a.1- Curbs facing the entire frontage of the property involved shall be installed under the supervision of the Borough Engineer or the Superintendent of Public Works.

a.2 - In the event that a house has been demolished or the property is unimproved, then in that event the building permit shall require that an entirely new curb be installed facing the entire frontage and/or side yards of the property, if the property is located on a corner, which shall be installed under the supervision of the Borough Engineer or Superintendent of Public Works. The curb shall be comprised of concrete only and not blocks.

a.3 - Specifications for curbs can be obtained at the Building Department.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances other than the zoning ordinance of the Borough which are inconsistent with the provisions of this chapter are hereby repealed to the extent of such inconsistency; and

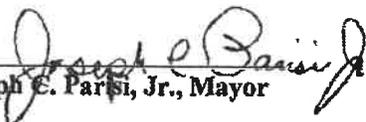
BE IT FURTHER ORDAINED should any part or provision of this Ordinance be held unconstitutional or invalid, such decision shall not affect the validity of this Ordinance as a whole or any part thereof, other than the part held so unconstitutional or invalid.

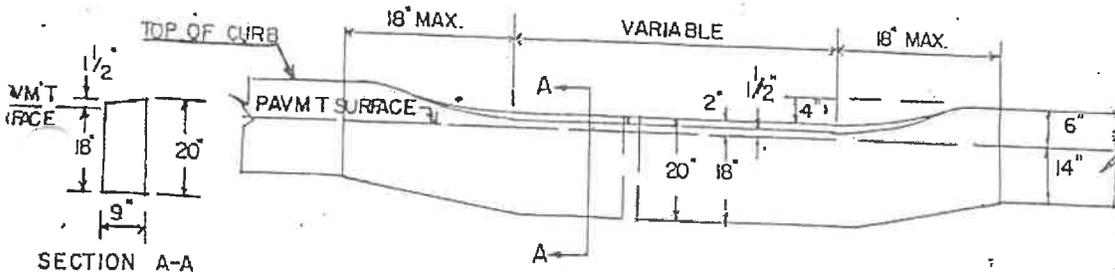
I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF AN ORDINANCE ADOPTED AT A MEETING OF THE MAYOR AND COUNCIL HELD ON FEBRUARY 11, 2014.

ATTEST:



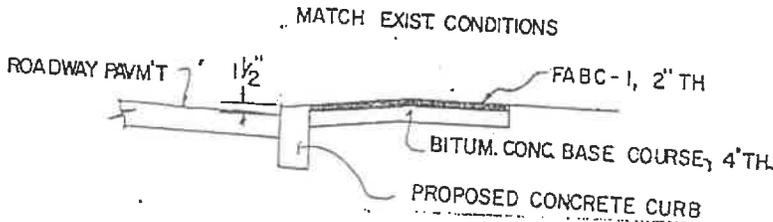
Lisette M. Duffy, Borough Clerk

By: 
Joseph E. Parisi, Jr., Mayor



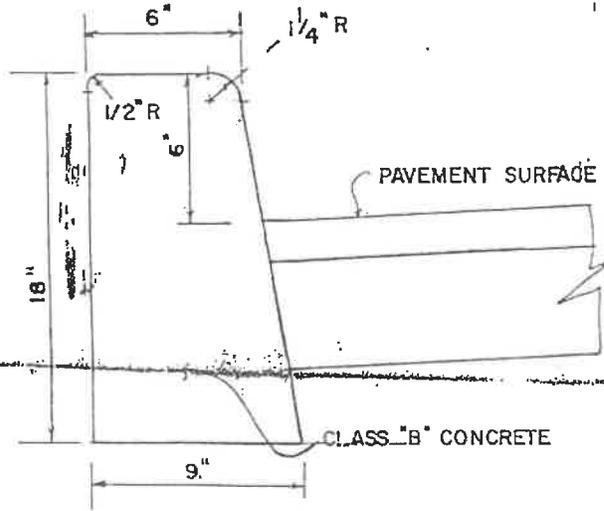
METHOD OF DEPRESSING CURB AT DRIVEWAYS

N.T.S.



BITUMINOUS CONCRETE DRIVEWAY CONSTRUCTION DETAIL

N.T.S.



NOTE: TRANSVERSE JOINTS 1/2" WIDE SHALL BE INSTALLED 20'-0" APART & SHALL BE FILLED WITH PREFORMED BITUMINOUS JOINT FILLER AASHTO DESIGNATION M 213 RECESSED 1/4" FROM TOP & FACE

3500 PSI MIX

9" x 18" CONCRETE VERTICAL CURB

N.T.S.

CURB SPECS

**BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

ORDINANCE NO. 14-06

**AN ORDINANCE AMENDING CHAPTER XI ENTITLED "SEWER AND WATER",
SPECIFICALLY SECTION 11-1.10 ENTITLED "SUPPLEMENT TO ORDINANCES"
OF THE GENERAL ORDINANCES AND REVISED CODE OF THE
BOROUGH OF ENGLEWOOD CLIFFS**

BE IT ORDAINED by the Mayor and Council of the Borough of Englewood Cliffs
that
Chapter XI entitled "Sewer and Water", Specifically Section 11-1.10 Entitled "Supplement to
Ordinances" be amended to read as follows:

Section 11-1.10 (a)

The owner of any property being served by the sewer system shall be
responsible for the maintenance and repair of the lateral line running from any structure to the
main sewer line of the Borough.

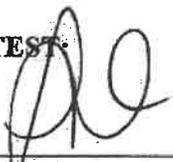
BE IT FURTHER ORDAINED that all ordinances or parts of ordinances other than
the zoning ordinance of the Borough which are inconsistent with the provisions of this chapter
are hereby repealed to the extent of such inconsistency; and

BE IT FURTHER ORDAINED should any part or provision of this Ordinance be
held unconstitutional or invalid, such decision shall not affect the validity of this Ordinance as
a whole or any part thereof, other than the part held so unconstitutional or invalid.

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon
adoption and publication in accordance with law.

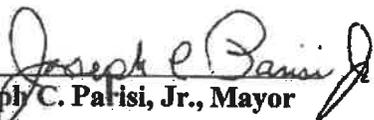
**I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF
AN ORDINANCE INTRODUCED AT A MEETING OF THE MAYOR AND COUNCIL
HELD ON APRIL 9, 2014.**

ATTEST:



Lisette M. Duffy, Borough Clerk

By:


Joseph C. Palisi, Jr., Mayor

	MOTION	SECOND	YES	NO	ABSTAIN	RECUSE	ABSENT
AVERSA			✓	✓			
E.PARK			✓	✓			
OH			✓	✓			
MCMORROW			✓	✓			
M. PARK	✓		✓	✓			
WOO		✓	✓	✓			
MAYOR (TIE)							

**BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

RESOLUTION 17-73

**SETTING POLICY FOR TREATMENT OF ENCROACHMENTS OF
THE BOROUGH'S RIGHTS OF WAY, EASEMENTS AND
OTHER BOROUGH PROPERTIES AND INTERESTS IN REAL PROPERTY**

WHEREAS, the Borough of Englewood Cliffs owns and/or controls its Rights of Way along streets and sidewalks, easements located within private properties, and other Borough properties and interests in real property (collectively referred to herein as "Borough Property Rights");

Whereas, the Borough is desirous of setting forth a policy for consistent treatment of requests for encroachments or invasions of any kind of any of the Borough's Property Rights.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Englewood Cliffs, that the Borough sets this policy as follows:

1. The Borough shall not permit any encroachment or other invasion of any of the Borough Property Rights, including those previously held that may be removed, except as stated herein.

2. All requests for encroachment or invasions of any kind of the Borough's Property Rights or requests for continuation, expansion or change of such encroachments or invasions, shall be promptly transmitted to the Borough Attorney for review, investigation and recommendation to the Mayor and Council of the Borough for consideration at a Council Meeting;

3. The Mayor and the Council may adopt, modify or reject the Borough Attorney's recommendations by way of a duly-adopted Resolution;

4. If the Mayor and Council permit any such encroachment or invasion, it shall authorize the Borough Attorney to prepare an appropriate agreement and shall authorize the Mayor and Borough Clerk to execute same on behalf of the borough;

5. The agreement shall contain the following:

a. Provisions for indemnity and hold harmless of the Borough by the requestor;

b. Such conditions, limitations and restrictions as are necessary to protect all of the Borough's Property Rights;

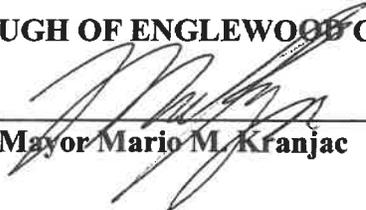
- c. Requirement for payment by the requester of a fee for the recording fees, investigation charges and services to be rendered by the Borough Attorney in connection therewith, in an amount not below the minimum sum of \$500.00, which fee shall be payable by the requestor to the Borough after the adoption of a Resolution of approval and before the agreement is entered into; and
 - d. All provisions deemed reasonably necessary by the Borough attorney.
6. Such agreement shall be recorded in the title records of the Bergen County Clerk's Office by the Borough against the real property of requestor.

APPROVED by above Vote at the Council Meeting of April 12, 2017.

BOROUGH OF ENGLEWOOD CLIFFS

Date signed: July 12, 2017

By:



Mayor Mario M. Kranjac

I certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of the Borough of Englewood Cliffs on April 12, 2017.

Date signed: July 12, 2017



Lisette M. Duffy, RMC, Borough Clerk



STATE OF NEW JERSEY
Department of Community Affairs
Division of Codes and Standards
Code Assistance Unit
P.O. Box 802
Trenton, New Jersey 08625-0802

CAN 272009

Jon S. Corzine
Governor

Charles A. Richman
Acting Commissioner

August 31, 2007

Thank you for your recent letter to the Department of Community Affairs regarding the requirements for smoke alarms in the 2006 International Residential Code.

Specifically, your question is:

"You are asking if the 2006 International Residential Code Section R313.1 prohibits the use of low voltage fire alarm systems."

Yes. As per section R313.1 which states "All smoke alarms shall be listed in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72." The 2000 IRC (Section R317.1) did not contain the reference to UL 217, however it did require that "All smoke alarms shall be listed and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72." The text "in accordance with UL 217" was added in the 2006 revision to clarify the intent of the 2000 IRC text. Additional text was added to the end of section R313.1 to further clarify the intent of this section: "Household fire alarm systems installed in accordance with NFPA 72 that include smoke alarms, or a combination of smoke detector and audible notification device installed as required by this section for smoke alarms, shall be permitted. The household fire alarm system shall provide the same level of smoke detection and alarm as required by this section for smoke alarms in the event the fire alarm panel is removed or the system is not connected to a central station."

The above information and copied code text basically prohibits the use of low voltage systems. However it has come to my attention that many if not all UL 217 listed smoke alarms have limitations of 12 smoke alarms per system. In these cases I would suggest alarm installation companies apply for and obtain a variation for low voltage system installation. Some information that should be included with the variation application follows. "Where a low voltage system or combination burglar and fire alarm system is installed in place of a single or multi-station smoke alarm system it must be supervised. The owner must maintain this supervision and the type of supervision must be central station monitoring. The sensitivity of detectors must be checked within 1 year of installation and two years thereafter. If the detectors are within the listed and marked sensitivity range after the second required test than the tests can be extended until every five years. This system is a required system and must be maintained in accordance with all applicable installation and maintenance requirements for continued occupancy to occur."

I trust this answers your question on this matter. This opinion is, however, advisory in nature and, therefore, non-binding on any of the parties concerned. Should you be in need of further assistance, please contact me at 609-984-7609.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael E. Whalen", with a stylized flourish at the end.

Michael E. Whalen
Code Assistance Unit

New Home Construction



Building Energy Codes

RESOURCE CENTER

High-efficacy lighting in new homes - Code Notes

[2009 IECC and 2009 IRC]

Lighting consumes more than 10% of electric energy used in homes, presenting a substantial opportunity for lowering residential energy consumption. The International Code Council (ICC) recently passed a code change that will appear in the 2009 International Energy Conservation Code (IECC) and the International Residential Code (IRC) requiring that half of the permanent lighting in a new home have high-efficacy lamps.

Requirements

Section 404.1 of the 2009 IECC and Section N1104.1 of the 2009 IRC state that a minimum of 50 percent of the lamps in permanently installed lighting fixtures shall be high-efficacy lamps. ICC defines high efficacy as: 60 lumens/W for lamps over 40W; 50 lumens/W for lamps over 15W to 40W; 40 lumens/W for lamps 15W or less.

Lamp	Efficiency
#15W	40 lumens/W
>15W-40W	50 lumens/W
>40W	60 lumens/W

High-Efficacy Lamps

These efficacy minimums are above the level of current incandescent products. However, many compact fluorescent lamps, all T-8 or smaller diameter linear fluorescent lamps, and most metal halide lamps meet these requirements. A "lamp" is simply the light bulb or tube itself; it is not the fixture. So a chandelier is one fixture but may have many lamps.

The count is based on the number of lamps and includes both pin-based fixtures (fluorescent tubes and pin-based compacts) and standard screw-base fixtures. The provision applies to indoor spaces and outdoor facades of all residential buildings, including accessory structures and garages. The code permits up to 50% of the lamps to be of a standard efficacy, providing flexibility to allow lighting for certain applications that cannot be met with high-efficacy lamps.

Benefits

Compact fluorescent lamps (CFLs) have become more available and have dropped in price. A 60-watt replacement CFL can be purchased for about \$1.50 per lamp. CFLs use about 80% less energy than standard incandescent lighting and last 6 to 10 times longer. At \$1.50 per lamp with electricity at 9 cents per kwh, the payback time is less than two years, assuming that each light is on a half hour each day.

CFLs offer versatile lighting solutions

CFLs are available in a variety of shapes and sizes so they can be used in most areas of the home where standard incandescent lamps would be used. Their longer life makes them ideal for high ceilings and other hard-to-reach spots. Reflector CFLs are now available for recessed downlighting; the best models have passed Elevated Temperature Life Testing, lasting over 6,000 hours without failure (see www.pnl.gov/rlamps).

Energy-efficient chandeliers

While incandescent lamps have traditionally been used in chandeliers because of their ability to dim and their small size possibilities, dimmable high-efficacy CFLs designed for candelabra-sized sockets and other specialty applications are also readily available.

For more information on lighting, see the [ENERGY STAR®](#) web page.



(201) 568-9262

BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE, ENGLEWOOD CLIFFS, NJ. 07632



FAX (201) 227-7775

CONSTRUCTION CODE OFFICIAL/ZONING OFFICER

FIRE DEPARTMENT GENERATOR REGISTRATION

Property Address: _____

Property Owner Name: _____

Owner Address: _____

If different from above

Owner Home Phone: _____ Cell Phone: _____

Is this a Rental Property _____ or Owner Occupied: _____

Please check appropriate response

If rental property please complete the following:

Name of Tenant: _____ Phone Number: _____

Make of Generator: _____ Size (KW): _____

Installation Date: _____ Permit #: _____

Location of Generator: _____

BOROUGH OF ENGLEWOOD CLIFFS

BERGEN COUNTY, NEW JERSEY

ORDINANCE 2012 - 04

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER XXX, ENTITLED "ZONING ORDINANCE" OF THE GENERAL ORDINANCES AND REVISED CODE OF THE BOROUGH OF ENGLEWOOD CLIFFS, SPECIFICALLY SECTION 30-6.3(b) OF THE ZONING ORDINANCE OF THE BOROUGH OF ENGLEWOOD CLIFFS ENTITLED "EXTENSIONS INTO REQUIRED FRONT, SIDE OR REAR YARD", AND PROVIDING CERTAIN STANDARDS FOR PLACEMENT OF STATIONARY GENERATORS WITHIN THE BOROUGH OF ENGLEWOOD CLIFFS

BE IT ORDAINED by the Mayor and Council of the Borough of Englewood Cliffs, County of Bergen, State of New Jersey that Chapter XXX, entitled "ZONING ORDINANCE" of the General Ordinances and Revised Code of the Borough of Englewood Cliffs, is amended and supplemented herein as follows:

30-6.3(b) Extensions into Required Front, Side or Rear Yard.

1. All stationary generators within the residential zones of the Borough of Englewood Cliffs are hereby permitted and they are required to be located within the front, side or rear yard.
2. The size of the stationary generator may not exceed ten (10) square feet and would be required to be located no more than three (3) feet from the residential dwelling and be a minimum of five (5) feet from any operable window or door.
3. The stationary generator must be maintained in good working order consistent with manufacturer specifications, may only be powered by natural gas or propane, and shall not exceed a noise level of 85 dba.
4. All stationary generators placed in the front yard shall be screened so as to not be visible from the street.

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon adoption and publication in accordance with law; and,

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed as to said inconsistencies and conflict, and



(201) 568-9262

BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE, ENGLEWOOD CLIFFS, NJ. 07632

CONSTRUCTION CODE OFFICIAL/ZONING OFFICER



FAX (201) 227-7775

Requirements for Generator Permits & Inspections

PORTABLE GENERATORS

Electrical Permit:

- One line drawing for wiring installation with conductor & conduit size
-

PERMANENTLY INSTALLED GENERATORS

Electrical Permit: For Generator & Transfer Switch

- Manufacturer's specifications for generator
- Manufacturer's specifications for transfer switch [for both manual and automatic]
- One line diagram for wiring installation with conduit size
- Load calculations for whole house generators with automatic transfer switches

Electrical Inspections:

- All breaker panels, transfer switches, junction boxes & generator covers **must be removed for inspection**
- Electrical contractor and a copy of the approved plans **must be on site** for inspection & testing of generator
- If the Electrical Contractor **is not on site for inspection** the Building Department must be **notified in writing** that all covers have been installed before a Certificate of Approval is issued
- Copy of approved plans **must be on site** for final inspection

**Per NEC Article 702 Optional Standby Systems section
702.8 Signs:**

All installation of standby generators requires:

**“a sign be placed at the service entrance equipment
that indicates the type and location of on-site optional
standby power sources”.**

SIGN MUST BE IN PLACE FOR FINAL INSPECTIONS.

- **Signage must be placed at:**
- **ELECTRIC METER & IN-DOOR SERVICE PANEL**

**SECOND POWER SOURCE
AVAILABLE/GENERATOR**



(201) 568-9262

BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE, ENGLEWOOD CLIFFS, NJ. 07632

CONSTRUCTION CODE OFFICIAL/ZONING OFFICER



FAX (201) 227-7775

PLUMBING PERMIT REQUIREMENTS

Water Heater Permit –

Size of water heater must be noted on plumbing tech sheet. Type of venting to be installed. Chimney Verification form completed.

New Boiler Installation –

Specifications of unit to be submitted. Backflow preventer and gas piping must be on tech sheet. Type of venting to be installed. Chimney Verification form completed.

Replacement Boiler Installation –

Specifications of unit to be submitted. Backflow preventer must be on tech sheet. Type of venting to be installed. Chimney Verification form completed.

HVAC New/Replacement Installation –

Specifications of unit to be submitted. If unit is 90% efficient condensate drain has to be inside building to indirect waste line. If 80% efficient or less then condensate drain can be piped out to gutter or somewhere outside building or to indirect waste line. Type of venting to be installed.

Air Condition New/Replacement Installation –

Condensate drain can be piped out to gutter or somewhere outside building or to indirect waste pipe. Condensate pipe to be marked on plumbing tech sheet

A/C Condenser Unit New/Replacement Installation –

Must have lock out caps installed. Lock out cap to be marked on plumbing tech sheet.

**** All Air Condition Units to be installed you must supply KW for each unit on electric tech sheet.**



CHIMNEY VERIFICATION FOR REPLACEMENT OF FUEL-FIRED EQUIPMENT

BLOCK _____ LOT _____ QUALIFICATION CODE _____ PERMIT # _____

WORK SITE ADDRESS _____

Owner in Fee _____

Verifying Individual _____ Company _____

Address _____

Street

City

State

Zip Code

Tel: (____) _____ Fax: (____) _____

Check the Appropriate Box(es):

Type of Replacement:

- Oil to Gas Conversion
- Gas to Oil Conversion
- Gas Appliance Replacement
- Oil to Oil Replacement
- Other _____

Existing Vent/Chimney:

- "B" Label Vent
- "L" Label Vent
- Flexible Liner
- Power Vent/Exhauster

Size _____

- Chimney-Interior
- Chimney-Exterior
- Masonry Chimney-Tile Lined
- Masonry Chimney-Unlined
- Other _____

Type

Fuel Type

Appliance 1: _____ Oil / Gas / Other: _____

Appliance 2: _____ Oil / Gas / Other: _____

Appliance 3: _____ Oil / Gas / Other: _____

BTU Rating (Input/hour) _____

CHIMNEY LINER

If a chimney liner is being installed, all documentation on the liner must accompany the Permit application.

Manufacturer: _____ Model: _____ UL Listing: _____

Material of Liner: Stainless Steel _____ Aluminum _____

Size of Appliance Vent: _____ Size of Liner: _____ Height of Chimney: _____

Length of Connector: _____ Vent Connector Rise: _____

How does the appliance vent? Natural Draft Fan-assisted Other: _____

PLEASE SIGN ONE OF THE FOLLOWING VERIFICATION STATEMENTS

For Oil or Coal to Gas Conversions:

I have verified that the chimney/vent is in good repair and clear of obstruction and is substantially clean of residue from its previous use serving an oil or coal appliance. I have verified that the chimney/vent is appropriately lined and sized for the appliance(s) being installed.

Signature _____ Date _____

Oil to Oil or Gas to Gas Replacements or New/Additional Appliances:

I have verified that the existing chimney/vent is in good repair and clear of obstruction. I have verified that the existing chimney/vent is appropriately lined and sized for the appliance(s) being installed and/or remaining.

Signature _____ Date _____

Direct Vent Appliance:

I hereby verify that the appliance(s) being installed is a direct vent appliance. I further verify that the existing chimney/vent is appropriately lined and sized for any remaining appliances.

Signature _____ Date _____

Verification Not Submitted:

I choose not to submit verification. I understand that I will be required to be present for the inspection to remove and reinstall the chimney vent connector.

Signature _____ Date _____

FOR MINOR AND EMRGENCY WORK, THIS FORM MUST BE PROVIDED WITH YOUR PERMIT APPLICATION. FOR ALL OTHER WORK, THIS FORM MUST BE PRESENTED TO THE CODE OFFICIAL PRIOR TO FINAL INSPECTION.

All applicable information requested on this form must be supplied.

This form may not be submitted by a homeowner in lieu of the required inspection.



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 802
TRENTON, NJ 08625-0802

THOMAS J. CODEY
GOVERNING GOVERNOR

CHARLES A. RICHMAN
ACTING COMMISSIONER

August 5, 2005

Dear Construction Official,

Enclosed please find a warning to be distributed to homeowners applying for permits before they sign the Certification in Lieu of Oath found on the permit jacket. We wrote this warning in an effort to stem the tide of homeowners falsely certifying that they are performing their own work or constructing their own houses and then seeking our assistance in remedying problems created by the contractor.

Please have these warnings copied and distributed to homeowners with the permit application. If you have any questions, please call the Code Assistance Unit at (609) 984-7609.

Sincerely,

William M. Connolly

Director

Division of Codes and Standards

Enclosure

Before signing the Certification In Lieu of Oath Indicating that you are performing the work yourself, please consider the following:

1. The laws requiring new home builders to be registered and contractors in the various trades, such as plumbing or electrical work, to be licensed were adopted to protect homeowners and homebuyers. If you are signing this Certification to provide cover to an unlicensed homebuilder or contractor, you are forfeiting the protection afforded to you under the law. The contractor that you have hired may or may not be qualified. And if you encounter problems with this contractor, the government will not be able to help you because you signed the Certification Indicating that you are performing the work yourself.

In the case of the construction of a new home, you are forfeiting your right to a new home warranty. Every new home builder in New Jersey is required to be registered with the State and to give a warranty to each purchaser. The warranty covers almost all defects in workmanship or materials, including appliances, for the first year; plumbing, mechanical (heating and air conditioning), and electrical systems for the first two years; and major structural defects for ten years. Further, the warranty will actually pay for the correction of defects if the builder fails or refuses to do so. By signing the Certification, you are giving up that protection.

2. You are violating the criminal laws of this State if you sign the Certification Indicating that you are doing the work yourself when, in fact, you are paying someone else to do it.

I certify that I have read both sides of this form.

Signed _____ Date _____

PRINT NAME _____



BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY

ORDINANCE 2009-08

AN ORDINANCE AMENDING ORDINANCE 2009-03
PROVIDING FOR THE DEVELOPMENT FEES PURSUANT TO
N.J.S.A. 52:27D-301 ET SEQ
AND RESCINDING THOSE PORTIONS THEREOF THAT ARE
INCONSISTENT WITH THIS ORDINANCE

1. Purpose

- a) In Holmdel Builder's Association V. Holmdel Township, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985 (the Act), N.J.S.A. 52:27d-301 et seq., and the State Constitution, subject to the Council on Affordable Housing's (COAH's) adoption of rules.
- b) Pursuant to P.L.2008, c.46 section 8 (C. 52:27D-329.2) and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7), COAH is authorized to adopt and promulgate regulations necessary for the establishment, implementation, review, monitoring and enforcement of municipal affordable housing trust funds and corresponding spending plans. Municipalities that are under the jurisdiction of the Council or court of competent jurisdiction and have a COAH-approved spending plan may retain fees collected from non-residential development.
- c) This ordinance establishes standards for the collection, maintenance, and expenditure of development fees pursuant to COAH's regulations and in accordance P.L.2008, c.46, Sections 8 and 32-38. Fees collected pursuant to this ordinance shall be used for the sole purpose of providing low- and moderate-income housing. This ordinance shall be interpreted within the framework of COAH's rules on development fees, codified at N.J.A.C. 5:97-8.

2. Basic requirements

- a) This ordinance shall not be effective until approved by COAH pursuant to N.J.A.C. 5:96-5.1.
- b) The Borough of Englewood Cliffs shall not spend development fees until COAH has approved a plan for spending such fees in conformance with N.J.A.C. 5:97-8.10 and N.J.A.C. 5:96-5.3.

3. Definitions

- a) The following terms, as used in this ordinance, shall have the following meanings:
- i. **"Affordable housing development"** means a development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100 percent affordable development.
 - i. **"COAH"** or the **"Council"** means the New Jersey Council on Affordable Housing established under the Act which has primary jurisdiction for the administration of housing obligations in accordance with sound regional planning consideration in the State.
 - ii. **"Development fee"** means money paid by a developer for the improvement of property as permitted in N.J.A.C. 5:97-8.3.
 - iii. **"Developer"** means the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.
 - iv. **"Equalized assessed value"** means the assessed value of a property divided by the current average ratio of assessed to true value for the municipality in which the property is situated, as determined in accordance with sections 1, 5, and 6 of P.L.1973, c.123 (C.54:1-35a through C.54:1-35c).
 - v. **"Green building strategies"** means those strategies that minimize the impact of development on the environment, and enhance the health, safety and well-being of residents by producing durable, low-maintenance, resource-efficient housing while making optimum use of existing infrastructure and community services.

4. Residential Development fees

- a) Imposed fees
- i. Within the Borough of Englewood Cliffs' district(s), residential developers, except for developers of the types of development specifically exempted below, shall pay a fee of ~~one percent (1%)~~ of the equalized assessed value for residential development provided no increased density is permitted.

* 1 1/2% per Court Order of December 2020

- ii. When an increase in residential density pursuant to N.J.S.A. 40:55D-70d(5) (known as a “d” variance) has been permitted, developers may be required to pay a development fee of six percent (6%) of the equalized assessed value for each additional unit that may be realized. However, if the zoning on a site has changed during the two-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two-year period preceding the filing of the variance application.

Example: If an approval allows four units to be constructed on a site that was zoned for two units, the fees could equal one and a half percent of the equalized assessed value on the first two units; and the specified higher percentage up to six percent of the equalized assessed value for the two additional units, provided zoning on the site has not changed during the two-year period preceding the filing of such a variance application.

b) Eligible exactions, ineligible exactions and exemptions for residential development

- i. Affordable housing developments, developments where the developer is providing for the construction of affordable units elsewhere in the municipality, and developments where the developer has made a payment in lieu of on-site construction of affordable units shall be exempt from development fees.
- ii. Developments that have received preliminary or final site plan approval prior to the adoption of a municipal development fee ordinance shall be exempt from development fees, unless the developer seeks a substantial change in the approval. Where a site plan approval does not apply, a zoning and/or building permit shall be synonymous with preliminary or final site plan approval for this purpose. The fee percentage shall be vested on the date that the building permit is issued.
- iii. Development fees shall be imposed and collected when an existing structure undergoes a change to a more intense use, is demolished and replaced, or is expanded, if the expansion is not otherwise exempt from the development fee requirement. The development fee shall be calculated on the increase in the equalized assessed value of the improved structure. **Owner-occupied residential structures demolished and replaced as a result of a fire, flood or natural disaster shall be exempt from paying a development fee.**

5. Non-residential Development fees

a) Imposed fees

- i. Within all zoning districts, non-residential developers, except for developers of the types of development specifically exempted, shall pay a fee equal to two and

one-half (2.5) percent of the equalized assessed value of the land and improvements, for all new non-residential construction on an unimproved lot or lots.

- ii. Non-residential developers, except for developers of the types of development specifically exempted, shall also pay a fee equal to two and one-half (2.5) percent of the increase in equalized assessed value resulting from any additions to existing structures to be used for non-residential purposes.
- iii. Development fees shall be imposed and collected when an existing structure is demolished and replaced. The development fee of two and a half percent (2.5%) shall be calculated on the difference between the equalized assessed value of the pre-existing land and improvement and the equalized assessed value of the newly improved structure, i.e. land and improvement, at the time final certificate of occupancy is issued. If the calculation required under this section results in a negative number, the non-residential development fee shall be zero.

b) Eligible exactions, ineligible exactions and exemptions for non-residential development

- i. The non-residential portion of a mixed-use inclusionary or market rate development shall be subject to the two and a half (2.5) percent development fee, unless otherwise exempted below.
- ii. The 2.5 percent fee shall not apply to an increase in equalized assessed value resulting from alterations, change in use within existing footprint, reconstruction, renovations and repairs.
- iii. Non-residential developments shall be exempt from the payment of non-residential development fees in accordance with the exemptions required pursuant to P.L.2008, c.46, as specified in the Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption" Form. Any exemption claimed by a developer shall be substantiated by that developer.
- iv. A developer of a non-residential development exempted from the non-residential development fee pursuant to P.L.2008, c.46 shall be subject to it at such time the basis for the exemption no longer applies, and shall make the payment of the non-residential development fee, in that event, within three years after that event or after the issuance of the final certificate of occupancy of the non-residential development, whichever is later.
- v. If a property which was exempted from the collection of a non-residential development fee thereafter ceases to be exempt from property taxation, the owner of the property shall remit the fees required pursuant to this section within 45

days of the termination of the property tax exemption. Unpaid non-residential development fees under these circumstances may be enforceable by the Borough of Englewood Cliffs as a lien against the real property of the owner.

6. Collection procedures

- a) Upon the granting of a preliminary, final or other applicable approval, for a development, the applicable approving authority shall direct its staff to notify the construction official.
- b) For non-residential developments only, the developer shall also be provided with a copy of Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption" to be completed as per the instructions provided. The developer of a non-residential development shall complete Form N-RDF as per the instructions provided. The construction official shall verify the information submitted by the non-residential developer as per the instructions provided in the Form N-RDF. The Tax assessor shall verify exemptions and prepare estimated and final assessments as per the instructions provided in Form N-RDF.
- c) The construction official responsible for the issuance of a building permit shall notify the local tax assessor of the issuance of the first building permit for a development which is subject to a development fee.
- d) Within 90 days of receipt of that notice, the municipal tax assessor, based on the plans filed, shall provide an estimate of the equalized assessed value of the development.
- e) The construction official responsible for the issuance of a final certificate of occupancy notifies the local assessor of any and all requests for the scheduling of a final inspection on property which is subject to a development fee.
- f) Within 10 business days of a request for the scheduling of a final inspection, the municipal assessor shall confirm or modify the previously estimated equalized assessed value of the improvements of the development; calculate the development fee; and thereafter notify the developer of the amount of the fee.
- g) Should the Borough of Englewood Cliffs fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in subsection b. of section 37 of P.L.2008, c.46 (C.40:55D-8.6).

- h) Fifty percent of the development fee shall be collected at the time of issuance of the building permit. The remaining portion shall be collected at the issuance of the certificate of occupancy. The developer shall be responsible for paying the difference between the fee calculated at building permit and that determined at issuance of certificate of occupancy.
- i) Appeal of development fees
 - 1) A developer may challenge residential development fees imposed by filing a challenge with the County Board of Taxation. Pending a review and determination by the Board, collected fees shall be placed in an interest bearing escrow account by the Borough of Englewood Cliffs. Appeals from a determination of the Board may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S.54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.
 - 2) A developer may challenge non-residential development fees imposed by filing a challenge with the Director of the Division of Taxation. Pending a review and determination by the Director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest bearing escrow account by Borough of Englewood Cliffs. Appeals from a determination of the Director may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S.54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

7. Affordable Housing trust fund

- a) There is hereby created a separate, interest-bearing housing trust fund to be maintained by the Chief Financial Officer for the purpose of depositing development fees collected from residential and non-residential developers and proceeds from the sale of units with extinguished controls.
- b) The following additional funds shall be deposited in the Affordable Housing Trust Fund and shall at all times be identifiable by source and amount:
 - 1. payments in lieu of on-site construction of affordable units;
 - 2. developer contributed funds to make ten percent (10%) of the adaptable entrances in a townhouse or other multistory attached development accessible;
 - 3. rental income from municipally operated units;
 - 4. repayments from affordable housing program loans;
 - 5. recapture funds;
 - 6. proceeds from the sale of affordable units; and

7. any other funds collected in connection with Englewood Cliff]'s affordable housing program.
- c) Within seven days from the opening of the trust fund account, Borough of Englewood Cliffs shall provide COAH with written authorization, in the form of a three-party escrow agreement between the municipality, TD Bank and COAH to permit COAH to direct the disbursement of the funds as provided for in N.J.A.C. 5:97-8.13(b).
- d) All interest accrued in the housing trust fund shall only be used on eligible affordable housing activities approved by COAH.

8. Use of funds

- a) The expenditure of all funds shall conform to a spending plan approved by COAH. Funds deposited in the housing trust fund may be used for any activity approved by COAH to address the Borough of Englewood Cliffs' fair share obligation and may be set up as a grant or revolving loan program. Such activities include, but are not limited to: preservation or purchase of housing for the purpose of maintaining or implementing affordability controls, rehabilitation, new construction of affordable housing units and related costs, accessory apartment, market to affordable, or regional housing partnership programs, conversion of existing non-residential buildings to create new affordable units, green building strategies designed to be cost saving and in accordance with accepted national or state standards, purchase of land for affordable housing, improvement of land to be used for affordable housing, extensions or improvements of roads and infrastructure to affordable housing sites, financial assistance designed to increase affordability, administration necessary for implementation of the Housing Element and Fair Share Plan, or any other activity as permitted pursuant to N.J.A.C. 5:97-8.7 through 8.9 and specified in the approved spending plan.
- b) Funds shall not be expended to reimburse the Borough of Englewood Cliffs for past housing activities.
- c) At least 30 percent of all development fees collected and interest earned shall be used to provide affordability assistance to low- and moderate-income households in affordable units included in the municipal Fair Share Plan. One-third of the affordability assistance portion of development fees collected shall be used to provide affordability assistance to those households earning 30 percent or less of median income by region.

- i. Affordability assistance programs may include down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowners association or condominium fees and special assessments, and assistance with emergency repairs.
 - ii. Affordability assistance to households earning 30 percent or less of median income may include buying down the cost of low or moderate income units in the municipal Fair Share Plan to make them affordable to households earning 30 percent or less of median income.
 - iii. Payments in lieu of constructing affordable units on site and funds from the sale of units with extinguished controls shall be exempt from the affordability assistance requirement.
- d) The Borough of Englewood Cliffs may contract with a private or public entity to administer any part of its Housing Element and Fair Share Plan, including the requirement for affordability assistance, in accordance with N.J.A.C. 5:96-18.
- e) No more than 20 percent of all revenues collected from development fees, may be expended on administration, including, but not limited to, salaries and benefits for municipal employees or consultant fees necessary to develop or implement a new construction program, a Housing Element and Fair Share Plan, and/or an affirmative marketing program. In the case of a rehabilitation program, no more than 20 percent of the revenues collected from development fees shall be expended for such administrative expenses. Administrative funds may be used for income qualification of households, monitoring the turnover of sale and rental units, and compliance with COAH's monitoring requirements. Legal or other fees related to litigation opposing affordable housing sites or objecting to the Council's regulations and/or action are not eligible uses of the affordable housing trust fund.

9. **Monitoring**

- a) The Borough of Englewood Cliffs shall complete and return to COAH all monitoring forms included in monitoring requirements related to the collection of development fees from residential and non-residential developers, payments in lieu of constructing affordable units on site, funds from the sale of units with extinguished controls, barrier free escrow funds, rental income, repayments from affordable housing program loans, and any other funds collected in connection with the Borough of Englewood Cliffs' housing program, as well as to the expenditure of revenues and implementation of the plan certified by COAH. All monitoring reports shall be completed on forms designed by COAH.

10. Ongoing collection of fees

- a) The ability for the Borough of Englewood Cliffs to impose, collect and expend development fees shall expire with its substantive certification unless the Borough of Englewood Cliffs has filed an adopted Housing Element and Fair Share Plan with COAH, has petitioned for substantive certification, and has received COAH's approval of its development fee ordinance. If the Borough of Englewood Cliffs fails to renew its ability to impose and collect development fees prior to the expiration of substantive certification, it may be subject to forfeiture of any or all funds remaining within its municipal trust fund. Any funds so forfeited shall be deposited into the "New Jersey Affordable Housing Trust Fund" established pursuant to section 20 of P.L.1985, c.222 (C.52:27D-320). The Borough of Englewood Cliffs shall not impose a residential development fee on a development that receives preliminary or final site plan approval after the expiration of its substantive certification or judgment of compliance, nor shall the Borough of Englewood Cliffs retroactively impose a development fee on such a development. The Borough of Englewood Cliffs shall not expend development fees after the expiration of its substantive certification or judgment of compliance.

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon adoption and publication in accordance with law; and

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances other than the Zoning Ordinance of the borough which are inconsistent with the provisions of this chapter are hereby repealed to the extent of such inconsistency; and

BE IT FURTHER ORDAINED should any part or provisions of this Ordinance be held Unconstitutional or invalid, such decision shall not affect the validity of this Ordinance as a Whole or any part thereof, other than the part held so unconstitutional or invalid.

This Ordinance shall take effect upon final adoption and publication according to law.

**Borough of Englewood Cliffs
Building Department**

482 Hudson Terrace
Englewood Cliffs, NJ 07632
P -201-568-9262
F-201-227-7775

CHIPPING PERMIT

Ordinance No. 2008-10

Property Location: _____
Block: _____ Lot: _____

Applicant: _____
Address: _____

Phone: _____

Property Owner: _____
Address: _____

Phone: _____

Dates for Chipping: _____

Chipping shall be prohibited except during the following days and time:
Monday through Friday, 9:00 am – 4:00 pm

Chipping permits are limited to 10 business days.
The maximum penalty for any act or omission in violation of this ordinance
shall be no more than \$500.00 per violation per day.

Office Use Only

Permit Fee: _____

Check Number: _____

Date Rec'd: _____

Approved: _____

BOROUGH OF ENGLEWOOD CLIFFS
COUNTY OF BERGEN

ORDINANCE NO. 2008-10

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER IX, ENTITLED "BUILDING AND HOUSING" OF THE GENERAL ORDINANCES AND REVISED CODE OF THE BOROUGH OF ENGLEWOOD CLIFFS

BE IT ORDAINED by the Mayor and Council of the Borough of Englewood Cliffs, County of Bergen, State of New Jersey that Chapter IX, entitled "Building and Housing" of the General Ordinances and Revised Code of the Borough of Englewood Cliffs, is amended and supplemented herein as follows pursuant to N.J.S.A. 21:1A-128, et seq. Explosives Act and N.J.A.C. 12:190-7.4.6 (Time of blasting operations)

Blasting

N.J.A.C. 12:190-7.6 Time of blasting operations

a. Blasting, except during normal unusual conditions and when approved by the Commissioner of Labor, shall be conducted only during daylight hours, but shall not be conducted before 8:00 A.M. or after 6:00 P.M. on the day of blasting. Prior to conducting any blasting operations, notification shall be made to the Police Department. Notifications shall include the specific location and intended time of blasting.

b. Blasting shall not be conducted on Sundays except as approved by the Fire Official. Blasting on State legal holidays shall not exceed 100 pounds of explosives in any single blast, except as approved by the Fire Official.

c. Loading of explosives into blast holes shall not be performed in other than daylight hours on the day of blasting, except as approved by the Fire Official.

d. Where loading of blast holes has occurred and blasting cannot be safely accomplished within the limits prescribed by (a) and (c) above, the blast holes shall be attended until the explosives have been disposed of, and the person conducting the blasting operations shall notify the appropriate officials of the Division of Workplace Standards.

N.J.A.C. 12:190-7.3 Notification

a. Any person intending to conduct a blasting operation shall notify the New Jersey Department of Labor, Division of Workplace Standards, Mine Safety Section in Trenton of such intention prior to conducting the blasting operation via phone followed by fax transmittal or in writing. Such notification must be received by the Division of Workplace Standards no later than 3:00 P.M. of the previous business day prior to conducting the blasting operation on forms specified by the Department of Labor. Illegible or incomplete notifications shall not be acceptable. Notifications shall include:

1. The contractor name and address;
2. The specific location of the blasting;
3. The intended time of the blast; and
4. The specific start and scheduled completion dates of the blasting operation.

b. All blasting operations that are continuous projects shall be required to submit a single notice of intention to blast. A continuous project means blasting consecutively every day.

c. Any person intending to initiate blasting operations shall notify the Fire Official having jurisdiction over the municipality in which the blasting operation is taking place, prior to conducting any blasting operations. Notification shall include:

1. The specific location of the blasting, and
2. The intended time of the blasting.

N.J.A.C. 12:190-7.4 Documentation at the blasting site.

Any person conducting blasting operations shall have at the blasting site a current permit to use explosives and evidence of insurance required by N.J.A.C. 12:190-7.5.

Blasting permits are to be obtained from the Fire Official pursuant to State law.

Penalties

The maximum penalty for any act or omission in violation of this section of the ordinance shall be Five Thousand (\$5,000.00) Dollars per violation per day. A violation of N.J.A.C. 50:70-3 or 4 shall subject the violator to a maximum penalty of Five Hundred (\$500.00) Dollars per violation per day pursuant to N.J.A.C. 5:70-2.12.

Chipping

a. Chipping shall be prohibited except during the following days and times:
Monday through Friday, 9:00 a.m. to 4:00 p.m.

b. Chipping permits, obtained through the Building Department, will be limited to 10 business days. Permit fee = \$50.00. The construction Official has the authority to limit the number of permits issued to a specific site.

Penalties

The maximum penalty for any act or omission in violation of this section of the ordinance shall be not be more than Five Hundred (\$500.00) Dollars per violation per day.

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon adoption and publication in accordance with law; and,

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed as to said inconsistencies and conflict, and

BE IT FURTHER ORDAINED that should any part or provision of this Ordinance be held unconstitutional or invalid, such decision shall not affect the validity of this Ordinance as a whole or any part thereof, other than the part held so unconstitutional or invalid.

This ordinance shall take effect upon final adoption and publication according to law.

BOROUGH OF ENGLEWOOD CLIFFS
SEWER CONNECTION PERMIT APPLICATION
SECTION 11-1

This application must be filed with the Borough of Englewood Cliffs and shall be accompanied with an application fee of \$6,807.00, current sewer connection fee. Sewer Connection must be depicted on Site Plan and submitted with application.

Make all checks payable to: **BOROUGH OF ENGLEWOOD CLIFFS**

1. Owner's Name: _____
Mailing Address: _____
Home Phone: _____ Email: _____

2. Location of Building:
Street Address (If other than above): _____
Block: _____ Lot: _____

3. Type of Building:
(a) Single family ()
(b) Attached dwelling units () Number: _____
(c) Industrial ()
(d) Commercial ()
(e) Church ()
(f) School ()

If other than single family, briefly explain size of building and number of building and number of toilets, washrooms, etc. and proposed or current use of building:

4. Name of Applicant (please print) _____
Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY - DO NOT COMPLETE

Received by: _____ Date: _____
Paid by Cash Check # _____ Amount Paid _____
Comments: _____

**BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

ORDINANCE 2024-06

AN ORDINANCE TO AMEND, REVISE, AND SUPPLEMENT CHAPTER 11 OF THE BOROUGH CODE, ENTITLED “SEWER AND WATER,” MOST NOTABLY, SECTION 11-1, ENTITLED “SEWER CONNECTION FEES” BY AMENDING THE SECTION ENTITLED “SEWER CONNECTION FEES.”

WHEREAS, the Borough of Englewood Cliffs (“Borough”) maintains Section 11-1 of its Ordinances titled “Sewer Connection Fees” (the “Ordinance”); and

WHEREAS, the Borough’s operation of its sanitary sewer system is governed by the Municipal and County Utilities Sewerage Act, N.J.S.A. 40A:26A-1 et seq. (the “Act”); and

WHEREAS, the Borough seeks to revise the Ordinance to ensure consistency with the Act.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Englewood Cliffs, County of Bergen, State of New Jersey that Chapter 11 of the Borough Code of the Borough of Englewood Cliffs, entitled “Sewer and Water,” most notably Section 11-1.5, entitled “Connection Fees,” needs to be amended, revised, and supplemented by replacing all of the existing language in Section 11-1.5 with the following language:

SECTION 1. Chapter 11 of the Borough Code, titled “Sewer and Water” is hereby amended and supplemented as follows:

§ 11-1 Sewer Connection Fees

§ 11-1.5 Connection Fees.

~~If the installation sought to be connected is approved upon inspection as set forth in subsection 11-1.2, the plumbing inspector, who is hereby granted authority to issue the permits, shall grant the same upon the payment by the applicant of a fee in accordance with the following schedule for each sanitary sewer connection:~~

- ~~a. Single family residence — \$125.~~
- ~~b. All other structures — \$125 for the first inspection and \$75 for each subsequent inspection.~~

a. The connection fee imposed shall be for each individual EDU and the amount of the connection fee shall not exceed an amount computed in the following manner (which is in

accordance with N.J.S.A. 40A:62-78 Notes of Decision #6 and N.J.S.A. 40A:63-7 Notes of Decision #5) to represent a fair payment towards the cost of the system.

1. The amount representing all debt service, including but not limited to sinking funds, reserve funds, the principal and interest on bonds, and the amount of any loans and the interest therein, paid by the Borough to defray the capital cost of developing the system as of the end of the immediately preceding fiscal year of the Borough shall be added to all capital expenditures made by the Borough not funded by a bond ordinance or debt for the development of the system as of the end of the immediately preceding fiscal year of the Borough. **However, this amount shall not include any debt associated with the Bergen County Utilities Authority.**

2. Any gifts, contributions or subsidies to the Borough received from, and not reimbursed or reimbursable to any Federal, State, county or municipal government or agency or any private person, and that portion of amounts paid to the Borough by the public entity under a service agreement or service contract which is not repaid to the public entity by the Borough, shall then be subtracted.

3. The remainder shall be divided by the total number of service units served by the Borough at the end of the immediately preceding fiscal year of the Borough, and the results shall then be apportioned to each new connector according to the number of service units attributed to that connector. In attributing service units to each connector, the estimated average daily flow of sewage for the connector shall be divided by the average daily flow of sewage from the average single-family residence in the Borough's district, to produce the number of service units to be attributed. The service unit mentioned herein shall be otherwise known as an Equivalent Dwelling Unit (EDU).

b. The owner or such other person or entity authorized in writing by the owner to apply for and obtain a connection to the Borough's sewer system shall pay a connection fee to the Borough based upon the number of Equivalent Dwelling Units (EDUs) attributable to that connector.

c. Effective the date of this subsection, the connection fee to be paid to the Borough shall be six thousand eight hundred seven (\$6,807.00) dollars per Equivalent Dwelling Unit (EDU) including any proportionate fraction thereof. The connection fee to be hereinafter imposed shall be six thousand eight hundred seven (\$6,807.00) dollars per Equivalent Dwelling Unit (EDU) unless this amount is changed by an amendment to this subsection in accordance with law. The minimum connection fee per unit shall be based on one full EDU and shall be six thousand eight hundred seven (\$6,807.00) dollars. In order to determine the appropriate number of equivalent dwelling units per application for nonresidential users, the Projected Flow Criteria as defined in the New Jersey Administrative Code, section 7:14A-23.3, shall be utilized.

d. The following are sample calculations for determining connection fees for connecting to the Borough's sewer system:

1. Residential sample calculations - All residential single family dwelling units, including detached houses, each unit in multi-family dwellings, garden apartment

f. Any person may apply for a connection permit to the Borough's sewer system under the following terms and conditions:

1. The application for a connection permit shall be on a form as provided by the Borough Engineer.

2. The applicant must conform to all other regulations set forth in this section, and all other applicable ordinances of the Borough, and nothing herein shall be deemed to alter, change, or amend the various provisions of the Borough Ordinances nor other general laws of the State of New Jersey involving the use of public sewers.

3. No sewer connection permit shall be traded, sold, transferred, or otherwise entitle any person to connect, except for the specific lot and block, or unit or building number, for which said permit was issued. In the event of the sale of the lot, unit, subdivision and/or site plan for which a sewer connection permit has been issued, but not yet connected, the applicant shall notify the township and request an amended permit listing the new owner, and a revised permit shall be issued to the new owner of record.

4. A sewer connection permit may aggregate all of the proposed lots in a subdivision and/or units in a site plan, but the specific number of connections sold shall be set forth on said permit.

5. Payment of any sewer connection fee is expressly in addition to any other costs for constructing or installing any lateral, sewer extension, main or appurtenance to the sewer system, and inspection fees or other governmental charges required of the applicant in order to make said connection.

6. Subject to the right of the Borough to repurchase any sewer connection permit, the owner of any lot, parcel or tract of land on the Borough where construction or extension of public sewer is permitted by law, may purchase sewer connection permits for said lot, parcel or tract. The maximum number of permits which may be purchased shall not exceed the maximum number of residential Equivalent Dwelling Units (EDU's) or nonresidential Equivalent Dwelling Units (EDU's) which could be constructed on the lot, parcel or tract under the applicable density, zoning, use and performance standards and provisions of the said development ordinance. The number of sewer connection permits necessary to equal said maximum number of dwellings or units shall be calculated in accordance with the provisions of this subsection of this section, and in the event of a dispute as to said number, the director of public works shall determine the maximum number of sewer connection permits which may be purchased and said determination shall be final.

The issuance of said sewer connection permits does not in any way constitute approval to construct said units and the Borough by issuing said permits does not warrant or guarantee that the use proposed will in fact be approved, or that the applicant will receive approval to construct the number of units for which permits have been purchased, nor does the issuance of any permit

replace, alter, or supersede any approval, without limitation, otherwise required or which may in the future be required, for the construction, development of use of said lot, parcel or tract.

If not previously purchased in accordance with the provision above, it shall be a condition of minor or preliminary major subdivision and/or minor or preliminary major site plan, or any other approval required pursuant to the Borough's land use ordinance(s), for any use or development of land in the Borough that proposes or is required to construct or connect units or structures to the public sewer system including all other residential and nonresidential units which may not require land use approval pursuant to the provision of N.J.S.A. 40:55D-1 et seq. or any other applicable law and including single family residential dwelling units, that within 30 days of the date of said approval, if required, but in no event prior to the issuance of a building permit for the subject property as to all proposed uses, the applicant shall purchase the number of sewer connection permits to equal the number of residential Equivalent Dwelling Units or nonresidential Equivalent units for which approval has been granted.

At the time the Borough tenders said payment, the sewer connection permits repurchased shall be null, void and of no legal effect, and the Borough shall be free to sell new permits covering the capacity which has been reserved under the repurchased permits.

7. In no event shall a connection permit be issued unless and until payment in full for same has been received by the Borough.

g. Permit form. The sewer connection permit shall be on a form as established by the Borough, which shall contain the provisions of this section, consented to and signed by the applicant.

h. Prior sewer connection permits unaffected. The provisions of this subsection shall not affect the rights of any person to whom a sewer connection permit has been granted, prior to the effective date of this subsection. However, in the event capacity is being reserved for a lot or lots, but the sewer connection fee has not been paid and the sewer connection permit not issued, the owner shall pay the sewer connection fee for all said lots or units within 90 days of the effective date of this section, otherwise said capacity shall no longer be reserved for said development.

i. Reduction in fees for certain affordable housing projects. For affordable housing units created by public housing authorities, non-profit organizations building affordable housing projects and any other affordable housing units, including affordable housing units in inclusionary projects in accordance with N.J.S.A. 40A:26A-11.3:

1. The sewer connection fee shall be reduced by 50% for new connections to the sanitary sewer system.

2. For units previously connected to the sanitary sewer system that were demolished or refurbished to allow for new affordable housing units and for which a connection fee was previously paid, a credit against the connection fee shall be provided in an amount equal to the connection fee previously assessed and paid for the units previously connected to the system.

3. The assessment under this section for units for which a connection fee was previously paid, provided that the public housing authority, non-profit organization, or other affordable housing owner can establish the connection fee was previously assessed and paid for connection with the system. If such previous assessment and payment cannot be established, the reduced rate provided for in this section shall be assessed.

SECTION 2. Severability.

The provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

SECTION 3. Repealer.

All ordinances and resolutions, and parts of ordinances and resolutions which are inconsistent with provisions of this ordinance shall be, and are hereby, repealed to the extent of any such inconsistency.

SECTION 4. Effective Date.

This ordinance shall take effect upon final adoption and publication in accordance with law.

Publication by Summary Pursuant to N.J.S.A.40:49-2

This Ordinance addresses sewer connection fees within the Borough of Englewood Cliffs.

BOROUGH OF ENGLEWOOD CLIFFS

482 Hudson Terrace

Englewood Cliffs, NJ 07632

Phone 201-568-9262 Fax 201-227-7775

DUMPSTER PERMIT FORM

**DUMPSTER NOT PERMITTED ON STREET
MUST BE PLACED ON PROPERTY**

**DUMPSTER PERMIT IS NOT AN APPROVAL FOR ANY
CONSTRUCTION OR DEMOLITION UNLESS
ACCOMPANIED BY UCC PERMIT**

Date of Application: _____

Type of Work: New Construction _____ Renovation _____
Demolition _____ Roof _____ Siding _____

Permit Number: _____ Block _____ Lot _____

Worksite Address: _____

Owner Name: _____

Address: _____

Phone: _____

Contractor: _____

Address: _____

Phone: _____

of Dumpsters: _____ Size: _____

Estimated Date of Completion: _____

Applicant Signature: _____

NOTE: Any recyclable material, including, but not limited to: corrugated cardboard, vegetative waste, concrete, asphalt, clean wood, etc., must be delivered to an approved recycling center and/or transfer facility.

Check Number: _____

Date of Receipt: _____

Building Department Approval: _____



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE
ENGLEWOOD CLIFFS, NJ. 07632
201-569-5252



Date: _____

Tax Collector/Tax Assessor Office

I am requesting a list of addresses for the properties within 200 sq. ft. from the address below.

Owner Name _____

Address _____

Block _____ Lot _____

Signature

If you would like the list emailed directly to you please give proper email address below:

Email Address: _____

Contact Phone Number: _____

18-3.7 List of Property Owners Furnished

Pursuant to the provisions of N.J.S.A. 40:55D-12c, the tax assessor of the borough shall within seven days after receipt of a request therefor and upon receipt of payment of a fee of \$10.00 make and certify a list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice pursuant to subsection 18-3.6b

For Office Use Only

Fee Collected _____

Date _____

**SAMPLE LETTER TO NEIGHBORS WITHIN 200SQ. FT
OF PROPERTY TO BE DEMOLISHED**

Letters are to be sent certified, return receipt

To Whom It May Concern:

Re: insert address of property to be demolished

Please be advised that the said property owned by _____
will be demolished/constructed by the contractor on record with the
Englewood Cliffs Building Department.

Sincerely,

Written consent from owners of the adjoining properties must be obtained prior to entering properties. In those cases where owners refuse access, work shall not proceed unless access to the properties is granted by the courts

Your name
Address
City, state and Zip code

Date

To Whom It May Concern:

Re: insert address of property to be demolished

This notice is to request written permission to enter your property as it adjoined to the property to be demolished. Permission is needed to enter the only grounds only, to determine the measures that must be taken to safeguard properties from damage.

Name of adjoining neighbor _____

Address _____

Permission granted _____
(signature)

Permission denied _____
(signature)

Date signed _____



(201) 568-9262

BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE • ENGLEWOOD CLIFFS, NJ. 07632



FAX (201) 227-7775

CONSTRUCTION CODE OFFICIAL/ZONING OFFICER

Date: _____

Company: _____

Address: _____

Phone: _____

Name of Property Owner: _____

Worksite Address: _____

I will need no access to any neighbor property to complete the work for permit number _____.

Contractor Signature

Property Owner Signature

UCC 5:23-2.34 – Protection of adjoining properties.

5:23-2.34 Protection of adjoining properties

(a) Owners who undertake construction, rehabilitation, or demolition work at their properties shall protect adjoining properties from damage caused by the work.

(b) The owner intending to undertake the construction, rehabilitation, or demolition work that could potentially damage adjoining properties shall deliver written notice of such intent to the owners of the affected properties. The notice shall request written permission to enter the adjoining properties to determine the measures that must be taken to safeguard the properties from damage.

1. Written consent from the owners of the adjoining properties must be obtained prior to entering the properties.

2. In those cases where owners of adjoining properties refuse access, work shall not proceed unless access to the properties is granted by the courts.

(c) The measures to be taken to safeguard adjoining properties shall be submitted with the permit application for review and approval by the construction official.

(d) Upon approval of the measures to safeguard the adjoining properties, the owner intending to undertake the construction, rehabilitation, or demolition work shall provide a copy of the measures to the owners of adjoining properties and shall request written permission to implement the measures prior to the commencement of work.

i. Written consent from the owners of the adjoining properties to implement the measures to safeguard the properties must be obtained.

Repealed by R.1996 d.236, effective May 20, 1996 (operative January 1, 1997).

See: 27 N.J.R. 4050(a), 28 N.J.R. 2586(a).

Section was "Construction board of appeals".

New Rule, R.2008 d.39, effective March 3, 2008.

See: 39 N.J.R. 2175(a), 40 N.J.R. 1084(a).

Section was "Reserved".



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE · ENGLEWOOD CLIFFS, NJ. 07632

Phone (201) 568-0242

FAX (201) 569-4356

APPLICATION FOR STREET OPENING PERMIT

Applicant: _____

Address: _____ Phone _____

Owner of Property: _____ Phone _____

Street Address _____ of properties abutting and lying adjacent to the portion of the street to be opened.

Purpose of Opening: _____

Depth: _____ ft. Area (L) _____ yd (W) _____ yd (S.Y.) _____ sq. yd

Name, address, and telephone number of party to be reached should an emergency arise:

Excavating and Backfill by: _____

Address: _____ Phone # _____

Temporary Paving by: _____

Address: _____ Phone # _____

Permanent Paving by: _____

Address: _____ Phone # _____

Excavation will start _____ Backfill completed _____

Temporary Pavement will start: [Date] _____

Permanent Pavement completed on [Date] _____

Distance to Curbs - INDICATE NORTH POINT

The applicant agrees to comply with all the rules and regulations of the Borough of Englewood Cliffs as well as all laws, Ordinances and resolutions relating to said work, and the acceptance of the permit shall be deemed an agreement to abide by all its terms and conditions. This permit will be void if not used within Thirty Days.

Applicant: _____

By _____

[Authorized Representative

[Title]

Remarks _____

Recommended for approval: _____ Permit # _____

Permit Fee: \$25.00

Escrow Amount: \$1,000

REQUIREMENTS TO OBTAIN STREET OPENING PERMIT

1. **OBTAIN AN APPLICATION FROM THE DPW SUPERINTENDENT'S OFFICE**
2. **ANSWER ALL QUESTIONS AND INCLUDE THE DATE OF EXCAVATION.**
3. **A \$1,000.00 CASH DEPOSIT OR INSURANCE BOND IS REQUIRED.**
4. **APPLICANT MUST FILL OUT A W-9 FORM.**
5. **THE \$1,000.00 IS GIVEN TO THE MUNICIPAL CLERK. THE BOND IS HELD FOR 2 YEARS AND RETURNED UPON INSPECTION OF THE STREET BY THE SUPERINTENDENT OF PUBLIC WORKS.**
6. **A FEE OF \$25.00 IS REQUIRED.**
7. **SEPARATE CHECKS ARE TO BE WRITTEN FOR THE BOND AND PERMIT FEE, MADE PAYABLE TO "THE BOROUGH OF ENGLEWOOD CLIFFS".**
8. **THESE REQUIREMENTS ARE LISTED IN THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF ENGLEWOOD CLIFFS, CHAPTER 13-1.**
9. **TRENCH MUST BE BACKFILLED WITH DGA OR AN APPROVED EQUAL. PAVEMENT RESTORATION MUST BE DONE AS SOON AS POSSIBLE, PREFERABLY THE SAME DAY.**
10. **SEWER CONNECTION MUST BE INSPECTED BEFORE THE ROAD IS CLOSED.**
11. **PAVEMENT RESTORATION: 4 INCHES OF STABILIZED BASE OF FABC. TOP COURSE IS 2 INCHES OF 1-5.**
12. **ALL TRENCHES MUST BE SAW CUT.**
13. **TRENCH MUST BE MAINTAINED FOR TWO (2) YEARS AND THE CASH DEPOSIT OR INSURANCE BONE WILL BE RETURNED IN TWO YEARS.**

IF THE ROAD OPENING NECESSITATES CLOSING THE ENTIRE ROAD, THE POLICE DEPARTMENT MUST BE NOTIFIED ONE WEEK IN ADVANCE.

CHAPTER XIII STREETS, SIDEWALKS AND SANITATION

13-1 STREET OPENINGS.

13-1.1 Definitions.

As used in this chapter.

a. "Street" shall mean any dedicated public thoroughfare, road, avenue or highway, whether accepted or unaccepted, including the sidewalk area.

b. "Roadway" shall mean that portion of the street lying between the curb lines.

c. "Superintendent of public works" or "superintendent" means the superintendent of public works appointed by the mayor and council, or such person as shall succeed to his office, powers and duties and is hereby designated the enforcement officer to enforce the provisions of this section.

13-1.2 General Conditions.

a. No permit authorized by this section shall be granted except upon application in writing therefore signed by the person desiring such permit or his agent, which application shall set forth such facts as are hereinafter required by the provisions of this chapter.

b. In case any permit shall be refused by any officer authorized to issue the same, an appeal of such officers' determination may be taken to the mayor and council and the mayor and council, after hearing the applicant and such officer and such other evidence as may be produced, may either direct the issuance of such permit or sustain the refusal of the officer.

c. No permit shall be issued until the fee therefore shall have been paid to the officer authorized to issue such permits. The permit fee for all work started prior to the issuance of a permit covering same shall be twice the regular fee as herein required.

13-1.3 Regulations Concerning.

a. Street opening. No person shall make any street opening in or tear up or disturb the surface of the roadway of any street, park or public place without a written permit therefore, provided however, that any public utility corporation having pipes, conduits or rails in any public street or place shall not be required to obtain any other permit than that provided for in paragraph "k" of this subsection.

b. All permits required by this section shall be issued by the borough clerk with a copy to the superintendent of public works. Permittee is to secure street openings dates and specifications from the superintendent of public works. A cash deposit in an amount sufficient to defray the costs of replacing the pavement excavated in case the applicant fails to replace such pavement in a manner acceptable to the superintendent of public works prior to the issuance of the permit. This deposit shall be then tendered to the borough clerk prior to the issuance of any permit and in no event shall the amount of the cash or bond deposit be less than one thousand (\$1,000.00), dollars, which bond shall be in a form satisfactory to the borough attorney. Upon issuance of such a permit the borough clerk shall forward a copy to the superintendent of public works and chief of police.

c. The following permit fees are established and shall be paid to the borough clerk before the permits are issued.

1. For opening any road paved with Portland cement concrete, bituminous concrete, bituminous penetration macadam, water bound macadam with or without bituminous dressing or asphalt surface treated pavement, five (\$5.00) dollars per square yard or fraction thereof; minimum fee twenty-five (\$25.00) dollars.

2. For opening any unimproved road; two (\$2.00) dollars per square yard or fraction thereof; minimum fee five (\$5.00) dollars.

d. In making the excavation the permittee shall preserve the roadway from needless destruction and shall cause the excavation, installation or repair of utility and backfilling to be one continuous operation. The person to whom such permit is issued shall guard the excavation or excavations by suitable barricades and warning signs by day and suitable barricades and lights by night, and which shall be electrical or mechanical and not inflammable, until the excavation is safely closed. It is the responsibility of the permittee to maintain such road openings in a safe condition for traffic until such time as he replaces the pavement and said pavement replacement shall have been approved by the superintendent.

e. The permit for any such excavation as aforesaid shall specify the date the excavation is to be made and the maximum time allowed for the completion of the excavation and the backfilling thereof. The backfilling shall be completed within the time, stated in such permit and shall be done in accordance with applicable borough specifications. All refuse and material shall be removed within 48 hours.

f. Temporary restoration of pavement is to be made immediately after the superintendent of public works or the borough engineer has approved the backfilling.

g. Where an excavation is to extend to the full width of the road, only one half of the excavation shall be made at one time. This portion shall be properly backfilled and inspected as herein provided before the other half is excavated.

h. All trenches shall be backfilled with stone dust, bank run sand or gravel or pervious material free from foreign matter such as debris, stumps, roots or sod. The backfilling shall be performed in layers of not more than two feet in depth, each layer to be thoroughly tamped prior to the backfilling of the next layer.

i. Permanent restoration of pavement shall be made within a reasonable time and no more than within four months, weather permitting, from the date the temporary pavement was installed and such permanent restoration shall as nearly as possible duplicate the original pavement in type, material, color and texture of the surface or in accordance with borough specifications. The superintendent of public works shall be notified three days prior to permanent restoration for quality control and adherence to this section.

j. No opening permits will be issued between December 1 and March 1, unless an emergency exists.

k. No excavation, repair or utility installation shall be commenced or installed in or on any public street in the Borough of Englewood Cliffs without first obtaining a road construction or road opening permit therefor from the borough clerk. Every application for such permit shall be accompanied by duplicate plans and profiles of the proposed work except where the borough engineer determines, in his discretion, that plans are not necessary, or in the event of emergency. The said application shall give the location of the proposed work, a detailed description of the type of repair, the extent of the work and the method of repair, a certified survey of the location thereof, the location of any and all utilities, storm drains, sanitary sewer or sewer mains, within close proximity to the proposed opening, and the estimated cost of such work. The applicant shall pay, at the time of filing the application, for inspection fees, the sum of thirty (\$0.30) cents per lineal foot of street to be opened and fifteen (\$0.15) cents for each lineal

foot of utility line (including, but not limited to, electric or gas, water or telephone) to be installed. In no event shall the inspection fees be less than one hundred (\$100.00) dollars. In addition, the borough engineer shall determine the amount of a cash bond. In sum sufficient to guarantee the repair of the street, which bond shall be posted, for a minimum of two years, as a condition to any road opening permit. The minimum cash bond shall be one thousand (\$1,000.00) dollars. Such bond shall be renewed each calendar year, where necessary, in the discretion of the borough engineer.

Notwithstanding the foregoing, in the event of an emergency, a utility company may undertake emergency repairs without pre-compliance with the foregoing. However, prior to even emergency repairs, the company shall notify the Englewood Cliffs Police Department in order to report the location of the emergency and the nature of the problem. Thereafter, the company shall file a complete report with the borough in accordance with the provisions of this paragraph.

No road construction permit shall be issued until and unless the borough engineer approves said application, plans, and profile and said deposit is made. The borough engineer shall approve or reject said application within ten days after the application has been filed and, in case of rejection, shall state in writing the grounds on which his rejection is based. In the event that applicant is dissatisfied with the rejection of the borough engineer, he shall, within ten days thereafter, file in writing with the borough clerk his ground of appeal from the rejection of the borough engineer. The mayor and council shall hear said appeal at the next regular meeting of the mayor occurring not less than ten days from the filing of the appeal, at which hearing the mayor and council shall have the right to confirm, reverse or modify the decision of the borough engineer.

The following specifications shall apply for all road opening restorations of borough public streets:

1. Pavement.

(a) Base: Bituminous Stabilized Base Course shall be laid and compacted over previously compacted fill. The total compacted thickness of bituminous stabilized base course shall be not less than three inches constructed in a single lift. The surface elevation shall be the elevation of the adjacent existing pavement. Where settlement of the bituminous stabilized base course has occurred, the contractor shall construct a leveling course of either bituminous stabilized base material or FABC. This base shall serve as a temporary pavement until the surface course is applied.

During winter months, if bituminous base material of FABC is not available, cold mix Bituminous Concrete may be substituted with the provision this material is removed and replaced with bituminous base material and Bituminous Concrete Surface (NJDOT) Mix 1-5 when these materials become available.

(b) Surface course: Two inches of NJDOT Mix 1-5 Bituminous Concrete Surface Course.

2. Excavation. The existing pavement must be cut with a compressor or an approved mechanical cutting device, in a straight line, and to its full depth of pavement before excavation of trench. The existing pavement shall be saw cut in a straight line prior to the installation of final pavement.

3. Backfill, When the material from the excavation is unstable for backfilling, the contractor shall furnish, place, and mechanically tamp bank run gravel, or bank run sand, or quarry processed stone, as backfill. At least six inches of quarry processed stone must be provided directly below the stabilized base course.

Bank run sand may be used as base fill only to within six inches of the transmission pipe.

4. Temporary pavement.

(a) Upon completion of the backfilling of the trench, the exposed edges of the existing pavement shall be cut back to straight even lines parallel to the center line of the trench. The exposed face of the existing pavement shall be clean and free of dirt or other substances which would prevent proper bonding with the new pavement.

(b) The subgrade shall be formed to the required line, grade and cross-section, and properly rolled with a ten ton roller or approved equal. Any unsuitable material shall be removed and replaced with suitable material.

5. Permanent pavement. Permanent pavement shall be placed as specified by the Englewood Cliffs Department of Public Works or borough engineer. When so stated on the Road Opening Permit, the permanent pavement of Bituminous Surface Course NJDOT Mix 1-5 shall be applied with an approved self-propelled paving machine from two feet beyond the outside edge of the trench to the curb line but no less than eight feet wide.

13-1.4 Maintenance for One Year.

The person receiving the permit shall be responsible for the proper maintenance of that portion of the street over which the permit has been issued, including continued backfilling, to compensate for a period of one year from the date of the certification of the proper restoration of the street by the superintendent of the department of public works and further shall assume all liability for damages resulting therefrom or in any way connected therewith.

13-1.5 Failure to Restore or Maintain.

In the event of the failure to restore the street opening properly within a reasonable time after the opening has been made or to maintain the restored street properly for a period of one year from the date of the aforesaid certificate of proper restoration, the department of public works may upon three days' notice to the person receiving the permit, undertake the restoration or maintenance work and have recourse to the deposit for compensation.

13-1.6 Return of Deposit.

The deposit shall be returned to the person receiving the permit one year after the date of the certificate of the proper restoration.

13-1.7 Conflicting Provisions.

In the event any provision of this ordinance shall conflict with the provision of any statute, State or Federal, or with any rule or regulation of the Public Utility Commission or Federal Power Commission, such provision to the extent of such conflict shall not apply.

PERMIT #

LOT: _____ BLOCK: _____

FRAMING CHECKLIST

Instructions: Builder or Builder's representative checks boxes marked 'B'. Building Inspector checks boxes marked 'I'. Responsible Person in Charge of Work signs, initials and dates in spaces provided. Building Inspector initials and dates in spaces provided.

NOTE: ALL ITEMS SHOULD BE AS SHOWN ON THE PLANS OR AS REQUIRED BY CODE.

A. BASEMENT OR CRAWL SPACE

1. ANCHORAGE:

BOLTS

B I SPACING

B I SIZE

STRAPS

B I SPACING (PER MANUFACTURER'S SPECS)

B I SIZE

2. SILL PLATES:

B I SIZE

B I GRADE, SPECIES

B I TREATMENT

B I LAPS

B I SILL SEALER

B I PROPER TREATMENT OVER FOUNDATION OPENINGS (BEARING OF JOIST)

B I TERMITE PROTECTION

3. BEAM POCKETS:

B I BEARING/SHIMS

B I TERMITE PROTECTION OR CLEARANCE

4. COLUMNS:

B I SIZED PER PLAN

B I ATTACHMENT/PLATES

B I SPACING/LOCATION

B I PAINT/COATING

B. FLOOR FRAMING AND FLOORING

1. BOX OR RIM JOIST, OR PERIMETER BAND JOIST:

B I 1ST FLOOR

B I 2ND FLOOR

B I 3RD FLOOR

B I SIZE

B I GRADE, SPECIES

B I SINGLE OR DOUBLE

B I PRE-ENGINEERED PER MANUFACTURER'S SPECS

B I CANTILEVERS AS PER DESIGN

2. GIRDERS AND BEAMS:

B I SIZED PER PLAN

B I TYPE

B I GRADE, SPECIES

B I LOCATION AND RELATION TO THE PLAN

B I NAILING

B I ATTACHMENT SCHEDULE

B I BEARING

B I LAPPING

3. FLOOR JOIST:

B I 1ST

B I 2ND

B I 3RD

B I FLOOR

B I SIZED PER PLAN

B I GRADE, SPECIES

B I PRE-ENGINEERED COMPONENTS AS SPECIFIED

B I BEARING

B I NAILING

B I BRIDGING

B I CUTTING AND NOTCHING (AS PER CODE)

B I POINT LOADS - SUPPORTED AS PER PLAN

B I SPAN HANGERS

B I HEADERS

B I FRAMED OPENINGS

4. FLOORING, SHEATHING, OR DECKING:

B I 1ST MATERIAL

B I 2ND MATERIAL

B I 3RD MATERIAL

B I PANEL SPAN, THICKNESS

SPECIAL REQUIREMENTS

B I EDGE BLOCKING (IF REQUIRED)

B I GAPPING

B I LAYOUT

5. STAIR ATTACHMENT:

B I 1ST

B I 2ND

B I 3RD FLOOR

B I BEARING

B I NAILING

I hereby certify that I inspected this building using this checklist and it conforms to the released plans and to the requirements of the Uniform Construction Code, N.J.A.C. 5:23.

Responsible Person in Charge of Work: _____ Date: _____

Building Inspector Initials: _____

Date: _____

PERMIT #

LOT: BLOCK:

C. WALL FRAMING

1. EXTERIOR WALL FRAME:

1 ST	2 ND	3 RD	FLOOR
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	SIZE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	SPACE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	SPECIES AND GRADE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	CUTTING, NOTCHING, AND BORING
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	HEADER SIZES
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	JACK STUD BEARING
TOP PLATES			
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	NAILING
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	LAPS
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	RAFTER TIES
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	HURRICANE STRAPS (AS REQUIRED)

D. ROOF FRAMING

1. TRUSS ROOF FRAMING (AS PER DESIGN):

APPROVED DOCUMENTS WHICH SHOW:

<input type="checkbox"/> I	LAYOUT PLANS
<input type="checkbox"/> I	TRUSS MEMBERS
<input type="checkbox"/> I	CONNECTION SCHEDULE
<input type="checkbox"/> I	PERMANENT BRACING DETAILS
<input type="checkbox"/> I	DORMERS/ROOF STRUCTURES ON MANUFACTURER'S DRAWINGS
<input type="checkbox"/> I	EQUIPMENT/APPLIANCES ON MANUFACTURER'S DRAWINGS
<input type="checkbox"/> I	LOCATION AS PER LAYOUT
<input type="checkbox"/> I	ALIGNMENT
<input type="checkbox"/> I	BEARING
<input type="checkbox"/> I	SPACING
<input type="checkbox"/> I	CONNECTIONS TO BEARING POINTS
<input type="checkbox"/> I	NO CONNECTION TO NON-BEARING POINTS
<input type="checkbox"/> I	DAMAGE AND DEFECTS
<input type="checkbox"/> I	ENGINEERED METHOD OF REPAIR

E. SHEATHING

1. SHEATHING - EXTERIOR WALLS:

MATERIAL

<input type="checkbox"/> I	PANEL SPAN, THICKNESS
SPECIAL REQUIREMENTS	
<input type="checkbox"/> I	GAPPING
<input type="checkbox"/> I	CORNER BRACING (IF REQUIRED)

2. INTERIOR LOAD-BEARING WALLS:

1 ST	2 ND	3 RD	FLOOR
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	SIZE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	SPACE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	LAYOUT - SUPPORT BELOW PER CODE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	SPECIES AND GRADE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	CUTTING, NOTCHING, AND BORING
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	FIRE BLOCKING
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	HEADER SIZES
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	JACK STUD BEARING
TOP PLATES			
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	NAILING
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	LAPS
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	STRAPPING

2. PERMANENT TRUSS-TO-TRUSS BRACING (AS PER DESIGN):

<input type="checkbox"/> I	LAYOUT
<input type="checkbox"/> I	SIZE
<input type="checkbox"/> I	TYPE
<input type="checkbox"/> I	NAILING
<input type="checkbox"/> I	OVERLAP
<input type="checkbox"/> I	TERMINATION
<input type="checkbox"/> I	TRANSITION (I.E., CROSS) BRACING

3. GABLE END BRACING (AS PER DESIGN):

<input type="checkbox"/> I	LAYOUT
<input type="checkbox"/> I	SIZE
<input type="checkbox"/> I	TYPE
<input type="checkbox"/> I	NAILING
<input type="checkbox"/> I	OVERLAP
<input type="checkbox"/> I	TERMINATION

3. INTERIOR NON-LOAD-BEARING WALLS:

1 ST	2 ND	3 RD	FLOOR
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	SIZE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	SPACE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	SPECIES AND GRADE
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	CUTTING, NOTCHING, AND BORING
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	FIRE BLOCKING
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	HEADER SIZES
<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	TOP PLATE NAILING

4. SOLID SAWN ROOF FRAMING:

<input type="checkbox"/> I	SIZE
<input type="checkbox"/> I	GRADES, SPECIES
LAYOUT	
<input type="checkbox"/> I	SPACING
<input type="checkbox"/> I	SPAN
<input type="checkbox"/> I	BEARING
<input type="checkbox"/> I	FASTENING
<input type="checkbox"/> I	DAMAGE CAUSED BY FASTENERS (RAFTERS NOT SPLIT BY TOENAILS)
<input type="checkbox"/> I	CUTTING, NOTCHING, AND BORING
<input type="checkbox"/> I	BRIDGING
<input type="checkbox"/> I	RIDGE SIZE
<input type="checkbox"/> I	HURRICANE TIES WHERE APPLICABLE

2. SHEATHING - ROOF:

MATERIAL

<input type="checkbox"/> I	PANEL SPAN, THICKNESS
SPECIAL REQUIREMENTS	
<input type="checkbox"/> I	BLOCKING, EDGE (IF REQUIRED)
<input type="checkbox"/> I	CLIPS (IF REQUIRED)
<input type="checkbox"/> I	GAPPING
<input type="checkbox"/> I	LAYOUT

SHEATHING, FRT - ROOF

<input type="checkbox"/> I	FOUR FEET FROM FIREWALL
<input type="checkbox"/> I	NONCORROSIVE FASTENERS

WOOD FR.

A-1 ANCHORAGE (SEE DWG.) ANCHORS BOLTS SHALL BE 1/2" D AND SPACED AT 40" O.C. IF FOUNDATION WALL IS CMU. BOLTS SHALL BE EMBEDDED IN 4" OF MORTAR. IF FOUNDATION WALL IS POURED CONCRETE, BOLTS SHALL BE EMBEDDED IN MINIMUM 6" OF CONCRETE.

A-2 SILL PLATES (SEE DWG.) SILL PLATE SHALL BE NOM. 2" x 6" PRESSURE TREATED DOUGLAS FIR, UTILIT OR BETTER, ATTACHED TO FOUNDATION WALLS WITH ANCHOR BOLTS. SILL PLATE SHALL RUN CONTINUOUSLY OVER OPENINGS AND SHALL BE NAILED TO RM JOIST AND OPENING HEADER. ROLLED FOAM SEALER SHALL BE INSTALLED BETWEEN SILL PLATE AND TOP OF FOUNDATION WALL AND UNDERNEATH ALUMINUM TERMITES SHELD.

A-3 BEAM POCKETS ALL BEAMS SHALL HAVE A BEARING OF AT LEAST 4" ON A SOLID MASONRY WALL. IF A METAL PLATE IS USED, IT SHALL BE AS DESIGNED AND SHOWN ON PLANS. ALL EXPOSED LUMBER DUE TO FIELD CUTS SHALL BE TREATED IN THE FIELD ACCORDING TO ANPA M4.

A-4 COLUMNS ALL WOOD COLUMNS SHALL BE DOUGLAS FIR, COMMON GRADE MK, AND SHALL BE FREE OF CHECKS AND SPLITS. ATTACHMENTS SHALL BE AS SHOWN ON PLANS OR SPECIFICATIONS. WOOD CONNECTORS TO BE CCG46SDS 25 AS MANUFACTURED BY SIMPSON.

B-1 RM JOIST (SEE DWG.) SINGLE RM JOIST SHALL BE OF SIZE AND LOCATION AS SHOWN ON DRAWINGS, AND SHALL BE SAME AS DIMENSIONAL LUMBER JOIST. WOOD SHALL BE DOUGLAS FIR, COMMON GRADE MK. IF PRE-ENGINEERED LUMBER USE 1/2" x 11 1/2" RM BOARD NAILED TO SILL PLATE, W/ 1/2" BOX A 12" O.C. TO DECK W/D COMMON 6" O.C. AND TOE WALL W/ 1/2" BOX 6" O.C.

B-2 GRIDDERS AND BEAMS (SEE DWG.) SIZE AND LOCATION SHALL BE AS PER PLAN. ALL WOOD SHALL BE DOUGLAS FIR, COMMON GRADE MK. DIMENSIONAL LUMBER JOISTS MAY BE HUNG BY USING GALVANIZED HANGERS MODEL L1228. USE 10D NAILS. PRE-ENGINEERED LUMBER AS MANUFACTURED BY TRUS JOIST MAY BE HUNG BY USING GALVANIZED HANGERS MODEL WFI AS MANUFACTURED BY SIMPSON. USE 10D NAILS. GRIDDERS SHALL BE CONNECTED TO WOOD BEAMS BY USING GALVANIZED CAP CONNECTORS MODEL CCG AS MANUFACTURED BY SIMPSON.

B-3 FLOOR JOIST (SEE DWG.) SHALL BE AS PER PLAN. ALL WOOD SHALL BE DOUGLAS FIR, COMMON GR. 4" DIMENSIONAL LUMBER JOISTS MAY BE HUNG BY USING GALVANIZED JOIST HANGERS MODEL L1228 AS MANUFACTURED BY SIMPSON. USE 10D NAILS. PRE-ENGINEERED LUMBER SHALL BE HUNG USING GALVANIZED JOIST HANGERS MODEL U AS MANUFACTURED BY SIMPSON. USE 10D NAILS AS SPECIFIED BY MANUFACTURER. JOIST BEARING ON WOOD PLATES SHALL BEAR DIRECTLY ON STUDS OR ON CONTINUOUS PLATES. ALL HEADERS AND CRIPPLE STUDS USED TO FRAME OPENINGS SHALL BE DOUGLAS FIR, COMMON GRADE MK. USE 10D NAILS. PRE ENGINEERED JOISTS AS MANUFACTURED BY TRUS JOIST MAY BE USED.

B-4 FLOORING SHEATHING (SEE DWG.) ALL SUB FLOORS SHALL BE 3/4" C-C PLYWOOD WITH MAXIMUM SPAN OF 24" AND SHALL BE NAILED TO JOISTS USING 6D RING OR SCREW SHANK NAILS AT 6" O.C. AT EDGES AND OC OVER FIELD OF THE PANEL. GAPS BETWEEN PANELS SHALL BE 1/8".

B-5 STAR ATTACHMENT (SEE DWG.) STAR STRINGERS SHALL BE 2X12 COMMON GRADE MK LUMBER AND SHALL BE NAILED FRAMED OPENING AND FLOOR STRUCTURE BELOW WITH 10D NAILS AT 6" O.C.

C-1 EXTERIOR WALL FRAME (SEE DWG.) EXTERIOR WALL SHEATHING SHALL BE 1/2" CDX PLYWOOD FOR MAXIMUM SPANS OF 24". USE 6D NAILS AT 6" O.C. AT EDGES AND 12" O.C. AT INTERMEDIATE SUPPORTS. GAPS AT EDGES OF SHEATHING SHALL BE 1/8". WALL CONSTRUCTION SHALL BE 2X4 WOOD STU AT 16" O.C. DOUGLAS FIR COMMON MK. TOP PLATES SHALL BE DOUBLE 2X DOUGLAS FIR COMMON GRADE MK LUMBER OVERLAPPING AT INTERSECTION WITH BEARING PARTITIONS. END JOISTS IN TOP PLATES SHALL BE OFFSET MR 48". NOTCHING SHALL BE LIMITED TO 25% OF WIDTH OF STUDS IN ALL INSTANCES. DRILLED HOLES MAY NOT BE LARGER THAN 40% OF WIDTH OF STUD AND SHALL NOT BE CLOSER THAN 5/8" TO EDGE OF MEMBER.

C-2 INTERIOR LOAD-BEARING WALLS (SEE DWG.) EXTERIOR WALLS SHALL BE 2X4 WOOD STUD WALLS AT 16" O.C. WOOD SHALL BE DOUGLAS FIR, COMMON GRADE MK. UPRIGHTS AND PLATES SHALL BE NAILED WITH 16D COMMON NAILS. TOP PLATES SHALL BE DOUBLE 2X4 DOUGLAS FIR COMMON GRADE MK LUMBER. END JOISTS IN TOP PLATES SHALL BE OFFSET 48". NOTCHING SHALL BE LIMITED TO 25% OF WIDTH OF STUDS IN ALL CIRCUMSTANCES. DRILLED HOLES MAY NOT BE LARGER THAN 40% OF WIDTH OF STUD AND SHALL NOT BE CLOSER THAN 5/8" TO EDGE OF MEMBER.

C-3 INTERIOR NON-LOAD BEARING PARTITIONS (SEE DWG.) SHALL BE 2X4 DOUGLAS FIR, COMMON GRADE MK WITH STUDS AT 16" O.C. UPRIGHTS AND PLATES SHALL BE NAILED WITH 16D NAILS. NOTCHING AND DRILLING MAY NOT EXCEED 4" X OF WIDTH OF STUD AND BE NO CLOSER THAN 5/8" TO EDGE OF STUD.

D-1 SOLID SAWN ROOF FRAMING (SEE DWG.) SIZE AND SPACING SHALL BE AS PER PLAN. ALL WOOD SHALL BE DOUGLAS FIR, COMMON GRADE MK. RAFTERS SHALL BE NAILED TO CEILING JOISTS AND EXTERIOR WALL WITH 16D NAILS. RIDGE BOARD SHALL BE 2" THICK AND DEPTH SHALL BE NOT LESS THAN CUT END OF RAFTER. NOTCHING SHALL BE LIMITED TO 1/6 DEPTH OF MEMBER AND SHALL NOT BE LOCATED IN THE MIDDLE 1/3 OF THE SPAN. HOLES SHALL BE LIMITED TO WITHIN TWO INCHES OF TOP AND BOTTOM OF THE MEMBER AND SHALL NOT EXCEED 1/3 DEPTH OF MEMBER. BRIDGING SHALL BE DIAGONAL METAL MEMBERS AT 40'-0" MAX.

E-1 WALL AND ROOF SHEATHING (SEE DWG.) ROOF SHEATHING SHALL BE 5/8" CDX PLYWOOD FOR A MAXIMUM SPAN OF 24" AND SHALL BE NAILED TO RAFTERS WITH 6D RING OR SCREW SHANK NAILS AT 6" O.C. ON THE EDGES AND 10" O.C. OVER THE FIELD OF THE PANEL. GAPS BETWEEN PLYWOOD PANELS SHALL BE 1/8".

International Building Code
(No. 2004)



Connection Program Project Referral **BCUA REFERRAL#**

BCUA use only

In accordance with Article X Rules and Regulations, any person seeking to connect to the sewer or change the operation of an existing connection must complete this form. This form must be completed in its entirety and faxed to BCUA at (201)-807-8640. For assistance please contact, Nina Soto (201)-807-8677, Richard Andretta (201)-807-8642 or the Inspector listed below.

Municipality:	Contact:
Street Address:	Phone#:
	Date:

I certify that the information provided below is accurate _____
Municipal Signature

1. Applicant Information (Please Print Neatly This is Where Your Approval Letter Will Be Mailed)

Name:	Contact:
Address:	
City:	State: Zip Code:
Phone: Fax:	E-mail:

2. Owner Information (If Different From #1) (Please Print Neatly)

Name:	Contact:
Address:	
City:	State: Zip Code:
Phone: Fax:	E-mail:

3. Project Information (Please Print Neatly)

Address:
City: Zip Code: Block : Lot:
Project Description:

New Build Knockdown/Rebuild Renovation Addition

Residential

Category	Existing Bedrooms	Proposed Bedrooms
One family		
Multi-Family	Existing	Proposed
# of 1 Bedrooms		
# of 2 Bedrooms		
# of 3 Bedrooms		

Commercial

Category	Existing	Proposed
Retail/Office/Sq ft		
Restaurant/Seats		
School/Students		
Warehouse/Employees		
Misc.		

BCUA USE ONLY

Reviewed By: _____ BCUA Supervisor: _____

Action: _____

Inspector: Angelo D'Arminio 201-538-1039



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE, ENGLEWOOD CLIFFS, NJ. 07632



(201) 568-9262

CONSTRUCTION OFFICIAL/ZONING OFFICIAL

FAX (201) 227-7775

**SUBMIT TO THE CONSTRUCTION DEPARTMENT AFTER COMPLETING FRONT AND
BACK OF FORM**

A. Applicant

Name of Applicant _____

Address _____

Phone _____ Email _____

B. Classification of Application (CHECK ONE)

Home Improvement. Any expansion or addition to an existing residence for which a certificate of occupancy has previously been issued, or for the construction of improvements such as, but not limited to, any garage, pond, patio, deck, driveway, sidewalk, or accessory building, on any residential lot(s) upon which there is an existing residence for which there exists a valid certificate of occupancy. The construction of a tennis court or a swimming pool shall not be considered a "home improvement."

Development. The expansion or construction of any structures on residential or non-residential property that does not qualify as a home improvement.

C. Location of Property

Address _____

D. Property Owner (IF different than Applicant)

Name of Property Owner _____

Address _____

Phone _____ Email _____

E. Soil Moving

Will you be moving any soil? YES / NO (Circle one)

If yes, purpose or reason for soil moving (*Proposed Site Plan and soil moving calculations MUST be attached. Certificate of Insurance naming the Borough as the additional insured MUST be attached.*) _____

Estimated Cubic Yards to be moved _____ C.Y.

Start Date _____ Expected Completion Date _____



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE, ENGLEWOOD CLIFFS, NJ. 07632



(201) 568-9262

CONSTRUCTION OFFICIAL/ZONING OFFICIAL

FAX (201) 227-7775

How will soil movement affect trees with a diameter of 6" or more, and what protection will be provided for such trees?

Location/Source of Soil to be brought to Site (Import/Adding) Please write the Full Address

Attach a certification from a certified laboratory as to the soil suitability OR the certification from an environmental consultant based upon the historical survey of the source site of the soil suitability.

Location/Destination of Soil (Export/Removal) Please write the full address

F. Person in Charge of Soil Operation

Name _____

Address _____

Phone _____ Email _____

Description of Equipment and Trucks to be Used

Number of Trucks to be Used _____ Size of Trucks (Tons/C.Y.) _____

G. TOTAL SOIL MOVING FEE AMOUNT: \$250.00 check made out to Borough of Englewood Cliffs

H. Consent of Property Owner

The undersigned hereby certifies that they are the owner of the aforementioned and hereby consents to this application.

Signature of Property Owner

Date

I. Certification of Applicant

The undersigned hereby certifies that the information provided herein is true and complete to the best of my knowledge.

Signature of Applicant

Date



For District Use Only

Application Number

APPLICATION FOR SOIL EROSION AND SEDIMENT CONTROL PLAN CERTIFICATION

The enclosed soil erosion and sediment control plan and supporting information are submitted for certification pursuant to the Soil Erosion and Sediment Control Act, Chapter 251, P.L. 1975 as amended (N.J.S.A. 4:24-39 et. seq.) An application for certification of a soil erosion and sediment control plan shall include the items listed on the reverse side of this form.

Name of Project		Project Location: Municipality	
Project Street Address		Block	Lot
Project Owner(s) Name		Phone # Fax #	
Project Owner(s) Street Address (No P.O. Box Numbers)		City	State Zip
Total Area of Project (Acres)	Total Area or Land to be Disturbed (Acres)	No. Dwelling or other Units	Fee \$
Planned by*		Phone # Fax #	
Street Address		City	State Zip

Engineering related items of the Soil Erosion and Sediment Control Plan **MUST** be prepared by or under the direction of and be sealed by a Professional Engineer or Architect licensed in the State of New Jersey, in accordance with NJAC 13:27-6.1 et. seq.)

Agent Responsible During Construction			
Street Address			
City	State	Zip	Phone Fax #

The applicant hereby certifies that all soil erosion and sediment control measures are designed in accordance with current Standards for Soil Erosion and Sediment Control in New Jersey and will be installed in accordance with those Standards and the plan as approved by the Soil Conservation District and agrees as follows:

- To notify the District in writing at least 48 hours in advance of any land disturbance activity. Failure to provide such notification may result in additional inspection fees.
- To notify the District upon completion of the Project (Note: No certificate of occupancy can be granted until a report of compliance is issued by the District.
- To maintain a copy of the certified plan on the project site during construction.
- 4. To allow District agents to go upon project lands for inspection.
- 5. That any conveyance of this project or portion thereof prior to its completion will transfer full responsibility for compliance with the certified plan to any subsequent owners.
- 6. To comply with all terms and conditions of this application and certified plan including payment of all fees prescribed by the district fee schedule hereby incorporated by reference.

The applicant hereby acknowledges that structural measures contained in the Soil Erosion and Sediment Control Plan are reviewed for adequacy to reduce offsite soil erosion and sedimentation and not for adequacy of structural design. The applicant shall retain full responsibility for any damages which may result from any construction activity notwithstanding district certification of the subject soil erosion and sediment control plan. It is understood that approval of the plan submitted with this application shall be valid only for the duration of the initial project approval granted by the municipality. All municipal renewals of this project will require submission and approval by the district. In no case shall the approval extend beyond three and one half years at which time resubmission and certification will be required. Soil Erosion and Sediment Control Plan certification is limited to the controls specified in the plan. It is not authorization to engage in the proposed land use unless such use has been previously approved by the municipality or other controlling agency.

Applicant Certification* Signature _____ Date _____ Applicant Name (Print) _____	3. Plan determined complete: Signature of District Official _____ Date _____
	4. Plan certified, denied or other actions noted. Special Remarks: Signature of District Official _____ Date _____
Receipt of fee, plan and supporting documents is hereby acknowledged: Signature of District Official _____ Date _____ Other than project owner, written authorization of owner must be attached.	

An application for certification of a soil erosion and sediment control plan shall include the following items.

1. One copy of the complete subdivision, site plan or construction permit application, including key map as submitted to the municipality (Architectural drawings and building plans and specifications not required.) which includes the following:
 - a. Location of present and proposed drains and culverts with their discharge capacities and velocities and support computations and identification of conditions below outlets.
 - b. Delineation of any area subject to flooding from the 100-year storm in compliance with the Flood Plains Act (NJSA 58:16A) or applicable or applicable municipal zoning.
 - c. Delineating of streams, wetlands, pursuant to NJSA 13:9B and other significant natural features within the project area.
 - d. Soils and other natural resource information used. (Delineation of the project site on soil map is desirable.)
 - e. Land cover and use of area adjacent to the land disturbance.
 - f. All hydraulic and hydrologic data, describing existing and proposed watershed conditions and HEC1, HEC2, WSP2 and TR20 and other electronic input files, if used, of existing and proposed conditions and a completed copy of the Hydraulic and Hydrologic Data Base Summary Form, SSCC 251 HDF1.

2. Four copies of the soil erosion and sediment control plan at the same scale* as the site plan submitted to the municipality or other land use approval agency to include the following: (This information shall be detailed on the plat)
 - a. Proposed sequence of development including duration of each phase in the sequence.
 - b. Site grading plan showing delineation of land areas to be disturbed including proposed cut and fill areas together with existing and proposed profiles of these areas.
 - c. Contours at a two* foot interval, showing present and proposed ground elevation.
 - d. Locations of all streams and existing and proposed drains and culverts.
 - e. Stability analysis of areas below all points of stormwater discharge which demonstrates a stable condition will exist or there will be no degradation of the existing condition.
 - f. Location and detail of all proposed erosion and sediment control structures including profiles, cross sections, appropriate notes, and supporting computations.
 - g. Location and detail of all proposed nonstructural methods of soil stabilization including types and rates of lime, fertilizer, seed, and mulch to be applied.
 - h. Control measures for non-growing season stabilization of exposed areas where the establishment of vegetation is planned as the final control measure.
 - i. For residential development - control measures to apply to dwelling construction on individual lots and notation that such control measures shall apply to subsequent owners if title is conveyed. This notation shall be shown on the final plat.
 - j. Plans with a notation for maintenance of permanent soil erosion and sediment control measures and facilities during and after construction, also indicating who shall have responsibility for such maintenance.

3. Appropriate fees. (As adopted by the individual district.)

4. Additional items as may be required.

*Individual districts may require modifications in the above list.

BERGEN COUNTY SOIL
CONSERVATION DISTRICT
700 Kinderkamack Road, Suite 106
Oradell, NJ 07649
(201) 261-4407

BERGEN COUNTY SOIL CONSERVATION DISTRICT
SOIL EROSION AND SEDIMENT CONTROL NOTES

1. All soil erosion and sediment control practices will be installed in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey (NJ Standards), and will be installed in proper sequence and maintained until permanent stabilization is established.
2. Any disturbed area that will be left exposed for more than thirty (30) days and not subject to construction traffic shall immediately receive a temporary seeding and mulching. If the season prohibits temporary seeding, the disturbed area will be mulched with salt hay or equivalent and bound in accordance with the NJ Standards (i.e. peg and twine, mulch netting, or liquid mulch binder).
3. Immediately following initial disturbance or rough grading, all critical areas subject to erosion will receive a temporary seeding in combination with straw mulch or a suitable equivalent, at a rate of 2 tons per acre, according to the NJ Standards.
4. **Stabilization Specifications:**
 - A. **Temporary Seeding and Mulching:**
 - Lime* - 90 lbs./1,000 sf ground limestone; *Fertilizer* - 11 lbs./1,000 sf, 10-20-10 or equivalent worked into the soil a minimum of 4".
 - Seed* - perennial ryegrass 40 lbs./acre (1 lb./1,000 sf) or other approved seeds; plant between March 1 and May 15 or between August 15 and October 1.
 - Mulch* - salt hay or small grain straw at a rate of 70 to 90 lbs./1,000 sf to be applied according to the NJ Standards. Mulch shall be secured by approved methods (i.e. peg and twine, mulch netting, or liquid mulch binder).
 - B. **Permanent Seeding and Mulching:**
 - Topsoil* - uniform application to a depth of 5" (unsettled).
 - Lime* - 90 lbs./1,000 sf ground limestone; *Fertilizer* - 11 lbs./1,000 sf, 10-20-10 or equivalent worked into the soil a minimum of 4".
 - Seed* - Turf type tall fescue (blend of 3 cultivars) 150 lbs./acre (3.5 lbs./1,000 sf) or other approved seeds; plant between March 1 and November 15.
 - Mulch* - salt hay or small grain straw at a rate of 70 to 90 lbs./1,000 sf to be applied according to the NJ Standards. Mulch shall be secured by approved methods (i.e. peg and twine, mulch netting, or liquid mulch binder).
5. The site shall at all times be graded and maintained such that all stormwater runoff is diverted to soil erosion and sediment control facilities.
6. Soil erosion and sediment control measures will be inspected and maintained on a regular basis, including after every storm event.
7. Stockpiles are not to be located within 50' of a floodplain, slope, roadway or drainage facility. The base of all stockpiles shall be contained by a haybale sediment barrier or silt fence.
8. A crushed stone, vehicle wheel-cleaning blanket will be installed wherever a construction access road intersects any paved roadway. Said blanket will be composed of 1" - 2½" crushed stone, 6" thick, will be at least 30' x 100' and should be underlain with a suitable synthetic sediment filter fabric and maintained.

(OVER)

9. Maximum side slopes of all exposed surfaces shall not exceed 3:1 unless otherwise approved by the District.
10. Driveways must be stabilized with 1" - 2½" crushed stone or subbase prior to individual lot construction.
11. All soil washed, dropped, spilled or tracked outside the limit of disturbance or onto public right-of-ways, will be removed immediately. Paved roadways must be kept clean at all times.
12. Catch basin inlets will be protected with an inlet filter designed in accordance with Section 30-1 of the NJ Standards.
13. Storm drainage outlets will be stabilized, as required, before the discharge points become operational.
14. Dewatering operations must discharge directly into a sediment control bag or other approved filter in accordance with Section 14-1 of the NJ Standards.
15. Dust shall be controlled via the application of water, calcium chloride or other approved method in accordance with Section 16-1 of the NJ Standards.
16. Trees to remain after construction are to be protected with a suitable fence installed at the drip line or beyond in accordance with Section 9-1 of the NJ Standards.
17. The project owner shall be responsible for any erosion or sedimentation that may occur below stormwater outfalls or off-site as a result of construction of the project.
18. Any revision to the certified Soil Erosion and Sediment Control Plan must be submitted to the District for review and approval prior to implementation in the field.
19. A copy of the certified Soil Erosion and Sediment Control Plan must be available at the project site throughout construction.
20. The Bergen County Soil Conservation District must be notified, in writing, at least 48 hours prior to any land disturbance: Bergen County SCD, 700 Kinderkamack Road, Suite 106, Oradell, NJ 07649. Tel: 201-261-4407; Fax 201-261-7573.
21. The Bergen County Soil Conservation District may request additional measures to minimize on or off-site erosion problems during construction.
22. The owner must obtain a District issued report of compliance prior to the issuance of any certificate of occupancy. The District requires at least one week's notice to facilitate the scheduling of all report of compliance inspections. All site work must be completed, including temporary/permanent stabilization of all exposed areas, prior to the issuance of a report of compliance by the District.



BERGEN COUNTY SOIL CONSERVATION DISTRICT

700 Kinderkamack Road
Suite 106
Oradell, New Jersey 07649
Telephone (201) 261-4407
Fax (201) 261-7573

Attention:

You are required to notify the Bergen County Soil Conservation District, *in writing*, at least **forty eight (48) hours** prior to the start of any land disturbing activity (e.g., clearing, grading, filling, soil stockpiling, demolition, etc.).

Failure to do so will result in the imposition of non-compliance fees.

Important: Demolition of existing structures is considered soil disturbance. Do not proceed with demolition until you have notified us in writing.

Ordinance # [24-04]

Tree Removal-Replacement Ordinance Borough of Englewood Cliffs

Trees play a critical, often overlooked, role in the water cycle and in the mitigation of stormwater runoff issues such as soil erosion, pollutant reduction, infiltration, quantity reduction, and thermal effects. This ordinance is intended to ensure that permittees are considering these undervalued assets in their stormwater management efforts.

SECTION I. Purpose:

An ordinance to establish requirements for tree removal and replacement in the Borough of Englewood Cliffs to reduce soil erosion and pollutant runoff, promote infiltration of rainwater into the soil, and protect the environment, public health, safety, and welfare.

SECTION II. Definitions:

A. "Applicant" means any "person", as defined below, who applies for approval to remove trees regulated under this ordinance.

B. "Critical Root Radius (CRR)" – means the zone around the base of a tree where the majority of the root system is found. This zone is calculated by multiplying the diameter at breast height (DBH) of the tree by 1.5 feet. For example: a tree with a 6" DBH would have a CRR = 6"x1.5' = 9'.

C. "Diameter at Breast Height (DBH)" means the diameter of the trunk of a mature tree generally measured at a point four and a half feet above ground level from the uphill side of the tree. For species of trees where the main trunk divides below the 4 ½ foot height, the DBH shall be measured at the highest point before any division.

D. "Hazard Tree" means a tree or limbs thereof that meet one or more of the criteria below. Trees that do not meet any of the criteria below and are proposed to be removed solely for development purposes are not hazard trees. [a certified ISA arborist or Licensed Tree Expert (LTE). will make all Hazard tree determination]

1. Has an infectious disease or insect infestation.
2. Is dead or dying.
3. Obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective.
4. Is causing obvious damage to structures (such as building foundations, sidewalks, etc.); or
5. Is determined to be a threat to public health, safety, and/or welfare by a certified ISA arborist or Licensed Tree Expert (LTE).

E. "Person" means any individual, resident, corporation, utility, company, partnership, firm, or association.

F. "Planting strip" means the part of a street right-of-way between the public right-of-way and the portion of the street reserved for vehicular traffic or between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk.

G. "Resident" means an individual who resides on the residential property or contractor hired by the individual who resides on the residential property where a tree(s) regulated by this ordinance is removed or proposed to be removed.

H. "Street Tree" means a tree planted in the sidewalk, planting strip, and/or in the public right-of-way adjacent to (or specified distance from) the portion of the street reserved for vehicular traffic. This also includes trees planted in planting strips within the roadway right-of-way, i.e., islands, medians, pedestrian refuges.

I. "Tree" means a woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.

J. "Tree Caliper" means the diameter of the trunk of a young tree, measured six (6) inches from the soil line. For young trees, whose caliper exceeds four

(4) inches, the measurement is taken twelve (12) inches above the soil line.

K. "Tree removal" means to kill or to cause irreparable damage that leads to the decline and/or death of a tree. This includes, but is not limited to, excessive pruning, application of substances that are toxic to the tree, over-mulching or improper mulching, and improper grading and/or soil compaction within the critical root radius around the base of the tree that leads to the decline and/or death of a tree. Removal does not include responsible pruning and maintenance of a tree, or the application of treatments intended to manage invasive species.

SECTION III. Regulated Activities:

A. Application Process:

1. Any person planning to remove a street tree, as defined as Tree removal, with DBH of 2.5" or more or any non-street tree with DBH of 6" or more on their property shall submit a Tree Removal Application to the Building Department. No tree shall be removed until municipal officials have reviewed and approved the removal. A tree survey is required based on the size and scale of the project.

2. Applicants will be subject to an application fee as per the Table below.

B. Tree Replacement Requirements

1. Any person who removes one or more tree(s) with a DBH of 2.5" or more, unless exempt under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table below.

2. Any person, who removes one or more tree(s), as defined as Tree removal, with a DBH of 6" or more per half-acre, unless otherwise detailed under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table.

The Borough shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the Borough as may be necessary to ensure public safety, preserve or enhance the beauty or symmetry or public grounds, or effectuate the intent and purpose of this chapter. The Borough may remove or cause to be removed any tree or part thereof which is in an unsafe condition, or which may be injurious to sewers, electric lines, gas

lines, water lines, or other public improvements, or which is or may be infected with any fungus, insect, or pest.

The species type and diversity of replacement trees shall be in accordance with Appendix A.

Replacement tree(s) shall:

1. Be replaced in kind with a tree that has an equal or greater DBH than tree removed or meet the Tree Replacement Criteria in the table below;
2. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by Englewood Cliffs;
3. Be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months; and
4. Shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.

Replacement trees are to be of the same species as the trees being removed or, in the alternative, may be another species native to the Borough. In the selection of replacement trees, the below characteristics should be considered:

- (a) Species longevity;
- (b) Hardiness;
- (c) Resistance to insect and disease attack and to pollution;
- (d) Aesthetic values (autumn coloration, type of flowers or fruit, form characteristics);
- (e) Low maintenance and care;
- (f) High wildlife values;
- (g) Size at maturity;
- (h) Effect of soil retention and erosion control; and
- (i) Value as a noise buffer.

Tree Replacement Requirements Table:

Category Tree Removed – Private

Tree Replacement Criteria

Upon the filing of an application for a tree removal permit, and prior to the issuance of a tree removal permit, the Borough's Construction Official or their designee shall inspect the property, which is the subject of the application, and in particular the tree(s) to be removed. The Construction Official or their designee shall issue a tree removal permit, provided one or more of the following criteria are met:

- (1) The tree is dead, diseased or in danger of falling.
- (2) The tree interferes with necessary utility service.
- (3) The tree creates an unsafe condition or poses a threat to public health and safety.
- (4) The tree conflicts with other municipal ordinances or regulations.

Tree Replacement Table (See Appendix A)

Application Fee: \$50.00

1. DBH of 2.5" (for street trees) or 6" (for non-street trees) to 12.99" - Replant 1 tree with a minimum tree caliper of 1.5" for each tree removed.
2. DBH of 13" to 22.99" - Replant 2 trees with minimum tree calipers of 1.5" for each tree removed.
3. DBH of 23" to 32.99" - Replant 3 trees with minimum tree calipers of 1.5" for each tree removed.
4. DBH of 33" or greater - Replant 4 trees with minimum tree calipers of 1.5" for each tree removed.

C. Replacement Alternatives:

1. If Englewood Cliffs determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:

- a. Plant replacement trees in a separate area(s) approved by the Englewood Cliffs.
- b. Pay a fee of \$850 per tree removed. This fee shall be placed into a fund dedicated to tree planting and continued maintenance of the trees.

SECTION IV. Exemptions:

All persons shall comply with the tree replacement standard outlined above, except in the cases detailed below. Proper justification shall be provided, in writing, to the Englewood Cliffs by all persons claiming an exemption. Written statements from NJ licensed tree expert as per NJ Statue 45:15C-11 or arborist shall be required.

A. Residents who remove less than four (4) trees per acre that fall into category 1, 2, or 3 of the Tree Replacement Requirements Table within a five-year period. The number of trees removed is a rolling count across a five-year period.

B. Tree farms in active operation, nurseries, fruit orchards, and garden centers.

C. Properties used for the practice of silviculture under an approved forest stewardship or woodland management plan that is active and on file with the Englewood Cliffs.

D. Any trees removed as part of a municipal or state decommissioning plan. This exemption only includes trees planted as part of the construction and predetermined to be removed in the decommissioning plan.

E. Any trees removed pursuant to a New Jersey Department of Environmental Protection (NJDEP) or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or NJDEP approved habitat enhancement plan.

F. Approved game management practices, as recommended by the State of New Jersey Department of Environmental Protection, Division of Fish, Game and Wildlife;

G. Hazard trees may be removed only with a written statement from NJ licensed tree expert as per NJ Statue 45:15C-11 or certified ISA arborist.

SECTION V. Enforcement:

A. This ordinance shall be enforced by Englewood Cliffs Police Department and/or the Building Department of the Borough of Englewood Cliffs during ordinary enforcement duties.

B. The Borough's Construction Official or Police Department, or its designees, may order to be stopped any tree work or other activity which is carried on in violation of any provision of this chapter. The order shall be issued in writing and a copy served upon any person engaged in such tree work or such other activity. If no such person is present upon the property, then the order shall be served upon the owner of the property in question. Thereafter, any further work shall comply with the terms and conditions of any permit issued by the Borough with respect to such property and the provisions of this chapter.

C. Tree removal contractor.

(1) The property owner and/or the tree removal contractor of the property owner shall be responsible for applying for the tree removal permit. A tree removal contractor independently shall verify with the Building Department that a tree removal permit has been issued prior to the commencement of work.

SECTION VI. Violations and Penalties:

Any person(s) who is found to be in violation of the provisions of this ordinance shall be subject to a fine of \$ \$3000 per tree.

SECTION VIII. Severability:

Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause, and phrase, and finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause or reason shall not affect any other portion of this Ordinance.

SECTION VIII. Effective Date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Approved list of Replacement Tree Species and Planting Standards for

Borough of Englewood Cliffs

1. Tree Species Planting (See Appendix A)
2. Planting Season (October 1 to December 15)
3. Planting Procedure (see ANSI A300 Standards)

Soil Erosion and Sediment Control Program

The Bergen County Soil Conservation District is responsible for reviewing and certifying Soil Erosion and Sediment Control Plans as mandated by the Soil Erosion and Sediment Control Act, Chapter 251, P. L. 1975.

What Projects Require a Certified Soil Erosion and Sediment Control Plan?

A Soil Erosion and Sediment Control Plan Certification is required prior to the start of any project that disturbs more than 5,000 square feet including:

- Projects requiring a **construction permit** except that the construction of a single family dwelling unit shall not be deemed a "project" unless such unit is part of a proposed subdivision, site plan, conditional use, zoning variance, planned development or construction permit application involving two or more single family dwelling units or demolition (see below).
- **Demolition** of one or more structures and any associated soil disturbance of more than 5000 square feet including the construction of one single-family dwelling or other project shall obtain a Soil Erosion and Sediment Control Plan Certification.
- Construction of a **parking lot**.
- Construction of a **public facility** such as any building; pipeline; highway; electricity, telephone or other transmission line; or any other structure to be constructed by a public utility, municipality, county or the State or any agency or instrumentality thereof.
- Operation of any **mining or quarrying activity**.
- **Clearing or grading** of any land for other than agricultural or horticultural purposes.

How to Apply for a Soil Erosion and Sediment Control Plan Certification

Applicants must submit the following:

Four (4) signed and sealed copies of the Soil Erosion and Sediment Control Plan and related detail sheets. One (1) signed and sealed copy of the entire site plan set.

One (1) signed and sealed copy of the project drainage report and supporting stability and erosion control calculations.

A fully completed Hydraulic and Hydrologic Data Base Summary Form for each stormwater management basin as applicable.

A fully completed application form with the project owner's signature.

A check payable to the Bergen County Soil Conservation District in the amount calculated from the appropriate section of the Bergen County SCD Fee Schedule.

How to Apply for an Exemption from the Soil Erosion and Sediment Control Act

Submit the following:

A check for \$65.00 payable to the Bergen County Soil Conservation District

A letter requesting an exemption and stating the reason the project is exempt. Include the project name, address, block and lot numbers, project owner's name and address

Projects Disturbing Less Than 5,000 Square Feet - one (1) signed and sealed copy of the project site plan showing a clearly delineated and labeled limit of disturbance line measuring an area of disturbance less than 5,000 square feet. The line must be on the plan prior to printing.

Single Family Dwellings - one (1) signed and sealed copy of the project site plan showing the construction of one single family dwelling that is not part of a proposed subdivision, site plan, conditional use, zoning variance, planned development or construction permit application involving two or more such single family dwelling units, and does not involve the demolition of one or more existing structures.

WHAT EVERY BUILDER SHOULD KNOW - Part 1

By Donald Willeke and Chris Siems
Urban Forestry News, Vol 16 Issue 1 2009

The roots are the most important part of a tree.

Tree roots must have oxygen in order to function. Covering roots with soil, paving, or water can deprive roots of vital oxygen supplies.

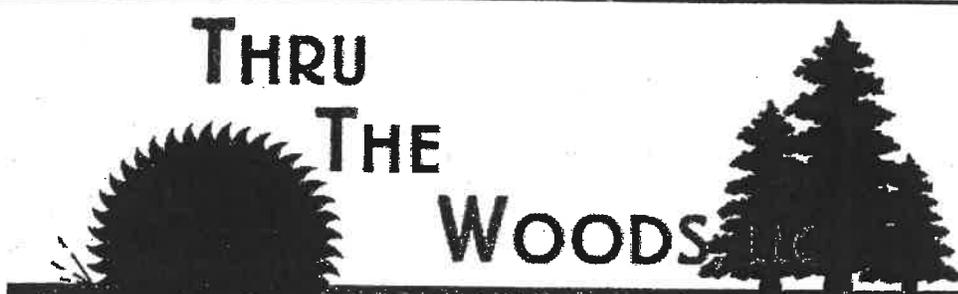
The key feeder roots of trees are in the top 6 – 12 inches of soil. The myth of “deep rooted trees” is just that: a myth. Even side transport roots from the “tap root” of an oak slant upward to get to oxygen and rain water. The majority of roots grow upward toward the surface, not downward.

The feeder roots of trees are mostly in a large, shallow disc that is 2 – 4 times the area covered by the crown. In other words, tree roots extend far beyond the branches!

Grading dirt over the feeder roots of trees anywhere under their branches (and often beyond) suffocates the feeder roots and kills all or most of the crown in 1 – 3 years.

Grading soil away from the root zone of trees removes their feeder roots and does great injury to the crown within 1 – 3 years. It kills the nearly invisible hair roots.

If you can see roots of a tree which you have cut, you have already done considerable damage to the tree – it is like seeing a pulsing artery in a flesh cut on a human.



**THRU
THE
WOODS, LLC**

Sawmill & Woodworking

Recycle discarded municipal trees and divert them from the landfill.
Give New Jersey's beautiful trees a second life by turning them into
lumber for park benches, gazebos, railings, or for historic restorations,
The possibilities are endless!

Please contact us at:
609-668-5143 or www.thruthewoodssawmill.com



Know what's below. Call before you dig.

Dear Resident/Contractor,

You have recently applied for a permit to perform work that involves excavating on public or private property. This work may involve home improvements, drainage, grading, maintenance work, landscape improvements or any number of other activities. We understand that completing this work in a timely manner is important, but it is even more important that the work be done safely and in compliance with the law.

Over the years, people have been injured and property has been damaged as a result of accidental contact with underground facilities, specifically, gas and electric lines.

Public Service Electric & Gas Company employees as well as local emergency personnel have responded to numerous damages to underground facilities in your town and neighboring communities. Damage to underground facilities occurs for a variety of reasons. **Excavators, builders, plumbers, landscapers and even homeowners have all been involved in incidents.** Approximately 45% of all contacts with underground facilities occur because excavators have not called for a markout before they begin working. Another 20% of contact accidents occur when an accurately marked facility is struck by an excavator not exercising proper caution while digging.

Most contacts result in service interruptions but some cause property damage, injury, or even death. Those found responsible for damaging underground facilities are billed for the cost of repairs and are subject to fines levied by the New Jersey Board of Public Utilities for violation of the Underground Facilities Protection Act.

Requesting a markout so that you are in compliance with the law only takes a phone call. The call is free and the **NJ One Call Service** personnel will notify participating underground facility owners in your area, such as water, telephone, cable, gas and electric providers to markout their facilities. Please note that you must call at least three (3) business days before you plan to begin your excavation and plan to begin your work within 10 days of your call. The New Jersey Underground Facilities Protection Act is the law and it is designed to protect you.

Just Dial 811 from anywhere in New Jersey, or call 1-800-272-1000 for a free utility markout.

You can also access NJ One Call via the following websites

<http://www.pseg.com/customer/home/safety/dig.jsp> or <http://www.nj1call.org>

Call before you dig, uncover marked facilities by hand and always use extreme caution and care when excavating in the vicinity of any underground facilities.

Thanks For Your Help And Cooperation!



ALWAYS CALL 811 BEFORE YOU DIG!

WAIT THREE DAYS FOR THE MARKOUT TO BE COMPLETED

DO NOT MAKE ANY ASSUMPTIONS ABOUT THE DEPTH OF A MARKED UNDERGROUND UTILITY – LOCATE BY HAND BEFORE USING ANY MECHANIZED EQUIPMENT

BE EXTREMELY CAREFUL DIGGING AROUND GAS AND ELECTRIC FACILITIES

DO NOT ASSUME ANY EXPOSED PIPE, WIRE OR CABLE IS DEAD – CALL YOUR UTILITY COMPANY

UNDERSTAND WHAT THE MARKS, FLAGS OR STAKES MEAN (FACILITY, SIZE OFFSET DISTANCE, ETC)

consult <http://www.nj1-call.org> for additional information

RESPECT AND MAINTAIN THE MARKS FOR THE DURATION OF YOUR PROJECT

WARN LANDSCAPERS AND OTHER PARTIES NOT TO DISTURB THE MARKS

IF YOU EXPAND THE SIZE OF YOUR PROJECT CALL IN ANOTHER MARKOUT

LOOK FOR SIGNS OF UNMARKED FACILITIES

(MANHOLES, ELECTRIC AND TELEPHONE POLE DROPS, ROAD BOXES, CURB BOXES AND HAND HOLDS)

PLAN YOUR JOB TO AVOID DIGGING NEAR UNDERGROUND UTILITIES!

KEEP YOUR MARKOUT CURRENT – RE-CALL YOUR MARKOUT AFTER 45 BUSINESS DAYS (2 MONTHS) HAVE PASSED



DIG SAFE





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BULLETIN 01-2

Issued: October 2001 Revised: June 2005
Code Ref. Update: February 2016
Subject: Temporary Certificates of Occupancy
Reference: N.J.A.C. 5:23-2.23, 2.24, 4.18 and 4.20

The Uniform Construction Code (UCC) requires code officials to issue a Temporary Certificate of Occupancy (TCO) when all utilities are in place, and the building, or specified portions of a building, can be occupied without endangering the health and safety of the occupants (N.J.A.C. 5:23-2.23). A TCO is an administrative tool that allows a building to be occupied when the building is substantially complete and when the unfinished items do not adversely impact health or safety.

In this bulletin, the Department of Community Affairs (DCA) is providing direction on the issuance of a TCO by designating two categories of unfinished work or unmet prior approvals:

1. those which preclude the issuing of a TCO and
2. those which require the issuing of a TCO

A TCO shall not be issued when any of the following items that are part of a construction project have not yet been provided:

- health and life-safety systems (Note: Required systems must be fully operational and, where required, systems must have been tested.)
- sewer or septic system connection
- water supply connection or well certification
- electric utilities connection
- gas utilities connection
- New Home Warranty issued
- Rooming and Boarding Home license
- Elevation Certificate in flood hazard plain
- where required, an accessible route must be provided; although, the accessible route provided under a TCO may be temporary
- emergency vehicle access
- Soil Conservation Report of Compliance -- conditional or final (see Bulletin No. 91-2, Compliance with Requirements of the Soil Erosion and Sediment Control Act)

A TCO shall be issued, although any of the following items that are part of a construction project are incomplete:

- where there is no performance bond, site work such as parking, landscaping, drainage, and lighting (Note: Where unfinished items are covered by a performance bond, a Certificate of Occupancy (CO) may be issued.)

- a newly installed elevator or elevator device that has been approved to operate, but has not been registered with the DCA (Note: A CO shall not be issued until the elevator or elevator device has been registered with the DCA.)
- Hotel and Multiple Dwelling Certificate of Registration
- for low- and high-pressure steam and/or hot-water boilers when they are of a heat input capacity of 40,000 BTU/hr or more serving six dwelling units or more, or other dwellings with accommodations for 25 persons or more, registration issued by the Bureau of Boiler and Pressure Vessel Compliance
- unpaid non-UCC fees or penalties
- unpaid UCC fees or penalties that are being appealed

A TCO must reflect the approximate length of time needed to complete the work.

- For work that is covered by the permit, the construction official shall establish the time frame in consultation with the appropriate subcode official(s).
- For related construction work that is not covered by the permit, the construction official shall establish the time frame in consultation with the agency governing the incomplete prior approval, as appropriate.

The TCO fee must be established through a municipal ordinance. The TCO fee is not intended to be a revenue enhancer; it must reflect the administrative costs of issuing or renewing a TCO. When the permit applicant chooses to pay the full CO fee at the time of the initial issuance of the TCO, there shall be no TCO fee for the initial issuance. If the TCO is renewed, a TCO renewal fee may be charged, even when the CO fee has been paid in full.

The TCO rule and this bulletin are based on the premise that it is unreasonable to prevent the occupancy of a building when no serious health or safety concerns exist in the building.