

**BOROUGH OF WALDWICK**

**MAJOR SOIL MOVING PERMIT**  
**APPLICATION CHECKLIST**

**APPLICANT'S NAME** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

**Applicant's Address** \_\_\_\_\_

**Applicant's e-mail:** \_\_\_\_\_

**Site Address** \_\_\_\_\_

**Block** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Zone** \_\_\_\_\_

**Applicant's Attorney's Name** \_\_\_\_\_

**Applicant' Attorney's Address** \_\_\_\_\_

The following documents, stapled and folded, should be submitted to the **Borough Clerk** with Fees:

Original and fifteen copies of the Following:

- \_\_\_\_\_ **Application Forms A-E**
- \_\_\_\_\_ Topographical Plan
- \_\_\_\_\_ Property Owners Listing (obtained from Borough Tax Office)

**FEES:**

- \_\_\_\_\_ **Application Fee:** \$100.00
- \_\_\_\_\_ **Engineering Escrow** \$500.00
- \_\_\_\_\_ **Legal Escrow:** \$100.00

*Please note that additional escrow fees may be required during the application process as determined by the professional*

- \_\_\_\_\_ **Publication Fee:** \$ 25.00

Upon receipt by the Planning Board of the above documents and fees submitted to the Borough Clerk, a hearing date will be scheduled.

Please submit the following documents prior to or at the time of the hearing:

- \_\_\_\_\_ **One copy of Notice of Public Hearing**
- \_\_\_\_\_ **One copy of Affidavit of Service with List of Property Owners attached**
- \_\_\_\_\_ **Registered receipts**

Form B

(This certificate is to be brought to the Tax Office by the Applicant for Certification.)

**BOROUGH OF WALDWICK  
PLANNING BOARD  
CERTIFICATION OF PAYMENT OF TAXES**

(To be filled out by Applicant:)

Date: \_\_\_\_\_

Lot: \_\_\_\_\_

Block: \_\_\_\_\_

Name \_\_\_\_\_

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

This is to certify that all property taxes due or delinquent have been paid on the above property.

(To be dated and signed by Tax Office:)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax Collector

This completed form is to be included with your Application Submittal.

(This form is to be filled out and brought to the Tax Assessor's Office by the Applicant to obtain a property owner's listing of residents within 200 feet.)

**REQUEST FOR LIST OF PROPERTY OWNERS  
WITHIN 200 FEET**

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

For Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

Indicate One:

\_\_\_\_\_ Please mail completed list to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I will pick up list. Please call:

\_\_\_\_\_  
(Phone)

**(A Fee of \$10.00 must be paid at the time of request. Check to be made payable to Borough of Waldwick and given to Tax Assessor with this form.)**

Paid: \_\_\_\_\_

(Applicant, please note: A list of property owners within 200 feet of the property in question must be attached to the Affidavit of Proof of Service. If surrounding Boroughs are affected attach that list as well.)

BOROUGH OF WALDWICK

**MAJOR SOIL MOVING PERMIT**  
**APPLICATION FORM**

Ordinance No. 16-97

Ordinance No. 19-00

**Completed by Board:**

Application No. \_\_\_\_\_

Date Received by Board \_\_\_\_\_

Hearing Date: \_\_\_\_\_

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**Completed by Applicant:**

As a result of your desire to move in excess of 100 cu. yds. of soil, please provide the following information:

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant's Attorney's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Premises \_\_\_\_\_

Name of Owner of Premises: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

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1. Purpose or Reason for moving Soil:
  
2. If done in connection with a proposed subdivision, indicate date of filing subdivision:
  
3. Provide a detailed statement of the method or process to be employed for the excavation:
  
4. Proposed time period for removal:

5. Indicate the kind and quantity in cubic yards of soil to be moved:
  - a. Quantity moved on site from one place to another:
  - b. Quantity removed off site:
  - c. Quantity being imported off site (brought to this site):
  
6. Where is the on site soil which is being moved or removed coming from?  
(e.g., stripped topsoil, basement excavation, inground pool, etc.)
  
7. Indicate where the cubic yards are to be added:
  
8. What route will the removal take place? Specify thoroughfares, route numbers and direction:
  
9. What route will the imported material take? Specify route numbers and directions:
  
10. How will the remaining trees, terrain be affected? Specify the diameter of the remaining trees.
  
11. Indicate the proposed date of completion of work:
  
12. Indicate the source of the soil to be used as fill:

**At the discretion of the Borough Engineer, the Applicant can be required to have fill tested to assure that it does not contain hazardous waste substances as regulated by the State of New Jersey.**

Authorization by Owner if not Applicant:

13. The Applicant is hereby authorized to file this application with the Waldwick Planning/Zoning Board.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

14. Certification by Applicant:

The undersigned applicant does hereby certify that all of the statements contained in this application are true, and that all taxes on the property which is the subject of this application have been paid.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

June 2021  
Added e-mail address

**BOROUGH OF WALDWICK  
APPLICATION FILING INFORMATION**

**Major Soil Moving Permit Application**

1. A Major Soil Moving Permit Application shall begin with the filing of fifteen copies of the Application together with a topographical map. The topographical map of the lot should contain the proposed soil-moving operations and of all surrounding lands within one hundred (100) feet of the perimeter of said lot, prepared and certified by a licensed professional engineer or land surveyor of the State of New Jersey, on a scale of not less than one (1) inch to one hundred (100) feet, and referred to United States Coast and Geodetic Survey data, showing, both as to the lot and as to all of said surrounding lands:

- a. The dimensions of the lot, including distance and bearings and the lot and block number of the lot and of each lot in the surrounding lands as shown on a tax assessment map of the Borough.
- b. The existing elevations of all lands on a one-hundred-foot grid layout.
- c. The existing elevations of all buildings, structures, streets, streams, bodies of water and watercourses, natural or artificial.
- d. All existing surface and subsurface water drainage conditions and provisions.
- e. All wooded areas and all trees having a diameter of six (6) inches or more at the base.
- f. The limits of the area or area within the lot or lots in question within which the soil moving operations are to be conducted, and the existing elevations of said limits at intervals of not more than one hundred (100) feet.
- g. The proposed final elevations at each point where existing elevations shown on said map are to be changed as a result of completion of the proposed work
- h. Proposed slopes and lateral supports at the limits of the area upon completion of the soil moving operations.
- i. Proposed provisions and facilities for surface water drainage and, where applicable, channels of any streams, bodies of water and watercourses, natural or artificial, including detailed cross sections showing proposed channel widths, bank slopes, grade and method of erosion control
- j. Accurate cross sections showing the locations and quantities in cubic yards of soil to be moved.

- k. All proposed elevations in enclosed rectangular boxes; and all existing elevations to be indicated without any kind of enclosure.
  - l. Such other pertinent data the Board may by resolution require.
  - m. All easements and restraints of record which may affect the subject lot or lots.
  - n. If said moving application is in conjunction with a site plan or subdivision plan, the developer shall submit a complete site plan or preliminary subdivision plan according to the appropriate subdivision ordinance.
2. Applicant shall obtain certification from the Tax Collector that taxes are paid in full. A form is included in the Application packet.
3. Completed Applications are delivered to the Borough Clerk who retains one which is available for public inspection. Remaining copies are forwarded to applicable Borough agencies.
4. At least ten days prior to the date of the hearing a notice must be served on owners of all property located within two hundred feet in all directions of the premises. Upon the Applicant's request, by using the Form included with the Application, a list of all such owners of property will be supplied by the Tax Assessor's Office of the Borough of Waldwick for a fee of \$10.00. Notice shall be given by certified mail, return receipt requested, to the property owner at the address shown on the tax records.
5. Prior to or at the time of the public hearing, applicant must submit an Affidavit of Proof of Service indicating that the required notices have been given. This form is to be completed after serving notice and is to be submitted prior to or at the time of the hearing.
6. The Borough Engineer shall make an inspection of the site from which soil is to be moved and shall make such engineering studies as may be required to determine the effect of the removal of soil from the location as it relates to:
  - (a) Soil erosion by water and wind.
  - (b) Surface and subsurface water drainage
  - (c) Soil fertility
  - (d) Lateral support of abutting streets and lands.
  - (e) Public health and safety.
  - (f) Such other factors as may bear upon or relate to the coordinated adjusted and harmonious physical development of the Borough.
7. The Borough Engineer shall also inspect the site to determine whether stakes have been placed on each corner thereof and whether grade stakes have been placed at the existing points designated on the topographical map.



**Form D**

**BOROUGH OF WALDWICK  
SOIL MOVEMENT PERMIT**

**CERTIFICATION:**

I \_\_\_\_\_ have placed or caused to be placed stakes at each corner of the lot or lots from which soil is to be removed and have placed or caused to be placed grade stakes at the existing elevation points designated on the topographical map pursuant to the provisions of Chapter 80 of the Waldwick Ordinance, clearly marked to indicate the soil or fill.

I further certify to the source of the fill material as indicated in this Application.

\_\_\_\_\_  
Signature of Applicant

(This Form is sent to the property owners within 200 feet)

**MAJOR SOIL MOVEMENT APPLICATION  
Planning Board  
NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that an Application has been made to the Planning Board of the Borough of Waldwick for Soil Movement in accordance with the provisions of the Ordinance of the Borough of Waldwick with respect to premises shown as Lot \_\_\_\_\_ in Block \_\_\_\_\_ on the current tax map of the Borough of Waldwick, which premises are commonly known as (address) \_\_\_\_\_

\_\_\_\_\_ Waldwick, New Jersey.

**Applicant proposes to:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**A PUBLIC HEARING WILL BE HELD ON SAID APPLICATION**

by the Planning Board of the Borough of Waldwick on Wednesday, \_\_\_\_\_, 20 \_\_\_\_\_ at 7:30 p.m., or as soon thereafter as the matter may be reached, at the Waldwick Administration Building, 63 Franklin Turnpike, Waldwick, New Jersey.

A copy of the Applicant's Application for Major Soil Movement is on file at the Office of the Borough Clerk, Administration Building, 63 Franklin Turnpike, Waldwick, New Jersey, for public inspection, during regular business hours.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Address