



Florham Park Construction Department  
111 Ridgedale Ave.  
Florham Park, NJ 07932  
Ph. – 973-410-5350 Fax – 973-410-5490

### **New Construction/Addition**

Dear Applicant,

Please note that all permit applications for additions or new structures require the following:

1. Construction permit application folder completed and signed.
2. Technical sub-code forms completed, signed and sealed for all applicable work: building, electric, plumbing, mechanical and fire.
3. Specifications of all mechanical equipment to be installed. Manuals D, J & S.
4. Three sets of architectural with the following:
  - Zoning Table
  - Scaled roof plan & reflecting framing details
  - Electrical schematic
  - Plumbing riser diagram
  - Gas riser diagram
  - Smoke detector/carbon monoxide detector
5. One copy of original signed & sealed survey (less than 10 years old) to scale reflects current conditions on the property including topography.
6. Zoning Application
7. Surface Grading Application with three copies of site plans showing existing and proposed conditions.
8. Tree removal application or statement that no trees are being removed
9. Copy of Home Improvement Contractor's License or New Home Warranty Builders License
10. Completed COAH
11. Contact the Water & Sewer Department concerning all reconnection fees & applications at 973-377-1330

**Incomplete applications will not be accepted.** This is for the protection of the applicant to ensure that the plan review process occurs in a timely fashion.

**Please allow twenty business days to process permits** as per UCC, NJ edition.

**\*\*All excavation requires enclosure perimeter fence six feet high and ten feet off of excavation site prior to construction.**

**NOTE: Per Chapter 176-3 (see attached) All new or rerouted service utilities shall be installed underground.**

**Underground utility installation.**

[Added 12-17-2015 by Ord. No. 15-23]

**A.**

To the fullest extent possible, all new or rerouted electrical, telephone, cable and/or similar building service utilities shall be installed underground from a utility pole within the public right-of-way located on the same side of street onto the property in question and to the building it will service. All work shall comply with the Borough Code and the appropriate codes, utility company standards and specifications adopted and in effect at the time of their installation. It is also the Borough's desire to limit the number of underground conduits serving the property in question. Therefore, every effort shall be made by the owner or his agent to coordinate the installation of multiple underground utilities, such as electrical, telephone, cable and/or similar systems, by utilizing one utility pole servicing the property in question and by combining certain utilities into one conduit as permitted by applicable codes and utility company standards. Upon completion of the underground utility installation, as-built plans, in scale and in a manner acceptable to the Borough, indicating the location of the utilities shall be submitted to the Borough for inclusion with the appropriate permitting file.

**B.**

It shall be the owner's, applicant's and/or agent's responsibility to coordinate the installation with the appropriate utility as well as securing any easements, if necessary, for the timely installation. It shall be the responsibility of the owner to obtain and pay for any permits necessary for the proper installation of the work in question. In addition, it shall be the owner's responsibility to ensure that the required inspections are conducted to ensure compliance with the appropriate codes, standards and specifications.

**§ 176-4 Underground utility installation appeals.**

[Added 12-17-2015 by Ord. No. 15-23]

**A.**

All applications for the installation of new electrical, telephone, cable and similar building utility services shall, to the fullest extent possible, comply with these requirements. Where the proposed installation is technically infeasible, or creates "undue hardship," or is not practical due to such conditions as, but not limited to: potential flood hazard, unstable or expansive soils, etc., an owner, applicant and/or agent may appeal the requirement to the appropriate authority having jurisdiction. Notwithstanding the requirements contained mandating the underground installation of new electrical, telephone, cable and similar services, an owner, applicant and/or agent aggrieved by these requirements may make an initial appeal to the Borough Engineer, Borough Construction Official and/or the Director of Community Services for relief. After consultation and review, their recommendation shall be made to the Borough Administrator, who shall make a final determination as to whether relief from the requirements of a mandatory underground installation is warranted.

**B.**

After careful review, should a request for relief be denied by the Borough Administrator, the owner, applicant and/or agent may request relief by filing for a variance under the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.).



**Florham Park Construction Office**  
**Phone 973-410-5350 Fax 973-410-5490**

Kevin Guilfoyle, Construction Official  
KGuilfoyle@fpboro.net or 973-410-5352  
Kristin Linden, [KLinden@fpboro.net](mailto:KLinden@fpboro.net) Technical Assistant to the Construction Official  
Kayla Kaplan, [Kkaplan@fpboro.net](mailto:Kkaplan@fpboro.net) Zoning Official 973-410-5334

**Permit applications accepted daily from 9:00 am to 4:00 pm.**

**Please email all inspection requests to [klinden@fpboro.net](mailto:klinden@fpboro.net) and [myannotta@fpboro.net](mailto:myannotta@fpboro.net)**

**Inspection requests require** the following information:

- 1) Permit number
- 2) Type of inspection requested (Building, Electrical, Plumbing, Fire)
- 3) Preferred day(s) of inspection
- 4) Name and phone number of the person allowing access

**Minimum of 24 hour notice for all inspection requests, ALL TIMES ARE APPROXIMATE:**

**Building** inspections are Monday - Friday 8 am to 4 pm

**Fire** inspections are Mon & Fri 7:30- 11:30 am Tues - Thurs. 12:30pm- 4:30 pm

**Electrical** inspections are Mon/ Wed/ Fri 11:30 am to 3:30 pm Tuesday 7:30-11:30 am

**Plumbing/Mechanical** inspections are Monday thru Thursday 11 am to 4 pm.

**Please be aware that due to the volume of Construction inspections, we cannot give exact times for these inspections.**

**Contractors MUST INSTALL 6 ft. chain link fence, per Ordinance NO. 13-15 around perimeter of excavation site prior to any work.** Do NOT remove fence until Construction Official grants approval of removal. Required inspections pursuant to N.J.A.C. 5:23-2.18 for all *new* buildings, additions, renovation, alterations:

- 1) Footing inspection-bottom of the trench **PRIOR** to pouring of concrete (MUST provide soil compaction report at inspection)
- 2) Foundation inspection **PRIOR** to the placement of backfill.  
2 a) Foundation Location Survey **REQUIRED** for new construction **PRIOR** to framing
- 3) Slab inspection **PRIOR** to placement of concrete
- 4) Electrical rough wiring
- 5) Plumbing rough installations
- 6) Fire Rough inspection
- 7) Framing inspections **AFTER** rough electric/plumbing/Fire passed-**PRIOR** to insulation
- 8) Insulation inspection **PRIOR** to sheetrock
- 9) Final electric, final plumbing, final fire inspections
- 10) Final building inspections
- 11) No Certificates of Occupancy shall be issued **PRIOR** to submittal & Approval of Final As Built Survey and final surface grading inspection approvals by Borough Engineer M. Sgaramella (973-410-5473 or K. Kaplan x5334) & Morris County Soil District, Sheila Hall (973-285-2953).

Failure to comply with the above required inspections as indicated in N.J.A.C. 5:23-2.18 will result in administrative penalties of not more than \$2000.00 as permitted in N.J.A.C. 5:23-2.3 lb



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Florham Park Construction Department  
111 Ridgedale Ave.  
Florham Park, NJ 07932  
Ph. - 973-410-5350 Fax - 973 -410-5490  
Kevin Guilfoyle, Construction Code Official  
Building Subcode Official

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The following is a list of certifications that you may be required to submit to the Building Department during the course of your project.

All information must be forwarded to the Building Inspector shortly after being requested in order to avoid any project delays.

1. List of Special Inspectors with copy of DCA License
2. All soil compaction reports, footing, slab, etc. BEFORE footing inspection
3. Report from engineer re footing & foundation re-bar installation (Commercial & Multi unit residential)
4. Report from engineer re slab design to include reinforcing (Commercial only)
5. Foundation location survey (ALL new buildings and any BOA Approved Additions (Residential AND Commercial) MUST be received at framing inspection
6. Concrete compressive strength 7 to 28 day report (Commercial and multi-unit residential)
7. Wooden truss report to include installation as per design and any and all repairs made (Commercial and multi-unit residential)
8. Steel report to include all welds, bolting and decking (Commercial)
9. Fire Stopping, Fire proofing and draft stopping depending on magnitude of project, certified by architect (Commercial and Condo)
10. Any modular units or pre-fabricated panels (i.e. superior walls, modular) Certifications by Engineer & Manufacturer (Residential, Commercial & Condos)
11. Copies of any warranties for certain types of roof covering systems (New Commercial)
12. HVAC balancing report (New Commercial)
13. Energy Efficiency Certificate (Residential)
14. Home Warranty (Residential)
15. Height certification included on final as-built survey

Additional information may be necessary prior to the issuance of a Certificate of Occupancy

Kevin Guilfoyle  
Construction Official

## Permit Submittal Checklist

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

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

Zoning Application: \_\_\_\_\_

Surface Grading Application: \_\_\_\_\_

Tree Removal Application: \_\_\_\_\_

Morris County Soil Conservation Approval: \_\_\_\_\_

Construction Permit Application \_\_\_\_\_

Res Check: \_\_\_\_\_ Home Improvement or Bldrs. License : \_\_\_\_\_

Bldg. Subcode : \_\_\_\_\_

Electrical Subcode: \_\_\_\_\_ Service DR#: \_\_\_\_\_

Plumbing/Mechanical Subcode: \_\_\_\_\_

Fire Subcode: \_\_\_\_\_

COAH Form (Housing Development Fee): \_\_\_\_\_

Sewer Approval Connection/Reconnection Fee Paid: \_\_\_\_\_

Water Connection Fee Paid and Approval: \_\_\_\_\_

Construction Site Maintenance Letter signed: \_\_\_\_\_

Copy of BOA Resolution (If applicable): \_\_\_\_\_

**\*\*6' construction fence must be installed prior to the commencement of any excavation activities\*\***



## BOROUGH OF FLORHAM PARK

111 RIDGEDALE AVENUE, FLORHAM PARK, NEW JERSEY 07932

Engineering Contact: Kayla Kaplan

Telephone: 973-410-5334 Email: [Kkaplan@fpboro.net](mailto:Kkaplan@fpboro.net)

Construction Contact: Kristin Linden

Telephone: 973-410-5350 Email: [Klinden@fpboro.net](mailto:Klinden@fpboro.net)

### CONSTRUCTION APPROVAL CONDITIONS

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1. The Engineering Department shall be contacted prior to dry well installation for inspection. At time of inspection the drywell shall be excavated with chamber, fabric and stone on site. Roof leaders shall be immediately tied into drywell upon installation to prevent unnecessary storm water runoff to neighboring properties.
  2. Soil erosion sediment control measures such as silt fences, hay, hay bale, etc. shall be implemented surrounding any disturbed soil within 30 days, or sooner if imminent weather requires. Soil erosion sediment control measures shall be maintained throughout construction and may be subject to inspection. (Additional information can be found at <https://mcsd.org>)
  3. No trees shall be removed without a previously approved Tree Removal Application.
  4. No grade changes permitted unless clearly shown in approved plans.
  5. As per Borough Code § 208 2-21 a Road Opening Permit is required for any changes to street, sidewalk and any curbing, as well as driveway ingress curbing. The Engineering Department shall be contacted for inspection during this work. Any damaged curb or sidewalk shall be repaired prior to permit closure.
  6. Borough Trees and existing trees shall be protected to prevent damage to trunk and compression of soil underneath tree drip line throughout construction.
  7. CONSTRUCTION SITES MUST COMPLY with Florham Park Ordinances Chapter 155 Noise, 159 Nuisances, 250-27 Prohibited Uses and 188-23 & 24 Maintenance.

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**REVIEW AND SIGN ON REVERSE SIDE**

## CONSTRUCTION SITE MAINTENANCE

### The following are some key items to be aware of during construction:

- **6' high fence MUST be installed around entire perimeter of the construction site (i.e New construction, additions & pools) and shall not be removed until Construction Official grants approval.**
- **All sites shall be graded and maintained to prevent accumulation of stagnant water for more than 72 hours**
- **NOISE- Must comply with FP Ordinance 155-6**
  - **Operation of equipment and power tools is only allowed in a residential area between the hours of 7 A.M. – 6 P.M. weekdays, and 9 A.M. – 6 P.M. on weekends and holidays**
- **ALL sites MUST be maintained in a clean, safe and sanitary condition (must provide working bathroom facility or portable toilet)**
- **Outdoor Storage of Building Supplies or equipment on an INACTIVE Construction site is prohibited under 250-27**
- **Weeds, brush, refuse and garbage etc. must be removed or contained in a trash receptacle. Grass MUST be cut (no more than 6" high)**
- **Sidewalks and paths including those in the public easement, must be maintained in a proper state of repair and kept clear from hazardous conditions.**
- **Ground surface hazards such as holes, excavations, projections, obstructions should be properly marked and protected until hazard has been eliminated.**
- **Snow & ice must be removed from sidewalks & walkways promptly, no later than 48 hours after the storm**

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Owner/Agent (Print)

Signature

Date

Contact #

Failure to comply with any of the above may result in the issuance of a municipal summons requiring an appearance in court and may lead to a monetary penalty.

**BOROUGH OF FLORHAM PARK  
HOUSING TRUST FUND-DEVELOPMENT FEES**

Name of Owner: \_\_\_\_\_ Property Address: \_\_\_\_\_

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

Estimated Cost of Construction: \$ \_\_\_\_\_  
(Hard and Soft Costs)

Signature of Person Submitting Estimate: \_\_\_\_\_

(Print Name and Phone Number): \_\_\_\_\_

1) Estimated Equalized Assessment (From Tax Assessor: \$ \_\_\_\_\_

2) Percent Factor: \_\_\_\_\_

Residential 1%

Density Increase 6% of increased units

3) Preliminary Development Fee: \_\_\_\_\_

(Multiply line 1 by line 2)

4) Amount Collected: \_\_\_\_\_

50% of line 3 collected at Issuance of Building Permit. Check Payable to Borough of Florham Park.

**I PRELIMINARY FEE PAYMENT**

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

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

(Attach photocopy of check)

\_\_\_\_\_

(Signature for Building Permit Approval)

**II FINAL FEE PAYMENT**

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

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

(Attach photocopy of check)

\_\_\_\_\_

Temporary or Permanent CO Signature





BUILDING SUBCODE TECHNICAL SECTION



Date Received Control #

Date Issued Permit #

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block Lot Qualification Code

Work Site Location

Owner in Fee:

Tel. ( ) e-mail

Address street municipality zip code

Contractor: Tel. ( )

Address e-mail

Contractor License No. or Builder Registration No. Exp. Date

Home Improvement Contractor Registration No. or Exemption Reason (if applicable):

Federal Emp. ID No. FAX: ( )

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Sign here:

Print name here:

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

JOB SUMMARY (Office Use Only)

Table with columns: PLAN REVIEW, Date, Initial, INSPECTIONS, Type, Failure, Approval, Initial. Rows include No Plans Required, All, Footings/Foundations, Structural/Framework, Exterior, Interior, Joint Plan Review Required, SUBCODE APPROVAL for PERMIT, SUBCODE APPROVAL for CERTIFICATE, and various inspection types like Insulation, Finishes, Energy, Mechanical, TCO, Other, Final, Barrier-Free.

TYPE OF WORK:

- [ ] New Building
[ ] Addition
[ ] Rehabilitation
[ ] Roofing
[ ] Siding
[ ] Fence Height (exceeds 6')
[ ] Sign Sq. Ft.
[ ] Pool
[ ] Retaining Wall Sq. Ft.
[ ] Asbestos Abatement Subchapter 8
[ ] Lead Haz. Abatement NJAC 5:17
[ ] Radon Remediation
[ ] Other
[ ] Demolition

FEE (Office Use Only)

\$

Administrative Surcharge \$
Minimum Fee \$
State Permit Surcharge Fee \$
TOTAL FEE \$

B. BUILDING CHARACTERISTICS

Use Group Present Proposed Constr. Class Present Proposed
No. of Stories
Height of Structure ft.
Area — Largest Floor sq. ft.
New Bldg. Area/All Floors sq. ft.
Volume of New Structure cu. ft.
Max. Live Load
Max. Occupancy Load

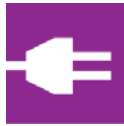
If Industrialized Building: State Approved HUD

Est. Cost of Bldg. Work:

- 1. New Bldg. \$
2. Rehabilitation \$
3. Total (1+ 2) \$



# ELECTRICAL SUBCODE TECHNICAL SECTION



Date Received \_\_\_\_\_  
Control # \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Permit # \_\_\_\_\_

### A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualification Code \_\_\_\_\_

Work Site Location \_\_\_\_\_

Owner in Fee: \_\_\_\_\_

Tel. \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_ street \_\_\_\_\_ municipality \_\_\_\_\_ zip code \_\_\_\_\_

Contractor: \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_ e-mail \_\_\_\_\_

Contractor License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Home Improvement Contractor Registration No. or Exemption Reason \_\_\_\_\_

Federal Emp. ID No. \_\_\_\_\_ FAX: \_\_\_\_\_

### B. ELECTRICAL CHARACTERISTICS

Use Group Present \_\_\_\_\_ Proposed \_\_\_\_\_

Pole/Pad # \_\_\_\_\_  Temporary  Other \_\_\_\_\_

Building Occupied as \_\_\_\_\_ Utility Co. \_\_\_\_\_

Est. Cost of Elec. Work \$ \_\_\_\_\_

JOB SUMMARY (Office Use Only)					
PLAN REVIEW	INSPECTIONS	Dates (Month/Day)			
<input type="checkbox"/> No Plans Required	Type:	Failure	Failure	Approval	Initial
<input type="checkbox"/> Partial -Underslab Utilities Approved	Rough	_____	_____	_____	_____
Date: _____ Approved by: _____	Barrier-Free	_____	_____	_____	_____
<input type="checkbox"/> Electric Plans Approved	Trench	_____	_____	_____	_____
Date: _____ Approved by: _____	Temp. Serv.	_____	_____	_____	_____
Joint Plan Review Required:	Constr. Serv.	_____	_____	_____	_____
<input type="checkbox"/> Bldg. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire. <input type="checkbox"/> Elev.	TCO	_____	_____	_____	_____
SUBCODE APPROVAL for PERMIT	Other	_____	_____	_____	_____
Date: _____	Service	_____	_____	_____	_____
Approved by: _____	Final	_____	_____	_____	_____
SUBCODE APPROVAL for CERTIFICATE	Barrier-Free	_____	_____	_____	_____
<input type="checkbox"/> CO <input type="checkbox"/> CCO <input type="checkbox"/> CA	Temp. Cut-in-Card Date Issued	_____	_____	_____	_____
Date: _____	Final Cut-in-Card Date Issued	_____	_____	_____	_____
Approved by: _____	Annual Pool Inspection	_____	_____	_____	_____
	Date of Grounding and Bonding Certification	_____	_____	_____	_____

### C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

Applicant sign/Contractor sign and seal here: \_\_\_\_\_

Print name here: \_\_\_\_\_

Licensed Elec. Contractor  Certif'd Landscape Irrigation Cont'r  Exempt Applicant

### D. TECHNICAL SITE DATA

#### DESCRIPTION OF WORK:

QTY.	SIZE	ITEMS	FEE (Office Use Only)
_____	_____	Lighting Fixtures	_____
_____	_____	Receptacles	_____
_____	_____	Switches	_____
_____	_____	Detectors	_____
_____	_____	Light Poles	_____
_____	_____	Motors—Fract. HP	_____
_____	_____	Emergency & Exit Lights	_____
_____	_____	Communications Points	_____
_____	_____	Alarm Devices/F.A.C. Panel	_____
_____	_____	TOTAL NUMBERS	\$ _____
_____	_____	Pool Permit/with UW Lights	_____
_____	_____	Storable Pool/Spa/Hot Tub	_____
_____	_____	KW Elec. Range/Receptacle	_____
_____	_____	KW Oven/Surface Unit	_____
_____	_____	KW Elec. Water Heater	_____
_____	_____	KW Elec. Dryer/Receptacle	_____
_____	_____	KW Dishwasher	_____
_____	_____	HP Garbage Disposal	_____
_____	_____	KW Central A/C Unit	_____
_____	_____	HP/KW Space Heater/Air Handler	_____
_____	_____	KW Baseboard Heat	_____
_____	_____	HP Motors 1/+ HP	_____
_____	_____	KW Transformer/Generator	_____
_____	_____	AMP Service	_____
_____	_____	AMP Subpanels	_____
_____	_____	AMP Motor Control Center	_____
_____	_____	KW Elec. Sign/Outline Light	_____

Administrative Surcharge	\$ _____
Minimum Fee	\$ _____
State Permit Surcharge Fee	\$ _____
<b>TOTAL FEE</b>	<b>\$ _____</b>



PLUMBING SUBCODE TECHNICAL SECTION



Date Received Control #

Date Issued Permit #

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block Lot Qualification Code

Work Site Location

Owner in Fee:

Tel. e-mail

Address street municipality zip code

Contractor: Tel.

Address e-mail

Contractor License No. Exp. Date

Home Improvement Contractor Registration No. or Exemption Reason

Federal Emp. ID No. FAX:

B. PLUMBING CHARACTERISTICS

Use Group Present Proposed

Building Sewer Size Public Sewer Private Septic

Water Service Size Public Water Private Well

Est. Cost of Plumbing Work \$

Table with columns: PLAN REVIEW, INSPECTIONS, Dates (Month/Day). Includes rows for No Plans Required, Plumbing Plans Approved, SUBCODE APPROVAL for PERMIT, and SUBCODE APPROVAL for CERTIFICATE.

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

Applicant sign/Contractor sign and seal here:

Print name here:

[ ] Licensed Contractor [ ] Exempt Applicant

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

Table with columns: QTY., FIXTURE/EQUIPMENT, FEE (Office Use Only). Lists items like Water Closet, Urinal/Bidet, Bath Tub, etc.

Administrative Surcharge \$
Minimum Fee \$
State Permit Surcharge Fee \$
TOTAL FEE \$



FIRE PROTECTION SUBCODE TECHNICAL SECTION



Date Received Control #

Date Issued Permit #

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block Lot Qualification Code

Work Site Location

Owner in Fee:

Tel. e-mail

Address

Contractor: street municipality Tel. zip code

Address e-mail

Fire Protection Equipment, NJ Div of Fire Safety Permit No.

Fire Protection Equipment, NJ Div of Fire Safety Installer No.

Fire Alarm Contractor No. Exp. Date

Home Improvement Contractor Registration No. or Exemption Reason

Federal Emp. ID No. FAX:

B. FIRE PROTECTION CHARACTERISTICS

Use Group: Present Proposed

Constr. Class: Present Proposed

Heating System: [ ] New OR [ ] Modification to Existing OR [ ] Conversion OR [ ] Replacement

Fuel Type: [ ] Gas [ ] Oil [ ] Electric [ ] Solar [ ] Other

Location:

Total Cost of Fire Protection Work \$

Fuel Storage Tank:

Fuel Type: [ ] Flammable OR [ ] Combustible Capacity

Fire Alarm System: [ ] New OR [ ] Existing

Location of Panel:

Fire Suppression/Standpipe System:

[ ] New OR [ ] Existing

Location of Main Control Valve:

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Applicant/Contractor sign here:

Print name here:

D. TECHNICAL SITE DATA

[ ] Certified Contractor [ ] Exempt Applicant

DESCRIPTION OF WORK:

Water Supply Source

Method of Alarm/Suppression System Supervision

Table with columns: NUMBER, FEE (Office Use Only) and rows for various fire protection systems like Alarm Systems, Suppression Systems, Pre-engineered Systems, etc.

JOB SUMMARY (Office Use Only) table with columns: PLAN REVIEW, INSPECTIONS, Dates (Month/Day) and rows for various inspection types and approvals.

Administrative Surcharge \$, Minimum Fee \$, State Permit Surcharge Fee \$, TOTAL FEE \$



**MECHANICAL INSPECTION  
TECHNICAL SECTION**



Date Received  
Control #

Date Issued  
Permit #

**A. IDENTIFICATION—APPLICANT:** COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualification Code \_\_\_\_\_

Work Site Location \_\_\_\_\_

Owner in Fee: \_\_\_\_\_

Tel. \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_  
street municipality zip code

Contractor: \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_ e-mail \_\_\_\_\_

Contractor License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Home Improvement Contractor Registration No. or Exemption Reason \_\_\_\_\_

Federal Emp. ID No. \_\_\_\_\_ FAX: \_\_\_\_\_

**B. MECHANICAL CHARACTERISTICS**

**Use Group** Present: R-3-or R-5

**Heating System work:**  New OR  Modification to Existing OR  Conversion OR  Replacement

Type:  Hydronic  Hot Air

Fuel Type:  Gas  Oil  Electric  Solar  Other \_\_\_\_\_

Estimated Cost of Mechanical Work \$ \_\_\_\_\_

JOB SUMMARY (Office Use Only)					
PLAN REVIEW		INSPECTIONS		DATES	
<input type="checkbox"/> No Plans Required		Type:	Failure	Failure	Approval
<input type="checkbox"/> Mechanical Plans Approved		Water Heater	_____	_____	_____
Date: _____	Approved by: _____	Appliance	_____	_____	_____
Joint Plan Review Required:		Chimney/Vent	_____	_____	_____
<input type="checkbox"/> Bldg. <input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire.		Piping	_____	_____	_____
<input type="checkbox"/> Elev.		Tank	_____	_____	_____
SUBCODE APPROVAL for PERMIT		Cooling/AC	_____	_____	_____
Date: _____	Approved by: _____	Generator	_____	_____	_____
SUBCODE APPROVAL for CERTIFICATE		Fireplace	_____	_____	_____
<input type="checkbox"/> CA <input type="checkbox"/> CCO		Chimney Cert.	_____	_____	_____
Date: _____	Approved by: _____	Other	_____	_____	_____
		Other	_____	_____	_____
		Final	_____	_____	_____

**C. CERTIFICATION IN LIEU OF OATH**

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Applicant sign/Contractor sign and seal here: \_\_\_\_\_

Print name here: \_\_\_\_\_

Licensed Contractor

Exempt Applicant

**D. TECHNICAL SITE DATA**

DESCRIPTION OF WORK

NO.	FIXTURE/EQUIPMENT
_____	Water Heater
_____	Fuel Oil Piping Connections
_____	Gas Piping Connections
_____	Steam Boiler
_____	Hot Water Boiler
_____	Hot Air Furnace
_____	Oil Tank
_____	LPG Tank
_____	Fireplace
_____	Generator
_____	Other

**FEE (Office Use Only)**

\$ _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Administrative Surcharge \$ _____
Minimum Fee \$ _____
State Permit Surcharge Fee \$ _____
<b>TOTAL FEE \$ _____</b>

# FLORHAM PARK SEWERAGE UTILITY FIELD LOCATION OF HOUSE SEWER CONNECTION

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

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

Block and Lot: \_\_\_\_\_

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

Instructions: Indicate in the sketch below the route of the house sewer, measurements, type of line, depth, clean outs, elbows, bends, any obstructions (such as trees, utility poles, shrubs, hydrants, driveways, etc.), location of the FPSU main sewer line and measurements from each corner of the building's foundation to the cleanout located at the curb line. Please add any detached buildings or identifying elements of the house structure to the sketch below. Return sketch to the FPSU at PO Box 131, Florham Park, NJ 07932 or via email to [sherold@fpboro.net](mailto:sherold@fpboro.net)





**BOROUGH OF FLORHAM PARK ZONING APPLICATION**

111 Ridgedale Avenue, Florham Park, NJ 07932 E-mail: [Zoning@fpboro.net](mailto:Zoning@fpboro.net) Phone: 973-410-5330

Work Site Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Email: \_\_\_\_\_ Owner's Address: \_\_\_\_\_

Agent/Contractor: \_\_\_\_\_ Agent/Ctr. Address: \_\_\_\_\_

Agent/Contractor Email: \_\_\_\_\_ Agent/Ctr. Phone#: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record and that I am the owner or have been authorized by the owner, to make this application as his/her agent and we agree to conform to all applicable laws of this Jurisdiction, I certify that the answers on this Zoning Application are true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Name (Print) \_\_\_\_\_ Address \_\_\_\_\_

My Lot is a: Corner Parcel: \_\_\_\_\_ Interior Parcel: \_\_\_\_\_ Lot Square Footage: \_\_\_\_\_ Zone: \_\_\_\_\_

<u>SETBACKS</u>	<u>EXISTING</u>	<u>PROPOSED</u>	<u>REQUIRED</u>
Front Yard			
Second Front Yard (if corner parcel)			
Rear Yard			
Smallest Side Yard			
Side Yard Aggregate			
Principal Structure			
Building Height			
Ground Floor:			

\*Percent of lot covered by building (including overhangs, sheds & detached structures): \_\_\_\_\_ %\*\*

\*Percent of improved lot coverage (building coverage, walkway, driveway, etc.): \_\_\_\_\_ %\*

\*\*Worksheet on next page\*\*

Signed and sealed survey less than 10 years old required for all zoning permits.  
Foundation Location survey with elevations required prior to framing

**Fence Permit**

Fencing Type: \_\_\_\_\_ .Height: \_\_\_\_\_

Proposed Setbacks: Side Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_ Front Yard \_\_\_\_\_

\*If fence is in front yard it cannot exceed 4' in height and cannot be more than 50% solid\*

**Swimming Pool**

In ground: \_\_\_\_\_ Above Ground: \_\_\_\_\_ Area: \_\_\_\_\_

Proposed Setbacks: Side Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_ Front Yard: \_\_\_\_\_

**WORKSHEET**

<u>DESCRIPTION</u>	<u>EXISTING (sqft.)</u>	<u>PROPOSED (sqft.)</u>	<u>REQUIRED (sqft.)</u>
Main Dwelling including all roofed area and overhangs			
Accessory Buildings (including sheds over 200 sqft)			
<b>Total Building Area:</b>			
Pool and coping			
Deck			
Patio			
Driveway			
Walkway			
Equipment (AC/generator/ pool Equipment)			
Shed (less than 200 sqft)			
Other:			
Other:			
Other			
<b>Total Improved Area (Including Building Area)</b>			

Application: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Application and Permit No.: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Received Date: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Zoning Officer: \_\_\_\_\_ Zoning Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kayla Kaplan-Zoning Officer

Marjorie Lowe-Deputy Zoning Officer



**ZONING Attachment 1 - Borough of Florham Park - 250-9. Schedule of Area, Yard and Building Requirements**

Amended 5-15-2001 by Ord. No. 7-01; 4-23-2002 by Ord. 7-02; 4-26-2005 by Ord. 17-05; 6-17-08 by Ord. 08-21; 2-15-18 by Ord. 18-2; 5-17-2018 by Ord. No.18-9; 5-17-2018 by Ord. No.18-10; 5-17-2018 by Ord. No. 18-11; 5-17-2018 by Ord. No.18-12; 12-20-22 by Ord. 22-16

Zone	Principal Building Setbacks								Maximum Building Height (feet)	Maximum Building Height (stories)	Minimum Habitable Floor Space (square feet)	Minimum Lot Requirements (square feet/acres)			Maximum Building Coverage (%)	Maximum Improved Lot Coverage (%)	Detached Accessory Building Setbacks				Maximum Front Yard Setback
	Interior Lots			Corner Lot				Side Yard Combined				Area (Sq.Ft/acres)	Width (feet)	Depth (feet)			Maximum Height, 15 Feet, 1 Story <sup>10</sup>				
	Front (feet)	Side (feet)	Rear (feet)	Front (feet)	Street Side (feet)	Inside (feet)	Rear (feet)										Percentage of Lot Width or Feet	Front (feet)	Corner Lot Street Side (feet)	Side (feet)	
R-7	40	10	30	40	40	10	30	20%	35	2	1,200	7000	60 <sup>1</sup>	115	Notes 8 & 9	35 <sup>9</sup>	50	50	10	10	Note 7
R-15	40	10	50	40	40	10	50	20%	35	2	1,200	15,000	100 <sup>1</sup>	150	Notes 8 & 9	30 <sup>9</sup>	50	50	10	10	Note 7
R-25	50	15	40	50	50	15	40	24%	35	2	1,500	25,000	125 <sup>1</sup>	150	Notes 8 & 9	30 <sup>9</sup>	60	60	15	20	Note 7
R-44	50	20	50	50	50	20	50	28%	35	2	1,800	43,560	140 <sup>1</sup>	160	10 <sup>9</sup>	25 <sup>9</sup>	60	60	20	20	Note 7
R-88	50	50	50	50	50	50	100	100 feet	35	2	1,800	87,120	140 <sup>1</sup>	160	5 <sup>9</sup>	20 <sup>9</sup>	50	50	20	20	Note 7
B-1	20	10	20	20	20	10	10	--	35 <sup>2</sup>	--	--	--	150	--	20	--	Same as for principal building				--
PB-1	40	20	40	40	20	20	40	--	30 <sup>3</sup>	--	--	1 acre	150	--	15 (1 story) 10 (2 story)	60	--				--
PB-2	30	15	30	30	30	15	30	--	35 <sup>3</sup>	--	--	15,000	100	120	20 <sup>4</sup>	60	--				--
C-1 MF Multifamily Option	100	50	50	100	50	--	50	--	35	--	800	40 acres	300	300	15	30	Same as for principal building				--
C-1, C-2, C-5	150 <sup>5</sup>	50	50	150 <sup>5</sup>	100	50	50	--	40 <sup>6</sup>	--	--	5 acres	300	--	35	60	Same as for principal building				--
C-3	100	75	75	100	100	75	75	--	45	--	--	15 acres	300	200	25	50	Same as for principal building				--
C-4	100	75	75	100	100	50	75	--	45	--	--	15 acres	300	200	25	50	Same as for principal building				--
MF-1& MF-3	135	25	25	135	135	25	25	--	35	--	1,400	5 acres	300	300	25	--	Same as for principal building				--
MF-2	100	25	25	100	100	25	25	--	35	--	850	5 acres	100	300	25	--	Same as for principal building				--
MF-4	100	20	20	50	50	20	20	--	40	--	600	5 acres	100	300	30	--	Same as for principal building				--
MF-6 <sup>11</sup>									55	3		5 acres			30	60					
MF-8 <sup>12</sup>									55	3		2 acres			30	60					
MF-9 <sup>13</sup>									45	3		5 acres			30	50					
OSR	50	15	40	50	40	15	40	--	35	--	--	1 acre	200	200	30	--	Same as for principal building				--
OSM	50	15	40	50	40	15	40	--	35	--	--	1 acre	200	200	30	--	Same as for principal building				--

**NOTES:**

- <sup>1</sup> In residence zones R-15, R-25 and R-44, the minimum lot width specified above shall be increased by 25' in the case of corner lots
- <sup>2</sup> An office building may be erected to no more than 50' in height upon the condition that for each five-foot increase above 35, there shall be an additional 3' of front yard setback
- <sup>3</sup> In the PB Zone, no building shall have more than two stories.
- <sup>4</sup> In the PB -2 Zone, the maximum building coverage shall be 10% for two-story buildings.
- <sup>5</sup> All lots having frontage on and along both sides of Vreeland Road and Fernwood Road shall have a front yard setback of 100 feet.
- <sup>6</sup> See Borough Ord. No 6-99A.
- <sup>7</sup> The maximum front yard setback shall be within 10' of the average front yard setback of all lots or portions of lots within 200' of the subject property on the same side of the block. To the extent that this provision conflicts with the minimum front yard setback, the minimum front yard setback requirements shall prevail. For the purposes of this regulation, the front yard setback shall be measured to the façade of the structure that contains the principal entrance or front door to the dwelling.
- <sup>9</sup> Per Ord. No 22-16, Section 5-250-14 Amended: Sheds or accessory structures without electrical or plumbing that are 200 sqft or less in area and 10' or less in height shall not count towards building coverage. They shall still count towards improved lot coverage.
- <sup>10</sup> Per Ord. 17-05 All other references to accessory building height are repealed.
- <sup>11</sup> See Sec. 250-140 for additional provisions    <sup>12</sup> See Sec. 250-144 for additional provisions    <sup>13</sup> See Sec. 250-148 for additional provisions

Per Ord No 22-16: Overhangs up to 18" shall not contribute towards building coverage. However, per Ord. Section 250 2.2, all residential construction to increase an existing home by more than 20% or entirely new construction, required setbacks shall be measured from the outer edge of the overhang to property line.

<sup>8</sup> Max Building Coverage for the R-7, R-15 & R-25 Zones

Lot Area SF	Building Coverage
less than 9,999	20%
10,000-13,999	17.50%
14,000-17,499	16%
17,500-19,999	14.50%
20,000-22,499	14%
22,500-24,999	13.50%
25,000-27,499	13%
27,500-29,999	12.50%
30,000-32,499	12%
32,500-34,999	11.50%
35,000-37,499	11%
37,500-39,999	11.50%
40,000 or greater	10%

## **EFFECTIVE IMMEDIATELY:**

**A FOUNDATION LOCATION SURVEY AND TOP OF BLOCK ELEVATION MUST BE SUBMITTED TO THIS OFFICE FOR REVIEW AND APPROVAL AS SOON AS PRACTICAL; BUT IN NO CASE LATER THAN THE REQUEST FOR A FRAMING INSPECTION PER N.J.A.C 5:23-2.18. FAILURE TO PROVIDE THE REQUIRED SURVEY WILL PREVENT YOU FROM OBTAINING ANY FURTHER INSPECTIONS.**

### **§ 5:23-2.18(a)1ii(1) Inspections**

(1) For new construction, a foundation location survey showing all building corners of the foundation shall be submitted to the construction official as soon as possible after the installation of the foundation wall. A land surveyor licensed in the State of New Jersey shall prepare the survey. The proposed foundation location as shown on the original plot plan shall also be shown on the foundation location survey.

(A) Exception: A foundation location survey shall not be required for additions, decks, swimming pools, sheds as described in 5:23-9.9 or similar structures.

(2) For new construction and additions, the foundation location survey for a building that is located in a flood plain shall include flood hazard certificates as required by section 1612.5 of the building subcode or section R301.2.4 of the one-and two-family dwelling subcode.

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  
  SPACING  
  SIZE

### STRAPS

- SPACING (PER MANUFACTURER'S SPECS)  
  SIZE

### 2. SILL PLATES:

- SIZE  
  GRADE, SPECIES  
  TREATMENT  
  LAPS  
  SILL SEALER  
  PROPER TREATMENT OVER FOUNDATION OPENINGS (BEARING OF JOIST)  
  TERMITE PROTECTION

### 3. BEAM POCKETS:

- BEARING/SHIMS  
  TERMITE PROTECTION OR CLEARANCE

### 4. COLUMNS:

- SIZED PER PLAN  
  ATTACHMENT/PLATES  
  SPACING/LOCATION  
  PAINT/COATING

## B. FLOOR FRAMING AND FLOORING

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

- | 1 <sup>ST</sup>                                   | 2 <sup>ND</sup>                                   | 3 <sup>RD</sup>                                   | FLOOR                                   |
|---|---|---|---|
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | SIZE                                    |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | GRADE, SPECIES                          |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | SINGLE OR DOUBLE                        |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | PRE-ENGINEERED PER MANUFACTURER'S SPECS |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | CANTILEVERS AS PER DESIGN               |

### 2. GIRDERS AND BEAMS:

- SIZED PER PLAN  
  TYPE  
  GRADE, SPECIES  
  LOCATION AND RELATION TO THE PLAN  
  NAILING  
  ATTACHMENT SCHEDULE  
  BEARING  
  LAPPING

### 3. FLOOR JOIST:

- | 1 <sup>ST</sup>                                   | 2 <sup>ND</sup>                                   | 3 <sup>RD</sup>                                   | FLOOR                                  |
|---|---|---|--|
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | SIZED PER PLAN                         |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | GRADE, SPECIES                         |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | PRE-ENGINEERED COMPONENTS AS SPECIFIED |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | BEARING                                |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | NAILING                                |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | BRIDGING                               |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | CUTTING AND NOTCHING (AS PER CODE)     |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | POINT LOADS - SUPPORTED AS PER PLAN    |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | SPAN HANGERS                           |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | HEADERS                                |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | FRAMED OPENINGS                        |

### 4. FLOORING, SHEATHING, OR DECKING:

- | 1 <sup>ST</sup>                                   | 2 <sup>ND</sup>                                   | 3 <sup>RD</sup>                                   | FLOOR                 |
|---|---|---|-----------------------|
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | PANEL SPAN, THICKNESS |

### 5. STAIR ATTACHMENT:

- | 1 <sup>ST</sup>                                   | 2 <sup>ND</sup>                                   | 3 <sup>RD</sup>                                   | FLOOR   |
|---|---|---|---------|
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | BEARING |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | NAILING |

### SPECIAL REQUIREMENTS

- EDGE BLOCKING (IF REQUIRED)  
   GAPPING  
   LAYOUT

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: \_\_\_\_\_

**C. WALL FRAMING**

**1. EXTERIOR WALL FRAME:**

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

**2. INTERIOR LOAD-BEARING WALLS:**

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

**3. INTERIOR NON-LOAD-BEARING WALLS:**

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

**D. ROOF FRAMING**

**1. TRUSS ROOF FRAMING (AS PER DESIGN):**

APPROVED DOCUMENTS WHICH SHOW:

- LAYOUT PLANS
- TRUSS MEMBERS
- CONNECTION SCHEDULE
- PERMANENT BRACING DETAILS
- DORMERS/ROOF STRUCTURES ON  
MANUFACTURER'S DRAWINGS
- EQUIPMENT/APPLIANCES ON MAN-  
UFACTURER'S DRAWINGS
- LOCATION AS PER LAYOUT
- ALIGNMENT
- BEARING
- SPACING
- CONNECTIONS TO BEARING POINTS
- NO CONNECTION TO NON-BEARING POINTS
- DAMAGE AND DEFECTS
- ENGINEERED METHOD OF REPAIR

**2. PERMANENT TRUSS-TO-TRUSS BRACING**

(AS PER DESIGN):

- LAYOUT
- SIZE
- TYPE
- NAILING
- OVERLAP
- TERMINATION
- TRANSITION (I.E., CROSS) BRACING

**3. GABLE END BRACING (AS PER DESIGN):**

- LAYOUT
- SIZE
- TYPE
- NAILING
- OVERLAP
- TERMINATION

**4. SOLID SAWN ROOF FRAMING:**

- SIZE
- GRADES, SPECIES
- LAYOUT
  - SPACING
  - SPAN
- BEARING
- FASTENING
- DAMAGE CAUSED BY FASTENERS  
(RAFTERS NOT SPLIT BY TOENAILS)
- CUTTING, NOTCHING, AND BORING
- BRIDGING
- RIDGE SIZE
- HURRICANE TIES WHERE APPLICABLE

**E. SHEATHING**

**1. SHEATHING - EXTERIOR WALLS:**

MATERIAL

- PANEL SPAN, THICKNESS

SPECIAL REQUIREMENTS

- GAPPING
- LAYOUT
- CORNER BRACING (IF REQUIRED)

**2. SHEATHING - ROOF:**

MATERIAL

- PANEL SPAN, THICKNESS

SPECIAL REQUIREMENTS

- BLOCKING, EDGE (IF REQUIRED)
- CLIPS (IF REQUIRED)
- GAPPING
- LAYOUT

SHEATHING, FRT - ROOF

- FOUR FEET FROM FIREWALL
- NONCORROSIVE FASTENERS

PERMIT # \_\_\_\_\_

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

## AIR BARRIER AND INSULATION CHECKLIST

In the checklist below, *AB* and *I* stand for the *air barrier* and *insulation* inspection components to be verified. The local code official will always verify the *I* components. In the case where the local code official is not verifying the *AB* components, they may be verified by a person independent of the insulation installer, or by the use of a blower door test.

If the permit holder has elected use of a blower door test, documentation of test results verifying air leakage less than 3 air changes per hour when tested per ASTM E 779 or ASTM E 1827 and reported at a pressure of 0.2 w.g. (50 Pa) shall be submitted with this checklist. A passing test demonstrates that the *AB* components are verified.

COMPONENT		CRITERIA	Y, N, or N/A	COMMENTS	INITIALS	DATE
<b>Floors (including above-garage and cantilevered floors)</b>						
General	I	Insulation is installed to maintain permanent contact with underside of subfloor decking.				
	AB	Air barrier is installed at any exposed edge of insulation.				
Rim joists	AB	Rim joists include an air barrier.				
	I	Rim joists are insulated.				
<b>Walls</b>						
General	I	Corners and headers are insulated.				
	AB	Junction of foundation and sill plate is sealed.				
Crawl space walls	I	Insulation is permanently attached to walls.				
	I	Exposed earth in unvented crawl spaces is covered with Class I vapor retarder with overlapping joints taped.				
Windows and doors	AB	Space between window/door jambs and framing is sealed.				
Garage separation	AB	Air sealing is provided between the garage and conditioned spaces.				
Plumbing and wiring	I	Insulation is placed between outside and pipes. Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.				
Shower/tub on exterior wall	I	Showers and tubs on exterior walls have insulation.				
	AB	Showers and tubs on exterior walls have an air barrier separating them from the exterior wall.				
Electrical/phone box on exterior walls	AB	Air barrier extends behind boxes or air sealed-type boxes are installed.				
<b>Ceiling/Attic</b>						
Skylights	AB	Space between skylight framing is sealed.				

PERMIT # \_\_\_\_\_

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

COMPONENT		CRITERIA	Y, N, or N/A	COMMENTS	INITIALS	DATE
<b>Ceiling/Attic</b>		<i>(continued)</i>				
General	AB	Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed.				
	AB	Attic access (except unvented attic), knee wall door, or drop down stair is sealed.				
Recessed lighting	I	Recessed light fixtures penetrating the thermal envelope are air tight, IC-rated, and sealed to drywall.				
<b>Other/All</b>						
Air barrier and thermal barrier	I	Exterior thermal envelope insulation for framed assemblies is installed in substantial contact and continuous alignment with building envelope air barrier.				
	AB	Breaks or joints in the air barrier are filled or repaired.				
	I	Air-permeable insulation is not used as a sealing material.				
	AB	Air-permeable insulation is inside of an air barrier.				
Shafts, penetrations	AB	Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.				
Narrow cavities	I	Batts in narrow cavities are cut to fit, or narrow cavities are filled by sprayed/blown insulation.				
HVAC register boots	AB	HVAC register boots that penetrate building envelope are sealed to subfloor or drywall.				

CODE OFFICIAL: _____	SIGNATURE: _____	DATE: _____
CODE OFFICIAL: _____	SIGNATURE: _____	DATE: _____
CODE OFFICIAL: _____	SIGNATURE: _____	DATE: _____
CODE OFFICIAL: _____	SIGNATURE: _____	DATE: _____
NAME & COMPANY: _____	SIGNATURE: _____	DATE: _____
NAME & COMPANY: _____	SIGNATURE: _____	DATE: _____
NAME & COMPANY: _____	SIGNATURE: _____	DATE: _____
NAME & COMPANY: _____	SIGNATURE: _____	DATE: _____

# CO Checklist

Property Address \_\_\_\_\_

Permit # \_\_\_\_\_ Blk \_\_\_\_\_ Lot \_\_\_\_\_

Bldg. \_\_\_\_\_

Electric \_\_\_\_\_

Plumbing \_\_\_\_\_

Fire \_\_\_\_\_

Elevator \_\_\_\_\_

Home Warranty \_\_\_\_\_

CO Application \_\_\_\_\_

Final COAH Payment \_\_\_\_\_

Water Dept. Approval \_\_\_\_\_

Sewer Dept. Approval \_\_\_\_\_

Morris County Soil \_\_\_\_\_

FP Engineering \_\_\_\_\_

Final AS Built Topographic Survey Per 250-7.1.C(4)(k) \_\_\_\_\_

Zoning \_\_\_\_\_

**Bldg. Coverage including Roof Overhangs, Lot Coverage (Includes Bldg & everything else i.e. driveways, walkways, decks, patios, sheds, pools and uncovered porches etc.) First Floor & Garage Elevations**

**As Built Surveys MUST be submitted 10 days prior (to allow time for review) to anticipated CO date**

# APPLICATION FOR APPROVAL OF SURFACE GRADING PLAN

To be filed in triplicate with the Borough Engineer two weeks prior to obtaining a Building Permit. Include with this application three copies of the surface grading plan.

**NOTE: A revised Surface Grading Plan must be submitted for approval should it be necessary to change the lot grading during construction.**

APPLICATION NO. \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_ DATE RESUBMITTED: \_\_\_\_\_

TO: ENGINEERING DEPARTMENT OF THE BOROUGH OF FLORHAM PARK

Telephone: 973-410-5334 E-mail: kkaplan@fpboro.net

Application is hereby made for the Approval of Surface Grading Plan as set forth in Chapter 250-Zoning of the Florham Park Borough Code and summarized on back of application.

1. APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

2. LOCATION OF PROPOSED DWELLING \_\_\_\_\_

(Street)

\_\_\_\_\_

(Tax Map Block)

\_\_\_\_\_

(Lot No.)

3. NAME AND ADDRESS OF PERSON PREPARING PLAN:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

(DO NOT WRITE BELOW THIS LINE)

**REMARKS:**

TREE REMOVAL PERMIT REQUIRED?      YES (SEE ATTACHED PERMIT)      NO

HEIGHT OF BUILDING (PER 250-2.2.) PROVIDED      YES      NO

TOTAL IMPROVED LOT COVERAGE (PER 250-2.2) PROVIDED      YES      NO

FEES: \$400 \_\_\_\_\_      \$150 \_\_\_\_\_      \$50 \_\_\_\_\_  
(Greater Disturbance)      (Smaller Project)      (Additional Inspection)

REVIEW OF SURFACE GRADING PLAN:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Returned for Revisions \_\_\_\_\_

\_\_\_\_\_

BOROUGH ENGINEER

FINAL INSPECTION OF SURFACE GRADING:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Returned for Revisions \_\_\_\_\_

\_\_\_\_\_

BOROUGH ENGINEER

Notified \_\_\_\_\_



## EXCERPT FROM ORDINANCE # 08-41

### SURFACE GRADING PERMIT REQUIREMENTS FOR ALL RESIDENTIAL ZONES

In order to protect against adverse consequences from surface water runoff; a Surface Grading Plan is required for any proposed residential lot improvements that includes land disturbance, excavation, placement of fill, or changes to the existing surface grades. The Surface Grading Permit shall be considered a “prior approval” under the Uniform Construction Code, and no construction permit shall be issued unless the Applicant has obtained a Surface Grading Permit. The Surface Grading Plan shall be prepared by a Professional Engineer and/or Architect licensed in the State of N.J, unless land disturbance is **less than one thousand (1000) sq. ft.**, and land disturbance for the purpose of constructing a building addition to an existing residential dwelling is less than 600 sq.ft., then the plan **may be prepared and submitted by a homeowner**; provided sufficient technical information is included. In addition to the conditions listed above, any Surface Grading Plan that proposes **land disturbance greater than 5,000 sq.ft.** shall be submitted with an approved Soil Erosion and Control Plan issued and approved by the Morris County Soil Conservation District. Any Surface Grading Plan proposing construction of a new residential dwelling shall be submitted with an approved Soil Erosion and Control Plan or a Letter of Exemption from the Morris County Soil Conservation District. Every application for a building permit involving excavation or change in grades for a single-family dwelling shall be accompanied by a Surface Grading Plan which has been submitted to and approved by the Engineering Department.

Three copies of a signed Surface Grading Application and Plan shall be submitted. For Surface Grading Plan requirements, please go to [www.florhamparkboro.net](http://www.florhamparkboro.net), click “Borough Code” Tab, and open Chapter 250-7.1.

#### Surface grading permit fee.

(a) **A fee of \$400 shall be imposed for each permit for any proposed land disturbance of greater than 1,000 square feet and any proposed land disturbance for the purpose of constructing a building addition to an existing residential dwelling greater than 600 square feet; otherwise, a fee of \$150 shall be imposed for smaller projects.**

(b) The fee shall cover the cost of a preliminary site visit, review of initial submission and one revision, issuance of surface grading plan approval, two random site inspections in addition to required inspections, and final approval of surface grading prior to issuance of a certificate of occupancy, temporary certificate of occupancy, or the release of any performance guarantee that may have been posted for incomplete site work.

(c) An additional fee of \$50 for each review of plans with substantial revisions and each additional inspection other than those noted above shall be charged to the applicant. Fees shall be paid prior to issuance of a certificate of occupancy or a temporary certificate of occupancy.

#### Liability of applicant.

The applicant is responsible for the prevention of damage to other properties, and personal injury, which may result from the activity requiring the surface grading permit.

#### Violations.

(a) Any person who erects, constructs, alters, repairs, converts, maintains, or uses any building, structure, or land in violation of the requirements of this chapter or an approved surface grading permit shall, upon conviction thereof by any court authorized by law to hear and determine the matter, be liable for a fine of not less than \$400 nor more than \$2,000 or to imprisonment for a term of not more than 90 days, or both, as such court in its discretion may impose. Each day during or on which a violation occurs or continues shall be deemed a separate offense.

(b) If a certificate of occupancy or temporary certificate of occupancy is issued for a property prior to full compliance with a surface grading permit, and full compliance is not effected by a date set forth by the Borough Engineer, then continued occupancy of such property after such date shall constitute a use of such property in violation of this section.

**NOTE: PLEASE BE ADVISED THAT AN INSPECTION OF THE SURFACE GRADING MUST BE MADE BY THE ENGINEERING DEPARTMENT PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT. THE BUILDING DEPARTMENT SHALL BE NOTIFIED OF APPROVAL OF THE FINAL SURFACE GRADING BY THE ENGINEERING DEPARTMENT PRIOR TO THE ISSUANCE OF AN OCCUPANCY PERMIT. REQUEST FOR FINAL INSPECTION MUST BE MADE AT LEAST 24 HOURS IN ADVANCE.**



**Tree Removal Permit Application  
Engineering Department**

111 Ridgedale Avenue  
Florham Park, N.J. 07932

Approved  Denied   
Permit No. \_\_\_\_\_

Telephone: 973-410-5334  
Email: kkaplan@fpboro.net

Fax: 973-410-5490

Date \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Address: \_\_\_\_\_

Lot Owner Name \_\_\_\_\_ Zone: \_\_\_\_\_

Lot Owner Address \_\_\_\_\_

Lot Owner Telephone \_\_\_\_\_ Lot Owner Email: \_\_\_\_\_

Tree Removal Service Company:

Licensed Tree Care Expert or Care Operator:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

License No. \_\_\_\_\_

Telephone \_\_\_\_\_

NJ Board of Tree Experts Registration \_\_\_\_\_

**TREE REMOVAL SCHEDULE**

Diameter & Species	Reason for Removal	Replacement Requirement		Quantity and Species of Tree Replacement
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	

The replacement of trees shall occur as prescribed in the following table:

<b>Tree Replacement &amp; Reforestation Schedule</b>	
<b>DBH Caliper of Existing Tree Removed</b> <i>(DBH measured 4'-6" above ground)</i>	<b>Number of Replacement Trees (3" DBH Caliper)</b>
Between 10 & 12 inches	3
Between 12 & 18 inches	4
Between 18 & 24 inches	5
Between 24 & 30 inches	7
Between 30 & 36 inches	10
36 inches or greater	The equivalent of 3" caliper trees or greater needed to equal the DBH of the removed tree

Approximate Tree Removal Start Date: \_\_\_\_\_  
 Total Number of Trees to be removed: \_\_\_\_\_ Tree Removal Permit Required? **YES NO**  
 Total Number of Replacement Trees Required: \_\_\_\_\_  
 Total Number of Proposed Trees: \_\_\_\_\_ On-Site: \_\_\_\_\_ Off-Site: \_\_\_\_\_ Tree Fund: \_\_\_\_\_

**SKETCH DATA**

Sketch data shall be provided on a clear property survey showing the location of the tree(s) to be removed with a DBH of ten (10) inches or greater. Trees to be removed shall be only those trees necessary to permit the construction of buildings or building additions, structures, driveways, septic fields, decks and lawn areas. The trees removed shall not constitute more than 60% of the total canopy, one half acre or shall be no more than 50 percent of the lot size, whichever is less.

**Please mark trees to be removed with X and show replacement trees with O or boldface. Attach survey. Note manner of off-site tree disposal.**

Application checklist:

- \$25.00 application fee. (Fee waived if no permit required).
- Mark trees on site to be removed with ribbon or tape for inspection by Borough personnel.
- Sketch Data on Property Survey

**Engineering Department**

Permit Date: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_ Permit Fee: Cash Check# \_\_\_\_\_

Application Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Field Inspection By: \_\_\_\_\_ Date \_\_\_\_\_

Field Notes: \_\_\_\_\_

Application Approval/Denial Date \_\_\_\_\_ Reasons: \_\_\_\_\_

Replacement Tree Inspection Date \_\_\_\_\_ Final Inspection By: \_\_\_\_\_

Applicants Signature (**I have read and understand the attached Permit Requirements**) \_\_\_\_\_ Date \_\_\_\_\_

Final Close Out of Permit: Borough Authorization Signature \_\_\_\_\_ Date \_\_\_\_\_

CC: Environmental Commission (if Tree Fund), Tree Removal File, Project/Surface Grading Plan File

# **Permit Requirements**

## **Applicability**

On any residential lot that is located in the R-15 zone with a tree removal rate of more than three (3) trees with a ten (10) inch DBH or greater in a two (2) year period; or, any residential lot that is located in all other residential zones with a tree removal rate of more than six (6) trees with a ten (10) inch DBH or greater in a two (2) year period, the property owner shall submit an application for a tree removal permit to the Department of Community Services. The application and development proposal shall conform to the provisions contained herein.

The provisions of this section shall apply to all commercial, industrial and business zoned lots excluding major and minor subdivisions and site plans. Permits are valid for one year from date of issue if no building permit is required, otherwise see ordinance for duration of permits. Permits granted for the removal of trees under the terms and conditions of this ordinance shall run with the land. Once the permit has expired, a new application must be submitted for review and a new permit issued.

For complete text refer to Ordinance #14-14, Chapter 299 Trees

## **General Guidelines**

Applicant must provide the Tree Service Provider's NJ Board of Tree Experts Registration information before a permit may be issued. Also, information must be provided for the Licensed Tree Expert or Care Operator that is employed by the Tree Service Provider.

Prior to taking final action upon any application for tree removal, an inspection of the site shall be made by the Borough Engineer or his or her designee.

Prior to any tree removal, all trees planned for removal must be marked and areas to be cleared identified for inspection by a municipal representative.

The Borough Engineer or his or her designee shall periodically inspect the site throughout the duration of construction in order to ensure compliance with this ordinance. Such inspection shall be made of the site referred to in the application, and of contiguous and adjoining lands, as well as of lands in the vicinity of the application, for the purpose of determining drainage conditions and physical conditions existing thereon.

The Borough official reserves the right to make onsite inspections without prior notification. Permits may be denied if inspections cannot be made.

A plan for tree replacements should be developed before any trees are removed. Please consider the impact of tree removal on privacy screening and erosion in your yard.

A list of all trees to be removed with a DBH equal to or greater than ten (10) inches identified by size and species, including total number of each species to be removed should be shown on the application. No more than ten (10) percent of existing trees with a DBH equal to or greater than ten (10) inches within the area of development/limit of disturbance shall be removed unless the applicant shall replant trees removed in accordance with Section 7 of the Ordinance.

Purpose for tree removal (construction, building addition, street or roadway, driveway, utility easement, recreation area, patio, parking lot, etc.) should be given by the Applicant.

Other information should be submitted as may be deemed necessary in order to effectively process the application.

## **Design Requirements**

Trees to be removed shall be only those trees necessary to permit the construction of buildings or building additions, structures, driveways, septic fields, decks and lawn areas. The trees removed shall not constitute more than one half acre or shall be no more than 50% of the lot size, whichever is less. No more than 60% of the existing tree canopy within the property boundaries shall be removed. The location of the remaining 40% of the tree canopy shall be noted on the permit for preservation.

### **Tree Removal Criteria**

In addition to the design requirements noted above, the Engineering Department may grant a tree removal permit based upon one or more of the following circumstances:

- Where the location of an existing tree provides no other alternative but to place a structure outside the permitted building setbacks.
- Where the location of an existing tree negatively impacts on an existing septic field.
- Where no other alternative exists for the placement of a building, building addition, structure, septic field, driveway, deck, patio or lawn area, for the recreational use by the inhabitants of the building or dwelling, or any other authorized improvements, but in the vicinity of an existing tree.
- Where the location or growth of a tree inhibits the enjoyment of any outdoor pool, patio or deck.
- Where the location, angle or growth of an existing tree makes it a hazard to structures or human life.

The holder of a tree removal permit shall notify the Engineering Department in writing, by telephone or a personal visit, of the intent to remove trees before cutting them down. This shall be done at least four (4) business days in advance of when the tree removal activity will commence. The notice shall also include information as to the manner of disposal of the removed trees.

### **Penalties**

When regulated trees are removed without a tree removal permit, the affected areas shall be replanted to the satisfaction of the Borough Engineer. A \$250.00 fine will be imposed for failure to notify the Borough Engineer of tree cutting within exception limits. Further a fine per tree for exceeding the limits of cutting within the exception limits for up to and including the allowed number of trees in any and all zones in the Borough will be subject to the following fines: \$3000.00 per tree for anything beyond that number or for any tree cutting without a permit when a permit is required. The removal of trees without a permit would also require replanting trees in accordance with Section 7 of the ordinance.

### **Replacement Trees and Tree Fund**

Replacement tree(s) shall be of nursery grade quality, balled and bur lapped and located on site. Where replacement trees are required but not suitable for the particular site prescribed due to the size of the site, the Applicant may plant tree replacements off-site on Applicant owned property, off-site on Borough owned property or Right-Of-Way pursuant to the Borough's Tree Planting Plan, and upon the direction and supervision of the Department of Public Works and/or Borough Engineer; or shall make payment to the Tree Fund in accordance with the Tree Replacement Schedule; or any approved combination thereof. Payments to the Tree Fund are \$325 per replacement tree. The Tree Fund shall be utilized for planting on public lands, as determined by the Engineering Department and Environmental Commission in accordance with standards developed by the Environmental Commission or the Borough's Tree Planting Plan.

The type of replacement tree(s) shall be the same as the species removed from the site or other as approved by the Engineering Department in accordance with standards developed by the Environmental Commission. The planting of all replacement trees shall be done by or supervised by a person with horticultural training in tree care and planting methods.

Newly planted replacement trees shall be monitored for a period of one year to ensure the health of the trees. If the replacement trees die within the one year period, the developer/applicant shall replace the dead tree.

## **Recycling at Construction Projects in Morris County**

is regulated by the Morris County Solid Waste Management Plan, the Municipal Recycling Ordinance, and the NJ Statewide Mandatory Source Separation & Recycling Act, N.J.S.A. 13:1E-99.11 et seq.

Everywhere in Morris County, including at all construction, renovation, and demolition projects, designated materials are mandated to be source separated (kept separated from garbage at the job site) and then recycled. See the back of this form for a complete list of mandated recyclable materials.

The following mandated recyclable materials are all too often found illegally in loads of garbage from construction projects:

- ◆ **CORRUGATED CARDBOARD** (many items are delivered in cardboard boxes)
- ◆ **BOTTLES & CANS** (many workers bring drinks with their lunch)
- ◆ **ORGANIC/VEGETATIVE WASTE** (trees and shrubs are cut down)

These materials, along with those listed on the back, must be source separated and recycled according to New Jersey state law, the Morris County Solid Waste Management Plan, and the municipal recycling ordinance.

It is illegal for a hauling company or a material recovery facility to separate designated recyclables from non-recyclables on your behalf. Further, non-recyclable garbage generated in Morris County must be disposed of at one of the Morris County Municipal Utilities Authority's transfer stations.

Substantial fines can be imposed on generators who do not recycle. See N.J.A.C. 7:26A-1.1 (2009) Subchapter 10, Standards for Generators of Source Separated Recyclable Materials.

For questions about recycling at construction, renovation, or demolition projects, call the Morris County Municipal Utilities Authority at 973/631-5185, or visit [www.MCMUA.com](http://www.MCMUA.com) for additional information.

**RECYCLE AT THE JOB SITE.  
IT'S THE LAW**



# Mandated Recyclable Materials

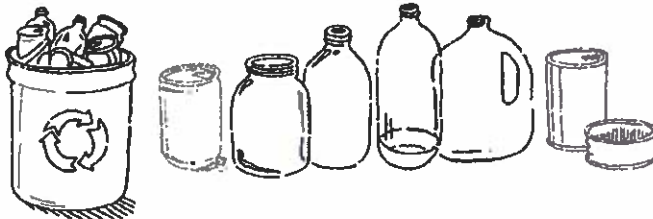
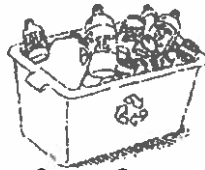
Morris County, New Jersey



The law requires all waste generators in Morris County to keep the materials that are listed below separate from garbage to be recycled ("source separation"). These materials must remain separated from garbage until they reach an appropriate recycling facility. Everyone is a waste generator and must keep the recyclable materials listed below separate from garbage whether at home, at work or at play. If a location does not have separate receptacles for these mandated recyclable materials, speak to the management and tell them recycling is the law. Waste generators include, but are not limited to, residents, (single-family homes, multifamily complexes, hotels), office buildings, businesses, schools, restaurants, shopping centers, medical facilities, government buildings, recreational areas, and construction sites.

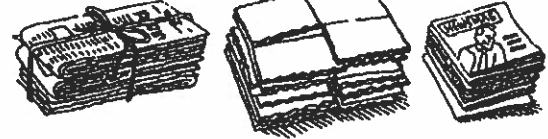
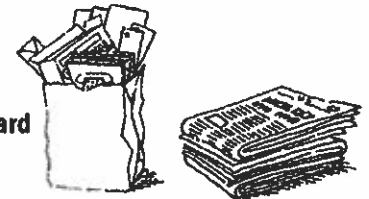
## Bottles and Cans

- Aluminum Cans
- Glass Bottles and Jars
- Plastic Bottles (coded 1 and 2)
- Steel (Tin) Cans



## Paper

- Newspaper
- Corrugated Cardboard
- Mixed Paper



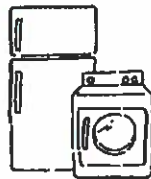
## Mandated Organics

- Leaves
- Grass Clippings
- Brush
- Natural Wood Waste - Logs, Stumps, Branches and Other Wood Tree Parts.

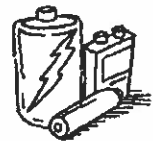


## Additional Mandated Recyclables

- Used Motor Oil\*
- Metal Appliances
- Whole Tires\*\*



- Hazardous Dry Cell Batteries\*
- Lead-Acid Batteries\*
- Oil-Contaminated Soil
- Televisions, Computers, Laptops, Monitors



\*For information on proper disposal of these items and other household hazardous waste, contact the Morris County Municipal Utilities Authority (MCMUA). See contact information below.

\*\*Tires are allowed to be recycled and/or incinerated for energy recovery.


For further information on recycling or other waste disposal questions, visit [www.MCMUA.com](http://www.MCMUA.com) or call your town's recycling coordinator or the MCMUA at (973) 285-8394.

See next page for the definition of each material.

## What must be recycled?



At a minimum, one must source separate and recycle all of the following mandated materials at a construction site:

- Aluminum cans
- Glass bottles & jars
- Plastic bottles coded -  PETE HDPE
- Steel (tin) cans
- Corrugated cardboard
- Mixed paper (junk mail, office paper, magazines)
- Newspaper
- Leaves
- Grass clippings
- Brush
- Natural wood waste (logs, stumps, branches)
- Used motor oil
- Batteries (rechargeable & lead-acid)
- Metal appliances
- Whole Tires
- Oil-contaminated soil
- E-Waste (TVs, computers, monitors)

Review this information with every crew member at safety meetings/toolbox talks. At all construction and renovation projects, whether or not they are LEED certified, the materials listed above must be kept separate from garbage in order to be recycled.

Annual written documentation regarding the total number of tons recycled at the construction site must be reported to the municipal recycling coordinator (MRC). See list of MRCs at: [www.MCMUA.com](http://www.MCMUA.com).

Materials used as landfill cover, aggregate substitute, fuel substitute or fill are designated as "Beneficial Use." By law, "Beneficial Use" does not constitute recycling.



## Construction & Demolition Waste Waste Type 13C

While construction and demolition debris (waste type 13C) is not mandated to be recycled in Morris County's Solid Waste Management Plan and can be disposed of at the MCMUA transfer stations, much of it is potentially recyclable and many recycling facilities accept and recycle it.

To be compliant with Morris County waste flow control requirements these recyclable materials must be separated from other garbage on site prior to being transported to a recycling facility. In addition, the remaining garbage must be disposed of at the MCMUA transfer stations

The MCMUA has not entered into any agreements with any materials recovery facilities allowing them to assume responsibility for the waste generator's obligation of separating recyclables from garbage.

Sending mixed recyclables and garbage to a processing facility to have recyclables separated from the garbage for builders and contractors is likely to violate laws and regulations related to source separation recycling and waste flow control mandates.

Please recycle properly to avoid being non-compliant.

**For more information about Morris County's Solid Waste Management Plan, recycling requirements, mandated recyclable materials, waste flow regulations, solid waste facilities, single-stream recycling, municipal recycling coordinator contacts, municipal recycling ordinances, etc., please visit the MCMUA's Website: [www.MCMUA.com](http://www.MCMUA.com)**

MORRIS COUNTY



MUNICIPAL UTILITIES AUTHORITY

## Solid Waste (Garbage) and Recycling Requirements for Builders & Contractors Working in Morris County



Prepared by the

Morris County Municipal Utilities Authority  
214A Center Grove Road  
Randolph, NJ 07869  
Tel: (973) 285-8390 • Fax: (973) 285-8397  
Website: [www.MCMUA.com](http://www.MCMUA.com)

October 2014  
Printed on recycled paper

Morris County's  
Recycling Resource



## Recycle - it's the law!

In Morris County and in all of New Jersey, it has been the law since 1987 that designated recyclable materials are source separated and recycled by the waste generator. Generators include residents, businesses, institutions, construction sites, new builds, renovation projects, home additions, store setups, etc.

Although one may select a garbage hauler, one may not select the location where the garbage is ultimately taken. By law, all non-recyclable solid waste generated in Morris County must be delivered to one of two MCMUA transfer stations for disposal: one in Mount Olive and one in Parsippany-Troy Hills.

The MCMUA transfer stations are buildings with concrete tipping floors where garbage is unloaded from local garbage trucks and transferred to long-haul transfer trailer trucks. The garbage is first inspected for designated recyclables and unacceptable materials. It is then put into large transfer trailers and is shipped to Pennsylvania landfill facilities. No garbage remains on the floor at the end of the day. Additionally, no designated recyclable material is separated from the garbage.

Fines can be imposed on generators who do not recycle by municipalities and the Morris County Office of Health Management.

Regulations for recycling generators have been established by the NJDEP. See N.J.A.C. 7:26A-1.1 (2009) SUBCHAPTER 10. STANDARDS FOR GENERATORS OF SOURCE SEPARATED RECYCLABLE MATERIALS. One can view the source separation and reporting requirements, penalties, and violations on the NJDEP website under Rules & Regulations: <http://www.nj.gov/dep/>.

## What is mandatory source separation?

Source separation means that all designated recyclable materials are mandated to be kept separate from garbage at the point where they are generated (e.g., your construction project) until they reach a recycling market. At no point should recyclables be mixed with garbage.

If a garbage hauler or waste broker says it is all right to mix mandated recyclables with garbage because those recyclables will be separated later at a garbage or recycling facility, that person has misrepresented the truth - **mixing designated recyclables with garbage is illegal!**

Always have at least two containers teamed up at the job site - one for recyclable materials and one for garbage. Make sure they are clearly marked so neither becomes contaminated.



## What is single-stream recycling?

Single-stream recycling is a form of mandatory source separation recycling that allows cans, bottles, cardboard and all other paper to be mixed together in the same container, yet separate from the garbage. A local waste hauler should be able to set up a single-stream recycling program. If not, please contact the MCMUA for a quote for temporary pickup services at the construction site. Call (973) 285-8390 and ask for information about the MCMUA's "all-in-one" program. One can also check to see if the local recycling depot can accept any of the recyclables generated at one's site.

## Why source separate?

The **Morris County Solid Waste Management Plan** requires "source separation" to be the primary method of keeping recyclables separate from garbage.

Source separation:

- has been mandated by law since 1987 under the New Jersey Source Separation & Recycling Act (N.J.S.A. 13:1E-99 et. seq.). In support of this law, Morris County has consistent source separation requirements for the residential, commercial and institutional sectors.
- creates the potential to reduce waste disposal costs.
- helps prevent injuries to laborers caused by climbing through garbage dumpsters to remove designated recyclables, since these materials are not to be in the garbage in the first place.
- involves the removal of all designated recyclable materials from the disposal waste stream and, therefore, contributes toward high recycling rates.
- yields clean materials which command higher prices than contaminated material.

Lack of source separation makes proper documentation virtually impossible when recyclables are mixed with garbage.

Recycle at the job site to avoid hassles, fines and penalties.



**CALL BEFORE YOU DIG**  
**1-800-272-1000**  
**IT'S THE LAW!**  
**NEW JERSEY ONE CALL**  
**DIG SAFELY**

**Color Code**

**For Marking Underground Utility Lines:**  
**Red Electric**  
**Yellow Gas-Oil-Steam**  
**Orange Communication Cable TV**  
**Blue Water**  
**Green Sewer**  
**White Proposed Excavation**

**Required Information For Mark-out Request**

**Name of Caller Title**  
**Phone Number Fax Number**  
**Best Time to Return Call**  
**Contractor**  
**Contractor Address**  
**Work Done for**  
**Address Telephone Number**  
**Dig Location**  
**Municipality Street Address**  
**Nearest Intersection**  
**Type of Work**  
**Extent of Work**  
**Start Date Start Time**

**Time Frame Matrix**

Mon	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
Call	Markout	Markout	Markout	Dig							
	Call	Markout	Markout	Markout	Dig	Dig					
		Call	Markout	Markout	•	•	Markout	Dig			
			Call	Markout	•	•	Markout	Markout	Dig		
				Call	•	•	Markout	Markout	Markout	Dig	
					Call	•	Call	Markout	Markout	Markout	Dig
						Call	Call	Markout	Markout	Markout	Dig

- Contractors option to dig on Saturday or Sunday
- Holidays and Saturday & Sunday do not count in three business days allowed for markout.
- Any request received at One Call Center on holiday, weekend or after 5 pm on a business day is considered requested the next business day.

**NEW JERSEY STATE HOLIDAYS**

New Year's Day	Martin Luther King Jr.'s Birthday
Lincoln's Birthday	Washington's Birthday
Good Friday	Memorial Day
Independence Day	Labor Day
Columbus Day	Election Day
Veteran's Day	Thanksgiving Day
Christmas Day	

**DIG SAFELY!**  
**1-800-272-1000**  
**NEW JERSEY ONE CALL**  
**CALL FOR FREE MARKOUTS**  
**3 FULL DAYS BEFORE YOU DIG**

**CALL BEFORE YOU DIG "DO'S"**

1. Call 1800-272-100 before you dig.
2. Call 3 business days in advance, not no more than 10 business days.
3. Commence Excavation within 10 business days or ticket is no longer valid.
4. Obtain New Ticket after 30 business days.
5. All excavators (including Sub-Contractors) **MUST HAVE THEIR OWN TICKETS.**
6. Hand Dig and Locate with 2 feet of a Markout **BEFORE** operating any mechanized equipment.
7. Protect and preserve markings.
8. Plan excavation/demolition/blasting to avoid damage and minimize interference to underground facilities.
9. Excavators shall immediately report any damage caused or discovered to the underground facility.

**DIG SAFELY!  
1-800-272-1000  
NEW JERSEY ONE CALL  
CALL FOR FREE MARKOUTS  
3 FULL DAYS BEFORE YOU DIG**

## NOISE § 155-6

- (2) Commercial or industrial power tools and landscaping and yard maintenance equipment, excluding emergency work, shall not be operated on a residential property or within 250 feet of a residential property line, between the hours of 6:00 p.m. and 7:00 a.m. on weekdays or between the hours of 6:00 p.m. and 9:00 a.m. on weekends or federal holidays, unless such activities can meet the limits set forth in Tables I and II.<sup>2</sup> In addition, commercial or industrial power tools and landscaping and yard maintenance equipment, excluding emergency work, utilized on commercial or industrial property shall meet the limits set forth in Tables I and II between the hours of 10:00 p.m. and 7:00 a.m. All motorized equipment used in these activities shall be operated with a muffler. At all other times, the limits set forth in Tables I and II do not apply to commercial or industrial power tools and landscaping and yard maintenance equipment.
- (3) Construction and demolition activity, excluding emergency work, shall not be performed between the hours of 6:00 p.m. and 7:00 a.m. on weekdays or between the hours of 6:00 p.m. and 9:00 a.m. on weekends and federal holidays unless such activities can meet the limits set forth in Tables I and II. All motorized equipment used in construction and demolition activity shall be operated with a muffler. At all other times, the limits set forth in Tables I and II do not apply to construction and demolition activities.
- (4) Motorized snowblowers, snowthrowers, and lawn equipment with attached snowplows shall be operated at all times with a muffler. The limits set forth in Tables I and II do not apply at all times.

**NOISE § 155-6**

**TABLE 1  
Maximum Permissible A-Weighted Sound Levels**

No person shall cause, suffer, allow or permit the operation of any source of Sound on any source property listed in § 155-2A above in such a manner as to Create a sound level that equals or exceeds the sound levels listed below.

**A. Outdoors.**

<b>Receiving Property Category</b>	<b>Time</b>	<b>Maximum A-Weighted Sound-Level Standard (dB)</b>
Residential property or residential portion of a multi-use property	7:00 a.m. to 10:00 p.m.	65
	10:00 p.m. to 7:00 a.m.	50
Commercial facility, public service facility, nonresidential Portion of a multi-use property Or community service facility	24 hours	65

**B. Indoors.**

<b>Receiving Property Category</b>	<b>Time</b>	<b>Maximum A-Weighted Sound-Level Standard (dB)</b>
Residential property or Residential portion of a multi-use property	7:00 a.m. to 10:00 p.m.	55
	10:00 p.m. to 7:00 a.m.	40
Commercial facility* or Nonresidential portion of a multi-use property	24 hours	55

\*In those instances when a commercial facility shares a common wall/ceiling floor with another commercial facility that is producing the sound.

MAILING ADDRESS:

Morris County Courthouse  
P.O. Box 900  
Morristown, NJ 07963-0900



LOCATION ADDRESS:

560 West Hanover Avenue  
Morris Township, N.J.  
Tel: 973-285-2953  
Fax: 973-285-8345

*SOIL EROSION AND SEDIMENT CONTROL PLAN*  
*Demolition & Rebuilding of Single Family Homes*

July 1, 2005

Attention:

"Tear-downs/Rebuilds" that exceed 5,000 square feet of disturbance are considered a "project" per the New Jersey Soil Erosion and Sediment Control Act.

A "project" includes, but is not limited to, any disturbance of more than 5,000 square feet of surface area, which requires a construction permit per the State Uniform Construction Code and involves the demolition of one or more structures. The 5,000 square feet of soil disturbance takes into account not only the demolition of a previous structure, but also all disturbance that will subsequently take place including the building of a new structure, driveways, tree removal, grading, etc.

The demolition of a structure, such as a single family house, and the subsequent rebuilding of a structure on the same site where the total disturbance exceeds 5,000 square feet is considered a project and therefore must obtain certification by the local Soil Conservation District before any disturbance can proceed.

Please be advised that as per the New Jersey Soil Erosion and Sediment Control Act (NJSA 4:24-42), no project shall be undertaken unless the applicant has submitted to the district with local jurisdiction a plan for soil erosion and sediment control for such project, and the district has certified the plan.

Please contact the Morris County Soil Conservation District with any additional questions at (973) 285-2953.