



FLORHAM PARK BOROUGH CONSTRUCTION DEPARTMENT  
111 RIDGEDALE AVENUE  
FLORHAM PARK, NJ 07932  
973-410-5350 (FAX) 973-410-5490

### **POOL/HOT TUB PERMIT APPLICATIONS**

Dear Applicant,

Please note **that ALL** permit applications for pools and/or hot tubs, **NEW OR RENOVATION**, require the following:

- Construction permit application folder.
- Subcode technical sections for building, electrical, and plumbing, as applicable.
- Specifications of any mechanical equipment to be installed.
- Zoning permit application.
- Original sealed survey (**less than 10 years old**) reflecting current conditions and the setbacks to the property lines and the fence location.
- A Surface Grading Application and three copies of the surface grading plan with water management reflected on the survey.
- Tree removal/planting guide application with survey.
- Three sets of drawings reflecting all building, electrical, and plumbing. Please include fence details or lockable covers for hot tubs.

Incomplete applications will be returned. We do **NOT** accept checks prior to the issuance of permits. We do not check status of permit applications. Upon approval of your applications, we will send a "balance due" bill.

**All pool excavations are required to be enclosed by a 6' chain link fence and shall not be removed until permanent fencing is installed.**



## **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.



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

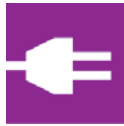
If Industrialized Building: State Approved HUD

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>



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 \$



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 \$



**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%



**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

## GENERAL COMPLIANCE

permanent residential spas shall be controlled in accordance with the requirements of APSP 15.

### SECTION 304 FLOOD HAZARD AREAS

**304.1 General.** The provisions of Section 304 shall control the design and construction of pools and spas installed in flood hazard areas.

**[BS] 304.2 Determination of impacts based on location.** Pools and spas located in flood hazard areas indicated within the *International Building Code* or the *International Residential Code* shall comply with Section 304.2.1 or 304.2.2.

**Exception:** Pools and spas located in riverine flood hazard areas that are outside of designated floodways and pools and spas located in flood hazard areas where the source of flooding is tides, storm surges or coastal storms.

**[BS] 304.2.1 Pools and spas located in designated floodways.** Where pools and spas are located in designated floodways, documentation shall be submitted to the code official that demonstrates that the construction of the pools and spas will not increase the design flood elevation at any point within the jurisdiction.

**[BS] 304.2.2 Pools and spas located where floodways have not been designated.** Where pools and spas are located where design flood elevations are specified but floodways have not been designated, the applicant shall provide a floodway analysis that demonstrates that the proposed pool or spa and any associated grading and filling, will not increase the design flood elevation more than 1 foot (305 mm) at any point within the jurisdiction.

**[BS] 304.3 Pools and spas in coastal high-hazard areas.** Pools and spas installed in coastal high-hazard areas shall be designed and constructed in accordance with ASCE 24.

**[BS] 304.4 Protection of equipment.** Equipment shall be elevated to or above the design flood elevation or be anchored to prevent flotation and protected to prevent water from entering or accumulating within the components during conditions of flooding.

**304.5 GFCI protection.** Electrical equipment installed below the design flood elevation shall be supplied by branch circuits that have ground-fault circuit interrupter protection for personnel.

### SECTION 305 BARRIER REQUIREMENTS

**305.1 General.** The provisions of this section shall apply to the design of barriers for pools and spas. These design controls are intended to provide protection against the potential drowning and near drowning by restricting access to such pools or spas. These requirements provide an integrated level of protection against potential drowning through the use of physical barriers and warning devices.

**Exceptions:**

1. Spas and hot tubs with a lockable safety cover that complies with ASTM F 1346.

2. Swimming pools with a powered safety cover that complies with ASTM F 1346.

**305.2 Outdoor swimming pools and spas.** Outdoor pools and spas and indoor swimming pools shall be surrounded by a barrier that complies with Sections 305.2.1 through 305.7.

**305.2.1 Barrier height and clearances.** Barrier heights and clearances shall be in accordance with all of the following:

1. The top of the barrier shall be not less than 48 inches (1219 mm) above grade where measured on the side of the barrier that faces away from the pool or spa. Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.
2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.
3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.
4. Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).

**305.2.2 Openings.** Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.

**305.2.3 Solid barrier surfaces.** Solid barriers that do not have openings shall not contain indentations or protrusions that form handholds and footholds, except for normal construction tolerances and tooled masonry joints.

**305.2.4 Mesh fence as a barrier.** Mesh fences, other than chain link fences in accordance with Section 305.2.7, shall be installed in accordance with the manufacturer's instructions and shall comply with the following:

1. The bottom of the mesh fence shall be not more than 1 inch (25 mm) above the deck or installed surface or grade.
2. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not permit the fence to be lifted more than 4 inches (102 mm) from grade or decking.
3. The fence shall be designed and constructed so that it does not allow passage of a 4-inch (102 mm) sphere under any mesh panel. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not be more than 4 inches (102 mm) from grade or decking.

4. An attachment device shall attach each barrier section at a height not lower than 45 inches (1143 mm) above grade. Common attachment devices include, but are not limited to, devices that provide the security equal to or greater than that of a hook-and-eye-type latch incorporating a spring-actuated retaining lever such as a safety gate hook.
5. Where a hinged gate is used with a mesh fence, the gate shall comply with Section 305.3.
6. Patio deck sleeves such as vertical post receptacles that are placed inside the patio surface shall be of a nonconductive material.
7. Mesh fences shall not be installed on top of onground residential pools.

**305.2.5 Closely spaced horizontal members.** Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between vertical members shall not exceed  $1\frac{3}{4}$  inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed  $1\frac{3}{4}$  inches (44 mm) in width.

**305.2.6 Widely spaced horizontal members.** Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, the interior width of the cutouts shall not exceed  $1\frac{3}{4}$  inches (44 mm).

**305.2.7 Chain link dimensions.** The maximum opening formed by a chain link fence shall be not more than  $1\frac{3}{4}$  inches (44 mm). Where the fence is provided with slats fastened at the top and bottom which reduce the openings, such openings shall be not more than  $1\frac{3}{4}$  inches (44 mm).

**305.2.8 Diagonal members.** Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be not more than  $1\frac{3}{4}$  inches (44 mm). The angle of diagonal members shall be not greater than 45 degrees (0.79 rad) from vertical.

**305.2.9 Clear zone.** There shall be a clear zone of not less than 36 inches (914 mm) between the exterior of the barrier and any permanent structures or equipment such as pumps, filters and heaters that can be used to climb the barrier.

**305.2.10 Poolside barrier setbacks.** The pool or spa side of the required barrier shall be not less than 20 inches (508 mm) from the water's edge.

**305.3 Gates.** Access gates shall comply with the requirements of Sections 305.3.1 through 305.3.3 and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool or spa, shall be self-closing and shall have a self-latching device.

**305.3.1 Utility or service gates.** Gates not intended for pedestrian use, such as utility or service gates, shall remain locked when not in use.

**305.3.2 Double or multiple gates.** Double gates or multiple gates shall have at least one leaf secured in place and the adjacent leaf shall be secured with a self-latching device. The gate and barrier shall not have openings larger than  $\frac{1}{2}$  inch (12.7 mm) within 18 inches (457 mm) of the latch release mechanism. The self-latching device shall comply with the requirements of Section 305.3.3.

**305.3.3 Latches.** Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from grade, the release mechanism shall be located on the pool or spa side of the gate not less than 3 inches (76 mm) below the top of the gate, and the gate and barrier shall not have openings greater than  $\frac{1}{2}$  inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

**305.4 Structure wall as a barrier.** Where a wall of a dwelling or structure serves as part of the barrier and where doors or windows provide direct access to the pool or spa through that wall, one of the following shall be required:

1. Operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor and doors shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017. In dwellings or structures not required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located 54 inches (1372 mm) or more above the finished floor. In dwellings or structures required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the finished floor.
2. A safety cover that is listed and labeled in accordance with ASTM F 1346 is installed for the pools and spas.
3. An approved means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by Item 1 or 2.

**305.5 Onground residential pool structure as a barrier.** An onground residential pool wall structure or a barrier mounted on top of an onground residential pool wall structure shall serve as a barrier where all of the following conditions are present:

1. Where only the pool wall serves as the barrier, the bottom of the wall is on grade, the top of the wall is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, the wall complies with the requirements of Section 305.2 and the pool manufacturer allows the wall to serve as a barrier.

## GENERAL COMPLIANCE

2. Where a barrier is mounted on top of the pool wall, the top of the barrier is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, and the wall and the barrier on top of the wall comply with the requirements of Section 305.2.
  3. Ladders or steps used as means of access to the pool are capable of being secured, locked or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of Section 305.
  4. Openings created by the securing, locking or removal of ladders and steps do not allow the passage of a 4-inch (102 mm) diameter sphere.
  5. Barriers that are mounted on top of *aboveground residential* pool walls are installed in accordance with the pool manufacturer's instructions.
- 305.6 Natural barriers. In the case where the pool or spa area abuts the edge of a lake or other natural body of water, public access is not permitted or allowed along the shoreline, and required barriers extend to and beyond the water's edge not less than 18 inches (457 mm), a barrier is not required between the natural body of water shoreline and the pool or spa.
- 305.7 Natural topography. Natural topography that prevents direct access to the pool or spa area shall include but not be limited to mountains and natural rock formations. A natural barrier approved by the governing body shall be acceptable provided that the degree of protection is not less than the protection afforded by the requirements of Sections 305.2 through 305.5.

**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.



## EXCERPT FROM ORDINANCE # 08-11

### 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.**

# 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 \_\_\_\_\_

Notified \_\_\_\_\_

\_\_\_\_\_  
BOROUGH ENGINEER

## 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.