

SOIL MOVEMENT PERMIT APPLICATION GUIDELINES

The Soil Movement Permit Application is required to be submitted for any Soil (see definition below) and/or any increase of impervious areas.

Application fees are determined by the description of the work being done. The Application and appropriate application fee are submitted together. We accept exact amount cash or check (made out to the Township of Mahwah). The attached W9 Form must be filled out and signed for the deposit of escrow and/or guarantees. An E-mail Address is also required.

As defined in Chapter 28 of the Code:

SOIL – Page 1, #4 of the Application

Shall mean any earth, sand, clay, loam, gravel, humus, tree stumps, minerals, mud, silt, ore, muck, stone, rock or dirt, without regard to the presence or absence therein of organic matter, and any debris whether organic or construction debris including but not limited to asphalt, concrete and macadam.

IMPERVIOUS SURFACE – Page 1, #3b of the Application

Shall mean any structure, surface, or improvement that reduces or prevents absorption of stormwater into land, including, but not limited to, porous paving, paver blocks, gravel, crushed stone, decks, patios, elevated structures, and other similar structures, surfaces, or improvements.

IMPERVIOUS SURFACES, CUMULATIVE

Shall mean the total area of all existing or proposed impervious surfaces situated or proposed to be situated within the boundary lines of a lot, parcel, or other legally recognized subdivision of land, expressed either as a measure of land area such as acreage, or square feet, or as a percentage of the total lot or parcel area.

Signatures on Pages 3 and 5 of the Application are to be notarized.

Page 4 of the Application must be completed to be routed accordingly by the Township prior to the Soil Movement Permit being issued. For Professional Review or Public Hearing Applications, submission of a Certificate of Insurance is required.

Page 7 (Tree Preservation Application) must be completed. If no trees are being removed; enter 0.

NUMBER OF SIGNED AND SEALED PLANS TO BE SUBMITTED (BY CATEGORY)

- Administrative Review – 1
- Professional Review – 4
- When Septic or a Well is involved - 5

**SOIL MOVEMENT PERMIT APPLICATIONS
TOWNSHIP OF MAHWAH**

EXEMPT SOIL MOVEMENT ACTIVITIES

ACTIVITIES: Septic Systems (Tanks and Disposal Systems)
 Utility excavations by Licensed Utility Co. (ex. gas, water, electric, cable, telephone)
 Soil Borings
 Test Pits
 Hazardous Waste Cleanups
 Landscaping / Gardening, up to 20 Cubic Yards of Soil

APPLICATION: None Required
APPLICATION FEE: None
ESCROW FEE: None
PLANS BY ENGINEER: No
CERTIFICATE OF INS.: No
GUARANTEES: No
AS-BUILT SURVEY: No

ADMINISTRATIVE REVIEW SOIL MOVEMENT APPLICATION

ACTIVITIES: Filling of abandoned wells, septic systems, cisterns, swimming pools or residential "non-leaking" fuel oil tanks
 Pools, 1 to 199 Cubic Yards of Soil
 Additions, 1 to 999 square feet or less than 10% of Lot Area
 Increase in Impervious Area*, 1 to 999 square feet or less than 10% of Lot Area
 *Impervious Area includes patios, pools, decks, driveways, accessory structures, additions, etc.
 Landscaping / Site Work, 21 to 100 Cubic Yards of Soil

APPLICATION: Fill out Applicable Information on Form (N/A - IF NOT APPLICABLE)
APPLICATION FEE: \$50.00
ESCROW FEE: None
PLANS BY ENGINEER: No
CERTIFICATE OF INS.: No
GUARANTEES: No
AS-BUILT SURVEY: No

PROFESSIONAL REVIEW SOIL MOVEMENT APPLICATION

ACTIVITIES: Pools, \geq 200 Cubic Yards of Soil
 Additions, \geq 1000 square feet or more than 10% of Lot Area
 Increase in Impervious Area*, \geq 1000 square feet or more than 10% of Lot Area
 *Impervious Area includes patios, pools, decks, driveways, accessory structures, additions, etc.
 Landscaping / Site Work, 101 to 999 Cubic Yards of Soil

APPLICATION: Full Application Form
APPLICATION FEE: \$100.00
ESCROW FEE: New Single Family Dwellings (or knockdowns) \$2,500.00
 Others (Pools, Additions, Increase in Impervious Area, Landscaping) \$700.00
 Site Plans and Subdivision Improvements \$1,800.00**
 ** Plus additional fees based on volume/number of units (see below)

PLANS BY ENGINEER: If Determined
CERTIFICATE OF INS.: Yes
GUARANTEES: Yes
AS-BUILT SURVEY: If Determined

**SOIL MOVEMENT PERMIT APPLICATIONS
TOWNSHIP OF MAHWAH**

PUBLIC HEARING SOIL MOVEMENT APPLICATION

<i>ACTIVITIES:</i>	≥ 1000 Cubic Yards of Soil, or Where Variances and/or Waivers are required.	
<i>APPLICATION:</i>	Full Application Form	
<i>APPLICATION FEE:</i>	\$100.00	
<i>ESCROW FEE:</i>	Single Family Dwellings, Pools, Additions, Landscaping, etc.	\$2,500.00
	Site Plans and Subdivision Improvements	\$1,800.00**
	** Plus additional fees based on volume/number of units (see below)	
<i>PLANS BY ENGINEER:</i>	Yes	
<i>CERTIFICATE OF INS.:</i>	Yes	
<i>GUARANTEES:</i>	Yes	
<i>AS-BUILT SURVEY:</i>	Yes	

**** ADDITIONAL FEES FOR SITE PLANS AND SUBDIVISIONS**

\$.40/c.y. for first 3,000 c.y.

\$.25/c.y. for next 2,000 c.y.

\$.15 for amount greater than 5,000 c.y.

FOR SUBDIVISIONS

Fee amount for major subdivisions is for the roadway, utility and drainage improvements. Additional fees to be determined based on the number of dwelling lots proposed in accordance with the fee required for each dwelling unit, as noted above.

ADDITIONAL COMMENT

The Administrative Officer has the discretion to require a Professional Review Soil Movement Application and/or Public Hearing Soil Movement Application and associated fees if it involves soil movement related to one or more of the following:

- a. existing and/or proposed drainage facilities or improvements;
- b. wetlands and/or flood plain concerns;
- c. contains unique engineering issues; or
- d. unique topographic conditions.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 3%; text-align: center;">-</td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 3%; text-align: center;">-</td> <td style="width: 24%; border-bottom: 1px solid black;"></td> </tr> </table>		-		-	
	-		-		
OR					
Employer identification number					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 3%; text-align: center;">-</td> <td style="width: 33%; border-bottom: 1px solid black;"></td> <td style="width: 3%; text-align: center;">-</td> <td style="width: 24%; border-bottom: 1px solid black;"></td> </tr> </table>		-		-	
	-		-		

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

TOWNSHIP OF MAHWAH SOIL MOVEMENT PERMIT APPLICATION

(FOR TWP. USE ONLY)

SOIL APPLICATION NUMBER: _____

DISTRIBUTION LIST: TWP.ENG. ___ BLD. DEPT. ___ ENV. COMM. ___ ORIG. ___
TWP. ENG. ___ BLD. DEPT. ___ ENV. COMM. ___ AMENDED ___

I. PRE-APPROVAL DATA REQUIREMENT

1. PROPERTY DESCRIPTION

- a. Block(s) _____ Lot(s) _____
b. Street Address _____

2. PROPERTY OWNER/PERMITEE

- a. Name(s) _____
b. Street Address(es) _____
c. Municipality(ies) _____
d. Telephone Number(s) Area Code () _____

3. WORK PROPOSED/REASON FOR SOIL APPLICATION/PROJECT DESCRIPTION _____

- a. TOTAL LOT AREA _____ (SQ. FT.)
b. TOTAL IMPERVIOUS AREA (SQ. FT.) BEING CREATED IN CONNECTION WITH THIS APPLICATION _____

4. DESCRIPTION OF SOIL TO BE MOVED

	<u>Quantity</u>	<u>Type of Soil</u>
a. Volume of Cut	_____ c.y.	_____
b. Volume of Fill	_____ c.y.	_____
c. Volume to be Imported	_____ c.y.	_____
d. Volume to be Exported	_____ c.y.	_____
e. Volume of Soil to be Moved	_____ c.y.	(cut plus import)

5. SOIL MOVEMENT TIME LIMITS : START _____ COMPLETION _____
(1 YEAR MAXIMUM, ONLY 1 APPLICATION PER YEAR)

6. WETLANDS DATA

- a. Has a wetlands investigation been done on the subject lot(s), and on the surrounding property(ies) ? Yes ___ No ___
If yes, Date: _____
- b. Are wetlands present on the site ? Yes ___ No ___
- c. Are wetlands present on adjacent property(ies) ? Yes ___ No ___
- d. Has a wetlands delineation been done for on-site wetlands ? Yes ___ No ___
If yes, Date: _____
- e. Are on-site wetlands proposed to be disturbed ? Yes ___ No ___
- f. Is the site subject to buffer or transition zone restrictions from wetlands on adjacent property(ies) ? Yes ___ No ___
- g. Has a wetlands permit been secured for the site ? Yes ___ No ___
- h. What agency issued said permit ? _____
- i. Has a copy of said approval/permit been submitted with this application ? Yes ___ No ___

rev. 12/07

(1) _____ Date: _____
Administrative Officer

Comments

7. EROSION CONTROL PLAN

- a. Is Bergen County Soil Conservation District approval required? Yes ___ No ___
b. Has this approval been secured? Yes ___ No ___
c. Has a copy of the plan certification been submitted with this application? Yes ___ No ___
d. The following is a written description of the plan to control soil erosion and sediment:

8. TOPOGRAPHIC MAP

- a. Has a topographical map been submitted with the application? Yes ___ No ___
b. Is the scale of the map 1" = 50', or larger? Yes ___ No ___
c. Is the map on sheets no larger than 42" x 36"? Yes ___ No ___
d. Is the map referenced to the USGS datum? Yes ___ No ___
e. Has the map been prepared, certified and sealed by a N.J. licensed professional engineer and land surveyor? Yes ___ No ___
f. Does the map show the present grades of the lot(s) to, from or upon which it is intended to import, deposit, excavate, move or remove soil? Yes ___ No ___
g. Has aerial topography been utilized to establish ground elevations? Yes ___ No ___
h. Does the map show the present grades of all land within two hundred (200) feet of the boundaries of the subject lot(s)?
(If this application is for a single-family homesite, circle N/A not applicable) Yes ___ No ___
N/A
i. Does the map show the present grades of all abutting streets, and rights-of-way, for the full width of the rights-of-way and full frontage(s) of the subject parcel(s)? Yes ___ No ___
j. Does the map contain the proposed final grades shown by contour lines over the entire parcel when the work has been completed, at intervals no greater than two (2) feet? Yes ___ No ___
k. Does the map show the quantity, in cubic yards, of soil involved in the work of cutting, filling, importing, exporting, and/or stockpiling, together with the location(s) and base area(s) of any proposed stockpile(s)? Yes ___ No ___
l. Does the map show proposed slopes and lateral supports, which shall be not more than one (1) foot vertical to six (6) feet horizontal, to adjacent properties and on the lot upon which the work is to be done? Yes ___ No ___
m. Does the map show present and proposed surface water drainage, and the means of control of same? Yes ___ No ___
n. Does the map contain spot grades showing the proposed elevations at all building corners, at edges of all paved areas and at all bend points in retaining walls? Yes ___ No ___
o. Does the map show the location and limits of all on-site wetlands and wetlands buffer and transition areas? Yes ___ No ___
p. Does the map show the boundaries of the lot(s) in question and of all lots with area within two hundred (200) feet of the perimeter(s) of the subject lot(s)?
(If this application is for a single-family homesite, circle N/A – not applicable) Yes ___ No ___
N/A
q. Does the map show the locations(s), length(s), types(s), size(s) and detail of all soil erosion and sediment control measures proposed for use on the site? Yes ___ No ___

9. APPLICATION FEE

- a. Does this application include the requisite fees as noted in Ordinance 1581? Yes ___ No ___
b. What is the amount of the fee submitted? _____

10. WAIVERS REQUESTED FROM PRE-APPROVAL DATA REQUIREMENTS

- a. The total number of waivers being requested from pre-approval data requirements is _____
- b. A listing of the nonconformities, and the reason(s) for the waiver request(s), is as follows:

<u>Nonconformity</u>	<u>Reason</u>
_____	_____
_____	_____

11. SIGNATURE AND NOTARIZATION

I certify that the statements set forth in this application are true to the best of my knowledge, information and belief, and I consent to the filing of this application with the Township of Mahwah. I further acknowledge that I will be responsible for payment of any fees and charges (including professional fee escrow account charges) pertaining to this application which are not paid by the applicant and that all such unpaid fees and charges shall become liens on the subject property.

Sworn and subscribed to
Before me this _____ day
of _____ 200 .

Signature of Property Owner

Notary Public of New Jersey

Print Signer's Name

My Commission Expires:

Signer's Title (Corporate Title if a Firm or Corporation)

II. POST-APPROVAL/PRE-ISSUANCE DATA REQUIREMENTS

1. LOCATION(S) TO WHICH EXCESS SOIL WILL BE EXPORTED

Street Address _____
Municipality _____ State _____

2. LOCATION OF SOURCE OF SOIL TO BE IMPORTED

Street Address _____
Municipality _____ State _____
Owner _____
Owner's Telephone Number, Area Code () _____

3. PERSON(S) IN CHARGE OF SOIL MOVEMENT OPERATIONS

Name _____
Street Address _____
Municipality _____ State _____
Telephone Number Area Code () _____

4. PERSON(S) IN CHARGE OF SOIL TRANSPORTATION

Name _____
Street Address _____
Municipality _____ State _____
Telephone Number, Area Code () _____
Type of Vehicle for Import/Export _____

5. ROUTE OF TRAVEL

The route to be used by vehicles to access the site for soil, material and equipment pick up, and/or for delivery of soil, material and equipment, shall as be follows (roads in Mahwah). To Site: _____

From Site: _____

6. LIABILITY INSURANCE

- a. Has a certificate of insurance been submitted with the application ? Yes ___ No ___
- b. Is the insurance held by or for the benefit of the Township of Mahwah ? Yes ___ No ___
- c. Is the insurance coverage in amounts equal to the minimum figures stipulated in the Code ? Yes ___ No ___
- d. Does the insurance cover the full term (i.e. date of commencement to date of completion) of the permit ? Yes ___ No ___

7. GUARANTEES

- a. Is a developer's agreement required in conjunction with this project ? Yes ___ No ___
- b. Will an overall performance guaranty be posted in connection with the developer's agreement ? Yes ___ No ___
- c. If an overall performance guaranty is not to be posted, have you posted
 - * - a separate performance guaranty ? Yes ___ No ___
 - * - a separate revegetation guaranty ? Yes ___ No ___
- d. Amounts of Separate guarantee Circle N/A if not applicable
 - Performance Guaranty \$ _____
 - Revegetation Guaranty \$ _____

e) Guaranty Submission Verification
 Performance Guaranty Received \$ _____
 Revegetation Guaranty Received \$ _____
 Date Received _____
 Signature of Planning Board Administrative Officer or Designee _____

8. WAIVERS REQUESTED FROM POST-APPROVAL/PRE-ISSUANCE DATA REQUIREMENTS

- a) The total number of waivers being requested from post-approval / pre-issuance data requirements is _____
 b) A listing of the nonconformities, and the reason(s) for the waiver request(s), is as follows:

<u>Nonconformity</u>	<u>Reason</u>
_____	_____
_____	_____

9. SIGNATURE AND NOTARIZATION

I certify that the statements set forth in this application are true to the best of my knowledge, information and belief, and I consent to the filing of this application with the Township of Mahwah. I further acknowledge that I will be responsible for payment of any fees and charges (including professional fee escrow account charges) pertaining to this application which are not paid by the applicant and that all such unpaid fees and charges shall become liens on the subject property.

Sworn and subscribed to
 Before me this _____ day
 of _____ 200 .

 Signature of Property Owner

 Notary Public of New Jersey

 Print Signer's Name

My Commission Expires:

 Signer's Title (Corporate Title if a Firm or Corporation)

MAHWAH ENVIRONMENTAL COMMISSION
TOWNSHIP OF MAHWAH

The Township Ordinance and tree replacement guidelines are intended to preserve the aesthetic and natural character of the Township. The mature forest trees on land within the Township enhance the quality of life of the Township. Development involving the complete removal of these mature trees diminishes the Township's quality of life and rural characteristics. In addition, it is the Commission's belief that the mature trees found within the Township greatly enhance the value of a property before and after development.

SUGGESTED REPLACEMENT TREE TYPES: OAK, MAPLE HICKORY AND OTHER HARDWOODS

SUGGESTED "STREET TREE" VARIETIES (to be planted along public roadways)

Callery Pear

Varieties - Aristocrat
Chanticleer
Cleveland Select
Redspire
Autumn Blaze

Bradford variety is not acceptable

Pin Oak

Red Maple

Varieties - October Glory
Hedge Maple (Queen Elizabeth)

Cherry

Prunus Virginiana (Canada Red)

Japanese Pagoda or Zelkova

Amelanchier (Serviceberry) (Cumulus Serviceberry Tree Form)

Silver Linden

Koosa Dogwood Tree Form (Cornus Koosa)

SUGGESTED REPLACEMENT TREE TYPES: OAK, MAPLE, HICKORY & OTHER HARDWOODS

TOWNSHIP OF MAHWAH
ENVIRONMENTAL COMMISSION
TREE PRESERVATION APPLICATION

(Township Use Only)

Docket Number: _____

Submission Dates:

Original Amended Amended Amended

Env. Comm. Action _____ _____ _____ _____

Date _____ _____ _____ _____

PROPERTY DESCRIPTION

a) Block(s) _____ Lot(s) _____

b) Street Address _____

PROPERTY OWNER/PERMITTEE

a) Name(s) _____

b) Street Address _____

c) Municipality _____ State _____ Zip Code _____

PRESERVATION ORDINANCE: TREE COUNT, REMOVAL AND REPLACEMENT

Number of Trees Counted _____

1) Number of Trees to be Removed _____

2) Number of Trees To be Replaced _____

Describe Replacement Trees Species to be planted:

NOTES: