

Form Revised August 2025

BOROUGH OF UPPER SADDLE RIVER

APPLICATION FILING FORM/CONSTRUCTION/SOIL MOVING

TO: THE BOROUGH OF UPPER SADDLE RIVER, NEW JERSEY

Application is hereby made pursuant to the provisions of the Soil Removal Ordinance #18-08 Amendment & Supplement to Chapter 118, Entitled "Soil Removal" of The Code of The Borough of Upper Saddle River, New Jersey.

APPLICATIONS & PLANS ARE REVIEWED IN THE ORDER RECEIVED

DATE: _____

1a. APPLICANT'S NAME: _____ **PHONE #** _____
E-MAIL _____

1b. PROPERTY OWNERS' NAME: _____
ADDRESS: _____ **PHONE #** _____
E-MAIL _____

2. IS APPLICANT: **AN INDIVIDUAL** _____ **A DEVELOPER** _____
 A PARTNERSHIP _____ **AN EXCAVATOR** _____
 A CORPORATION _____ **OTHER (specify)** _____

3. IF PARTNERSHIP, NAME & POST OFFICE ADDRESS:

4. IF CORPORATION, NAME & ADDRESS OF REGISTERED AGENT:

5. WHO IS RESPONSIBLE FOR NOTICE & CORRESPONDENCE:

NAME:

ADDRESS:

E-MAIL:

6. UPPER SADDLE RIVER ASSESSMENT MAP DESCRIPTION OF LANDS FOR WHICH SOIL PERMIT IS TO COVER:

BLOCK(S): LOT(S): STREET ADDRESS:

7. WHAT IS THE PURPOSE OF THE OPERATION (Select One)

i) To grade land by removing soil to place OUTSIDE property lines:

(a) Place to which soil will be moved:

(b) Kind/type of soil to be moved:

ii) To grade land by filling in _____

iii) Other (specify) _____

8. KINDS OF SOIL TO BE MOVED:

TOP SOIL _____ cu. yds.

SAND _____ cu. yds.

SUB SOIL _____ cu. yds.

GRAVEL _____ cu. yds.

OTHER (specify kind) _____
(and quantity) _____ cu. yds.

9. TOTAL QUANTITY OF SOIL TO BE MOVED: _____ cu. yds.

10A. WHERE IS SOIL BEING MOVED TO: (Address & Town):

10B. WHERE DID SOIL COME FROM: (Address & Town):

11A: PROPOSED DATE FOR COMPLETION OF WORK: _____

12. NAME & ADDRESS OF THE PERSON HAVING EXPRESS CHARGE, SUPERVISION
AND CONTROL OF THE PROPOSED WORK:

NAME: _____ PHONE: _____

E-MAIL: _____

ADDRESS: _____

13. DESCRIPTION OF THE EQUIPMENT TO BE USED, NUMBER OF TRUCKS AND
OTHER VEHICLES:

14. PLEASE ATTACH THE FOLLOWING:

A. PROOF OF LIABILITY INSURANCE

B. LISTING OF THE ROUTE TO BE USED BY VEHICLES IN MOVING OR INSTALLING
SOIL

C. WRITTEN STATEMENT OF PLANS TO CONTROL SOIL EROSION

D. TOPOGRAPHICAL MAPS & (2) COPIES OF APPLICATION FORM

E. (2) COPIES OF TREE PLAN (**New Home Construction Only**) – DEPICTING DIAMETER
OF ALL EXISTING TREES ON PROPERTY, THOSE TO BE REMOVED; PROPOSED
PLANTING AND A DETAILED PROTECTION PLAN FOR EXISTING TREES' ROOTS
ZONES DURING CONSTRUCTION PROCESS

Please make sure you have answered all questions and attached all items requested. Failure to do so
will result in the delay of processing your application.

The undersigned Property Owner hereby grants Borough Officials and their Employees permission
to enter the property/premises, conduct surveys and inspections as the work progresses.

Signature of Property Owner: _____ DATE _____

Separate checks required for each fee and escrow – payable to “Borough of Upper Saddle River”

APPLICATION FILING FEE: _____

ENGINEERING ESCROW: _____

PERFORMANCE BOND: _____

BOARD OF HEALTH REVIEW FEE: _____

ZONING PERMIT FEE: _____

SHADE TREE ESCROW: _____ (New Home Only)

TREE REMOVAL PERMIT FEE: _____

SHADE TREE SITE PLAN REVIEW FEE: _____

This Application Form with Plans, Checks, Construction Jacket & Completed Permit Application Forms are to be submitted to the Office of the Planning Board Clerk – **NOT THE BUILDING DEPT!**

Linda Marmora (201) 327 – 8923 planning@usrtoday.org – zoningusr@aol.com

E-mail pdf copy of Application Form, Engineering, Architectural Plans & Tree Plan to:

planning@usrtoday.org

***NOTE:**

Should Revised Plans be required, e-mail pdf copy of revised plan with a cover letter indicating how each comment of the Borough Engineer’s Review Letter has been addressed to:

planning@usrtoday.org

Revised Plans submitted without a cover letter will not be reviewed.

Once Plans have been approved by Colliers Engineering, Board of Health, etc. submit (4) signed & sealed hard copies directly to the Planning Board Office (Linda Marmora)

Approved Plans with the Construction Jacket will be forwarded to the Building Department for their review. The Building Department will contact the Applicant when the Permits have been approved and cost of each Permit.

Linda Marmora, Clerk

BOROUGH OF UPPER SADDLE RIVER PLANNING BOARD

376 West Saddle River Road

Upper Saddle River, NJ 07458

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