

BOROUGH OF ESSEX FELLS
RETAINING WALL CHECKLIST

PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED, NOT ACCORDING TO COMPLEXITY OF PROJECT

1. Need a copy of contractor's current Home Improvement card. Applications will not be accepted without this information.
2. Need a current sealed survey plus retaining wall drawn to scale and setbacks to property lines shown. Must be separate from plans.
3. Need two (2) sets of construction plans.
4. Need Building Application completed. Must fill out Building sub-code section with description of work including wall height.
5. Need homeowner's plan certification section of application completed unless plans are drawn by a New Jersey registered architect.
6. Need homeowner's name & address on plans. If homeowner is drawing their own plans, then they must also be signed.
7. Need to contact Soil Conservation for an application at 862-333-4505 located at 80 Orchard St., Bloomfield, NJ. Their email is: information@hepscd.org.
8. Must complete Residential Zoning Application and enclose a check for \$85.00 payable to *The Borough of Essex Fells*.
9. Must enclose Surface Drainage Permit Application for Engineering Dept.