



Building Department  
295 Closter Dock Road  
Closter, New Jersey 07624

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# Minor Soil Movement Permit Application

1.) **PROPERTY ADDRESS:** \_\_\_\_\_ **BLOCK/LOT:** \_\_\_\_\_ / \_\_\_\_\_

2.) **APPLICANT:** NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

3.) **LAND OWNER:** NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

4.) **TYPE OF SOIL MOVEMENT:**  IMPORT  EXPORT  STOCKPILE / REMAIN ON-SITE

5.) **PURPOSE OF SOIL MOVEMENT:** \_\_\_\_\_

6.) **IMPORT SOIL FROM:** \_\_\_\_\_  
STREET CITY STATE ZIP

7.) **EXPORT SOIL TO:** \_\_\_\_\_  
STREET CITY STATE ZIP

8.) **TOTAL SOIL MOVEMENT:** CUBIC YARDS / 250+ CUBIC YARDS?:  YES (PLANNING BOARD REVIEW)  
 NO

9.) **NUMBER OF RETAINING WALLS BEING CONSTRUCTED:** \_\_\_\_\_ / HEIGHTS (ITEMIZE): \_\_\_\_\_

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

\_\_\_\_\_  
DATE

### **Guidelines:**

- ▶ SOIL MOVEMENT CALCULATIONS SHALL BE PREPARED BY A NEW JERSEY-LICENSED DESIGN PROFESSIONAL AT THE DISCRETION OF THE BUILDING DEPARTMENT.
- ▶ IMPORTED SOIL MUST BE ABSENT OF CONTAMINATION AND SUCH SHALL BE DOCUMENTED BY A NEW JERSEY-LICENSED DESIGN PROFESSIONAL AT THE DISCRETION OF THE BUILDING DEPARTMENT.
- ▶ DESIGNS FOR THE CONSTRUCTION OF (1) OR SERIES OF RETAINING WALLS ON THE SAME SLOPE MEASURING 4 FEET OR MORE IN TOTAL HEIGHT SHALL BE PREPARED BY A NEW JERSEY-LICENSED DESIGN PROFESSIONAL.
- ▶ IF SOIL MOVEMENT INVOLVES THE CONSTRUCTION OF A NEW FOUNDATION AREA GREATER THAN 100 SQUARE FEET, A FOUNDATION LOCATION SURVEY MUST BE APPROVED PRIOR TO THE START OF FRAMING.
- ▶ THE STOCKPILING OF SOIL WITHIN THE DRIPLINE AREA OF TREES IS PROHIBITED.