

BOROUGH OF NEW MILFORD  
BUILDING DEPARTMENT

**DEMOLITION PERMITS**

Below is a checklist of what is required as per NJ Uniform Construction code 5:23-2.17 before receiving a demolition and new home construction permit. There might be additional applications needed to prior approval of a demo permit depending on the location of your property. Failure to include will result in a delay of the permit processing procedure.

1. \_\_\_ Completely fill out yellow permit folder, the building sub code section of the counter form with the demolition contractor information and federal ID number, include a copy of your NJ contractor's registration card. If a new house is being proposed, include zoning sheet and a site plan of the new house with the setbacks provided.  
A) \_\_\_ **Plumbing subcode might be needed** for water service disconnect or capping of water service or sewer line.  
B) \_\_\_ **Electric subcode might be needed** for temporary electric service. (ordinances enclosed)
2. \_\_\_ Submit cut off letter from PSE&G, 1-800-817-3366 or visit [www.demolition@pseg.com](http://www.demolition@pseg.com)
3. \_\_\_ Submit cut off letter from United Water 1-800-422-5987
4. \_\_\_ Submit a cut off letter from your phone/ cable company.
5. \_\_\_ Dig number is required prior to demolition call 1-800-272-1000
6. \_\_\_ Submit an asbestos certification from a certified asbestos contractor who shall certify to the best of the contractor's knowledge & belief that asbestos has been properly abated in accordance with the code.
7. \_\_\_ Submit a receipt from a pest control company regarding baiting the property for rodents.
8. \_\_\_ Notify all adjacent property owners and submit copies of certified return mail receipts (green cards) and notification letter sent advising the neighbors of the demolition or removal of a building or structure. [Template included in demo packet]
9. \_\_\_ **Temporary fences are required** around total area of site.
10. \_\_\_ If a new house is being proposed submit drainage calculations from a licensed professional engineer and site plan for locations of seepage pits or drainage retention system to comply with the zero runoff ordinance adopted by the State. A \$1,000.00 check made payable to the Borough of New Milford for escrow deposit is required for the Borough Engineer to review the drainage calculations and plans, and W9 form filled out in blue ink.
11. \_\_\_ A Soil Erosion and Sediment Control Plan Certification is required prior to the start of any project that disturbs more than 5,000 square feet submit a copy of application submitted to BC Soil. If your project is disturbing less than 5,000 s.f. of soil, a limited line of disturbance must be on the printed on the site plan.
12. \_\_\_ If your property is located in the flood zone include a copy of the NJ DEP jurisdictional determination application and approval given by the NJ DEP allowing you to build.
13. \_\_\_ COAH Development Fees (see attached) \*Need to sign and date that you received.
14. \_\_\_ Borough's soil moving permit application

Name of person in charge \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Homeowner  
Adjourning neighbor's address  
New Milford, NJ 07646

Your name, (Homeowner, Contractor, etc)  
Your address  
Your city and state, zip code

RE: Demolition address, New Milford NJ 07646

Dear Neighbor;

Please be advised the above address is in the process of being scheduled to be demolished. Proper permits and applications have been submitted to the Borough of New Milford's building department. Zoning approval is being obtained and plans for the new proposed have been submitted to the building department for your review. If you should have any questions please feel free to write to me.

Very truly yours,

Your Signature

cc: New Milford Building Department

(Applicant please attach of certified return receipts date stamped by the NJ postal office)



---

BERGEN COUNTY SOIL CONSERVATION DISTRICT

---

700 Kinderkamack Road  
Suite 106  
Oradell, New Jersey 07649  
Telephone (201) 261-4407  
Fax (201) 261-7573

## Attention:

You are required to notify the Bergen County Soil Conservation District, *in writing*, at least **forty eight (48) hours** prior to the start of any land disturbing activity (e.g., clearing, grading, filling, soil stockpiling, demolition, etc.).

Failure to do so will result in the imposition of non-compliance fees.

**Important: Demolition of existing structures is considered soil disturbance. Do not proceed with demolition until you have notified us in writing.**



An application for certification of a soil erosion and sediment control plan shall include the following items.

1. One copy of the complete subdivision, site plan or construction permit application, including key map as submitted to the municipality (Architectural drawings and building plans and specifications not required.) which includes the following:
  - a. Location of present and proposed drains and culverts with their discharge capacities and velocities and support computations and identification of conditions below outlets.
  - b. Delineation of any area subject to flooding from the 100-year storm in compliance with the Flood Plains Act (NJSA 58:16A) or applicable or applicable municipal zoning.
  - c. Delineating of streams, wetlands, pursuant to NJSA 13:9B and other significant natural features within the project area.
  - d. Soils and other natural resource information used. (Delineation of the project site on soil map is desirable.)
  - e. Land cover and use of area adjacent to the land disturbance.
  - f. All hydraulic and hydrologic data, describing existing and proposed watershed conditions and HEC1, HEC2, WSP2 and TR20 and other electronic input files, if used, of existing and proposed conditions and a completed copy of the Hydraulic and Hydrologic Data Base Summary Form, SSCC 251 HDF1.
  
2. Four copies of the soil erosion and sediment control plan at the same scale\* as the site plan submitted to the municipality or other land use approval agency to include the following: (This information shall be detailed on the plat)
  - a. Proposed sequence of development including duration of each phase in the sequence.
  - b. Site grading plan showing delineation of land areas to be disturbed including proposed cut and fill areas together with existing and proposed profiles of these areas.
  - c. Contours at a two\* foot interval, showing present and proposed ground elevation.
  - d. Locations of all streams and existing and proposed drains and culverts.
  - e. Stability analysis of areas below all points of stormwater discharge which demonstrates a stable condition will exist or there will be no degradation of the existing condition.
  - f. Location and detail of all proposed erosion and sediment control structures including profiles, cross sections, appropriate notes, and supporting computations.
  - g. Location and detail of all proposed nonstructural methods of soil stabilization including types and rates of lime, fertilizer, seed, and mulch to be applied.
  - h. Control measures for non-growing season stabilization of exposed areas where the establishment of vegetation is planned as the final control measure.
  - i. For residential development - control measures to apply to dwelling construction on individual lots and notation that such control measures shall apply to subsequent owners if title is conveyed. This notation shall be shown on the final plat.
  - j. Plans with a notation for maintenance of permanent soil erosion and sediment control measures and facilities during and after construction, also indicating who shall have responsibility for such maintenance.
  
3. Appropriate fees. (As adopted by the individual district.)
  
4. Additional items as may be required.

\*Individual districts may require modifications in the above list.

BERGEN COUNTY SOIL  
CONSERVATION DISTRICT  
700 Kinderkamack Road, Suite 106  
Oradell, NJ 07649  
(201) 261-4407

**BOROUGH OF NEW MILFORD**

**Office of the Tax Collector**

Borough Hall

930 River Road

New Milford, New Jersey 07646

**CERTIFICATION OF PAYMENT OF TAXES**

I, DENISE AMOROSO, TAX COLLECTOR OF THE BOROUGH OF NEW  
MILFORD, HEREBY CERTIFY THAT THE PROPERTY TAXES ON THE PROPERTY  
KNOWN AS

BLOCK \_\_\_\_\_, LOT \_\_\_\_\_,

AS SHOWN ON THE BOROUGH OF NEW MILFORD TAX ASSESSMENT MAPS, WHICH  
PROPERTY IS COMMONLY KNOWN AS

\_\_\_\_\_  
BOROUGH OF NEW MILFORD, NEW JERSEY

THROUGH THE \_\_\_\_\_ QUARTER, 200\_\_\_\_\_

ARE PAID IN FULL.

DATED: \_\_\_\_\_, 2008

\_\_\_\_\_  
DENISE AMOROSO  
Tax Collector  
Borough of New Milford

**BOROUGH OF NEW MILFORD  
BERGEN COUNTY, N.J.**

**ORD. # 2008:12**

INTRODUCED	August 25, 2008
PASSED FIRST READING	August 25, 2008
PUBLIC HEARING	September 22, 2008
ADOPTED	September 22, 2008
APPROVED	September 22, 2008

Mayor Frank DeBari

This is to certify that the foregoing ordinance was finally passed and adopted at the regular meeting of the Council of the Borough of New Milford, New Jersey on September 22, 2008 and that same was approved by the Mayor on September 22, 2008.

Christine Demiris  
Borough Clerk

.....  
**BOROUGH OF NEW MILFORD  
ORDINANCE # 2008:12**

**AN ORDINANCE TO AMEND CHAPTER X, PART VII OF THE REVISED  
GENERAL ORDINANCES OF THE BOROUGH OF NEW MILFORD,  
BUILDING AND HOUSING CODE, ENTITLED LIGHTING**

**NOW THEREFORE BE IT ORDAINED** by the Mayor and Council of the Borough of New Milford in the County of Bergen, State of New Jersey, that Chapter X, of the Revised General Ordinances of the Borough, Building and Housing Code entitled "Lighting" is hereby amended to include section 10-2.35 to read as follows:

**10-2.35 Temporary Electric Supply.** No temporary electric wiring shall be used during any period of construction, across property lines or encroaching upon any sidewalk, roadway, alley, right of way or easement. All on-site electric wiring must be from appliance or extension cords which are directly run from the electrical fixture to an approved outlet and which do not lie under rugs or other floor coverings, nor extend through doorways, transoms, or other openings through structural elements. The foregoing shall not apply in the event of any emergency to supply electric to any legally occupied dwelling unit.

**BE IT FURTHER ORDAINED** that the remainder of this ordinance remains unchanged and that this amendment shall become effective upon passage and publication in accordance with law.

**BE IT FURTHER ORDAINED** that a copy of this ordinance be forwarded to the New Milford Building Department.

Introduction: August 25, 2008  
Adopted: September 22, 2008

**BOROUGH OF NEW MILFORD  
BERGEN COUNTY, N.J.  
ORD. # 2008:11**

INTRODUCED	August 25, 2008
PASSED FIRST READING	August 25, 2008
PUBLIC HEARING	September 22, 2008
ADOPTED	September 22, 2008
APPROVED	September 22, 2008

Mayor Frank DeBari

This is to certify that the foregoing ordinance was finally passed and adopted at the regular meeting of the Council of the Borough of New Milford, New Jersey on September 22, 2008 and that same was approved by the Mayor on September 22, 2008.

Christine Demiris  
Borough Clerk

-----  
**BOROUGH OF NEW MILFORD  
ORDINANCE # 2008:11**

**AN ORDINANCE TO AMEND CHAPTER X, PART IV OF THE REVISED  
GENERAL ORDINANCES OF THE BOROUGH OF NEW MILFORD, BUILDING  
AND HOUSING CODE, ENTITLED WATER SUPPLY**

**NOW THEREFORE BE IT ORDAINED** by the Mayor and Council of the Borough of New Milford in the County of Bergen, State of New Jersey, that Chapter X, of the Revised General Ordinances of the Borough, Building and Housing Code entitled "Water Supply" is hereby amended to include section 10-2.16 to read as follows:

**10-2.16 Temporary Water Supply.** No temporary water service shall be used by means of hoses, above ground pipes or other devices during any period of construction or demolition, across property lines or encroaching upon any sidewalk, roadway, alley, right of way or easement. The foregoing shall not apply in the event of any emergency to supply water to any legally occupied dwelling unit.

**BE IT FURTHER ORDAINED** that the remainder of this ordinance remains unchanged and that this amendment shall become effective upon passage and publication in accordance with law.

**BE IT FURTHER ORDAINED** that a copy of this ordinance be forwarded to the New Milford Building Department.

Introduced: August 25, 2008  
Adopted: September 22, 2008

**BOROUGH OF NEW MILFORD**  
**DEPARTMENT OF PUBLIC WORKS SEWER DEPARTMENT**

**DEMOLITION INSTRUCTIONS:**

***BEFORE DEMOLITION IS STARTED-*** House sewer connection shall be located, uncovered and capped off as close to the main sewer line as possible on the building site, repeat ***BEFORE DEMOLITION IS STARTED!*** Any damage done to the town sewer line will be reported immediately to the DPW and will be repaired by the contractor/land owner at your expense!

The capped off line shall be inspected by a member of the Department of Public Works (DPW) between the hours of; 7:30 A.M. to 3:00 P.M. Monday to Friday ***ONLY!*** No inspections will be done on weekends or holidays. Please telephone the DPW Office to schedule the inspection; telephone no. (201) 967-8172 or (201) 967-8175

**\*Note\* DO NOT LEAVE TRENCHES UNPROTECTED FOR ANY PROLONGED PERIOD OF TIME!**

After inspection, the line can then be covered over.

The location of the pipe shall be marked (by the contractor/ land owner) with a stake, painted ***GREEN*** and remain visible and intact throughout the demolition and construction process.

If the old service is to be abandoned, it still needs to be capped off and inspected.

The new connection/tap location shall be first approved by the DPW and a proper saddle or "T" connection shall be made and inspected.

**CLEANOUTS:**

Cleanouts shall be installed; one (1) close to the outside of the building and the second (2) as close as possible to the main sewer line on your property. These will also be inspected by the DPW.

**EASEMENTS:**

If a municipal sanitary or storm sewer pipe runs under your property, that is an "easement" and ***NO STRUCTURE CAN BE BUILT OVER IT***, within a minimum of three feet (3') on either side of the pipe.

**SOIL RUNOFF:**

To prevent soil from entering municipal storm drains, silt fabric will be used on ***ALL*** storm grates around the construction site. In the event of sloping property, hay bales shall be placed to contain soil run-off.

Fabric shall remain intact and clear of any obstruction that can impede water from draining off. The fabric can be removed after final grading and landscaping is done.

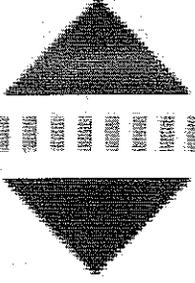
## Town's Responsibility

If you experience any main line sewer problems, call:

The NM DPW  
(201) 967 - 8172  
(201) 967 - 8175

Or

The NM POLICE DEPT  
(201) 261 -1400



## Homeowners Responsibility; Up to and including the connection to the Town Sewer Main

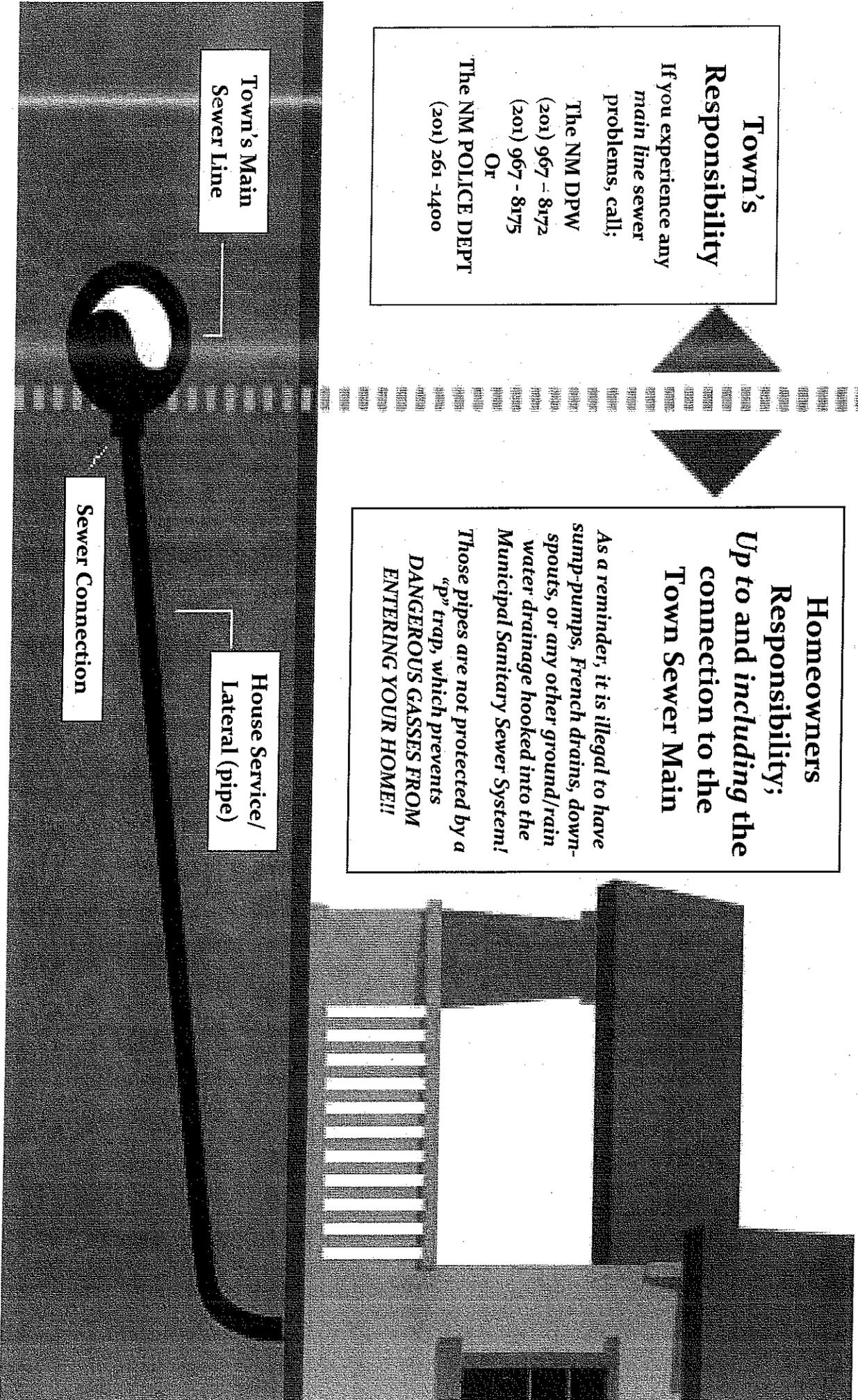
As a reminder, it is illegal to have sump-pumps, French drains, down-spouts, or any other ground/rain water drainage hooked into the Municipal Sanitary Sewer System!

Those pipes are not protected by a "p" trap, which prevents DANGEROUS GASSES FROM ENTERING YOUR HOME!!

Town's Main Sewer Line

Sewer Connection

House Service/ Lateral (pipe)



## **32-2 DEVELOPMENT FEES.**

### **32-2.1 Purpose.**

Pursuant to the Fair Housing Act of 1985, N.J.S.A. 52:27d-301 et seq., and the State Constitution, as interpreted by the New Jersey Supreme Court in *Holmdel Builder's Association V. Holmdel Township*, 121 N.J. 550 (1990), and as authorized by Council on Affordable Housing's (COAH's) regarding real estate development fees. This section establishes standards for the collection, maintenance, and expenditure of development fees pursuant to COAH's rules. Fees collected pursuant to this section shall be used for the sole purpose of providing low- and moderate-income housing. This section shall be interpreted within the framework of COAH's rules on development fees. (Ord. No. 2008:19 §1)

### **32-2.2 Basic Requirements.**

Borough of New Milford shall not spend development fees until COAH has approved a plan for spending such fees and Borough of New Milford has received third round substantive certification from COAH or a judgment of compliance. (Ord. No. 2008:19 §2)

### **32-2.3 Definitions.**

The following terms, as used in this section, shall have the following meanings:

*Affordable housing development* shall mean a development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100 percent affordable development.

*COAH* shall mean the New Jersey Council on Affordable Housing.

*Development fee* shall mean funds paid by an individual, person, partnership, association, company or corporation for the improvement of property as permitted in COAH's rules.

*Equalized assessed value* shall mean the value of a property determined by the Municipal Tax Assessor through a process designed to ensure that all property in the municipality is assessed at the same assessment ratio or ratios required by law. Estimates at the time of issuance of a building permit may be obtained utilizing estimates for construction cost. Final equalized assessed value will be determined at project completion by the Municipal Tax Assessor.  
(Ord. No. 2008:19 §3)

### **32-2.4 Residential Development Fees.**

- a. Within the Residential A Zone, Residential B Zone, Residential C/Garden Apartment Zone, Residential D/ Township Zone and the Residential E/Multi-Family Townhome Zone districts, residential developers shall pay a fee of one and one-half (1.5%) percent of the equalized assessed value for new residential development and for additions and alterations to existing residential dwellings.
- b. When an increase in residential density pursuant to N.J.S.A. 40:55D-70d(5) (known as a "d" variance) has been permitted, developers will be required to pay a development fee of up to six (6%) percent of the equalized assessed value for each additional unit that may be realized.  
(Ord. No. 2008:19 §4)

# SOIL MOVING PERMIT APPLICATION

(Section 21-8)

Date Received \_\_\_\_\_

## BOROUGH OF NEW MILFORD

APPLICATION AND SUBMITTAL REQUIREMENTS FOR SOIL-MOVING PERMITS  
FOR ALL APPLICATIONS (MINOR & MAJOR) SUBMIT THE FOLLOWING:

A < 25 CUBIC YARDS – NO PERMIT REQUIRED) \_\_\_\_\_ how many cubic yards

1. Appropriate Fee:

B. Minor (25 Cubic Yards – <200 Cubic Yards)	C. Major (>200 Cubic Yards)
\$100.00	\$1,500.00
\$250.00 Engineering fee + \$125.00 fee for each plan revision Bond = \$0.00	Additional Engineering Escrow as Deemed Necessary \$1,500.00 min. Engineering Escrow + \$1,500.00 min. Attorney Escrow  Road Bond = \$3,000.00  Eng. Inspection Escrow = \$1,000.00  Perf. Bond Amt. – Est. by Boro Eng.

2. This form completed and signed.

3. Submit a Certificate of Insurance naming the Borough of New Milford as additional insured.

Application for \_\_\_\_\_ (Type) of Soil Permit

Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Location (Street Address) \_\_\_\_\_

Current Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_

(If Applicant is other than owner; Please complete the following) Relationship applicant/owner \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Purpose or reason for soil moving \_\_\_\_\_

Estimated quantity to be moved \_\_\_\_\_ C.Y.

Expected Start Date \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

4. How will soil movement affect trees with a diameter of 4" or more and, what protection will be provided for such trees?

\_\_\_\_\_

5. Location/Source of Soil to be brought to Site (Import) \_\_\_\_\_

\_\_\_\_\_ (Address and Town)

Attach a certification from a certified laboratory as to the soil suitability or the certification from an environmental consultant based upon the historical survey of the source site of the soil suitability.

6. Location/Destination of Soil (Export) \_\_\_\_\_  
\_\_\_\_\_ (Address and Town)

7. Person in Charge of Soil Operation: Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

8. Description of Equipment and Trucks to be Used \_\_\_\_\_

Number of Trucks to be Used \_\_\_\_\_

9. Truck Route

\_\_\_\_\_

\_\_\_\_\_

Trucks and equipment are to use arterial roads and limit truck movements on local streets.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

By signing this application form, I hereby grant permission to Borough Officials and their employees to enter the property to make inspections/surveys as the work progresses.

**For Official Use Only**

DATE APPROVED: \_\_\_\_\_ BY: \_\_\_\_\_ FEE \_\_\_\_\_