



## Borough Of Montvale

12 Mercedes Drive  
Montvale, NJ 07645  
(201) 391-5700

## Planning Board Soil Movement Application

**Instructions:** To be used in connection with all soil movement in excess of 500 cubic yards

**Please note:** 17 copies of the completed application form must be submitted to the Board Secretary.

Also note: There will be a permit issued upon the approval of this application by the Board.

**Fee:** This application must be submitted to the Secretary of the Board with a filing fee payable to the Borough of Montvale plus an amount computed per cubic yard as stated in this application and certified on the attached topographical map. See the Planning/Zoning Boards [fee schedule](#).

**Escrow Deposit:** In addition, there must be posted with the Borough of Montvale, through the Secretary of the Planning Board, an escrow to reimburse the Borough of Montvale on account of services rendered by its professionals and those of the approving authority on account of this application, which fee may be increased from time to time as may be reasonably required.

[Click here for the escrow amount.](#)

**Form W9:** This form must be completed and submitted with the application. Click on this [link](#) to download, print, and fill out. Upon completion of the soil movement activity and the approval of an as-built plan by the Municipal Engineer, any sums then remaining in the escrow account shall be returned to the applicant.

### Name, current address and phone number of the applicant (or tenant):

1a. Name of Applicant: \_\_\_\_\_  
1b. Street: \_\_\_\_\_  
1c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
1d. Phone: \_\_\_\_\_  
1e. Fax: \_\_\_\_\_  
1f. Email: \_\_\_\_\_

### If the applicant is represented in this application by a NJ attorney, the attorney's name, firm, address, and phone number must be listed here:

2a. Name of Attorney: \_\_\_\_\_  
2b. Firm: \_\_\_\_\_  
2c. Street: \_\_\_\_\_  
1d. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
1e. Phone: \_\_\_\_\_  
1f. Fax: \_\_\_\_\_  
1g. Email: \_\_\_\_\_

### Name, current address and phone number of the building owner/landlord:

3a. Name of Landlord/Owner: \_\_\_\_\_  
3b. Street: \_\_\_\_\_  
3c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
3d. Phone: \_\_\_\_\_  
3e. Fax: \_\_\_\_\_  
3f. Email: \_\_\_\_\_

### Name, current address and phone number of soil excavator:

4a. Name of Soil Excavator: \_\_\_\_\_  
4b. Street: \_\_\_\_\_  
4c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
4d. Phone: \_\_\_\_\_  
4e. Fax: \_\_\_\_\_  
4f. Email: \_\_\_\_\_

**Name, current address and phone number of soil transporter:**

5a. Name of Soil Transporter: \_\_\_\_\_  
5b. Street: \_\_\_\_\_  
5c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
5d. Phone: \_\_\_\_\_  
5e. Fax: \_\_\_\_\_  
5f. Email: \_\_\_\_\_

**Name, current address and phone number of licensed NJ Engineer who prepared the cubic yard soil movement calculation:**

6a. Name of Engineer: \_\_\_\_\_  
6b. Street: \_\_\_\_\_  
6c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
6d. Phone: \_\_\_\_\_  
6e. Fax: \_\_\_\_\_  
6f. Email: \_\_\_\_\_

**The site of soil movement:**

7a. Block #: \_\_\_\_\_ 7b. Lot #: \_\_\_\_\_  
7c. Street: \_\_\_\_\_  
7d. Proposed commencement date: \_\_\_\_\_  
7e. Proposed completion date: \_\_\_\_\_  
7f. The kind and estimated quantity in cubic yards of soil to be moved:

7g. Reason for soil movement:

7h. Full address of where soil will be moved FROM:

7i. Full address of where soil will be moved TO:

7j. Proposed street route of soil movement:

7k. Provide a statement as to how the soil movement will affect any trees on the subject property with a diameter of 6 inches or more:

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

\_\_\_\_\_  
Print/Type Applicant Name

\_\_\_\_\_  
Signature of Owner/Landlord Consenting to Application

\_\_\_\_\_  
Print/Type Owner/Landlord Name

The applicant shall submit 17 copies of a topographical map, prepared, and signed by a licensed NJ Engineer, which shall indicate the existing condition of the site and extending 50' outside the periphery, together with proposed grading and drainage details and soil movement calculations.

A public hearing is required on this matter. Therefore, the applicant must obtain a Certified Property Owners List from the Board Secretary, establishing property owners within 200'. Adequate notice must be published as a Legal Advertisement in a newspaper of general circulation within the Borough and notice of said hearing, in the proper form, must be sent to each of the property owners included on the Certified List. Proof of service and the affidavit of publication must be presented to the Board Attorney, for his review, no later than the time of the hearing.

By signature, the applicant and the owner of said lands, signify approval of the application, consent to the application to perform the proposed work, and consent to the Borough of Montvale, in the event of failure of the applicant to do so, to cause the proposed work to be completed or otherwise terminated in keeping with the purpose and objectives of Ordinance #86-816.

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

\_\_\_\_\_  
Print/Type Applicant Name

\_\_\_\_\_  
Signature of Property Owner  
Consenting to Application

\_\_\_\_\_  
Print/Type Property Owner Name

I certify this to be a true copy of the Major Soil Movement Application, approved by the Planning Board of the Borough of Montvale, at its meeting held on Tuesday,

\_\_\_\_\_, 20 .

\_\_\_\_\_  
Secretary of the Montvale Planning Board

Notice: Within 30 business days of approval, the applicant or his representative must deliver a copy of this application form (Signed by the Secretary of the Board) to the Montvale Building Department for final processing and to the Police Department with a specific proposal for time, number of trucks, size of trucks, hours and route. Failure to deliver a signed copy within the prescribed time period may result in a denial of a permit and reappearance before the Montvale Planning Board may be required.