



# Borough of Haworth

Building Department

300 Haworth Avenue, Haworth, NJ 07641

Phone (201)384-4785 Fax (201)384-1206

## **CHECKLIST FOR NEW SINGLE FAMILY CONSTRUCTION / ADDITIONS PERMITS**

- Site Plan/Survey and Architectural Drawings** – Upon zoning approval  
The following must be submitted:
  - four (4) sealed site plans
  - four (4) architectural plans
  - No plans are to submitted directly to the borough engineer
- Res-check Energy calculation**
- Building, Plumbing, Electrical and Fire protection permit application forms fully completed**
- Excavation Permit** call 1-800-272-1000
- Engineer review fee / escrow**
  - Payment of \$2,000 (new construction) OR \$1,000 (additions)
    - check made out to the Borough of Haworth
  - Completed W-9 form (must be current revision – <https://www.irs.gov/pub/irs-pdf/fw9.pdf> )
- Zoning Permit** \$75.00
- Soil Disturbance Permit** \$150 minimum
- Approval from Road Dept (D.O.T.)** when required
- Copy of Certification of Builder's License** (DCA License)
- Resolution From Planning Board** if required
- Bergen County Sewer Connection Form**
  - Return completed form to the Building Department to be faxed
  - Reply will be sent to applicant
- Bergen County Soil Conservation**
  - As of 11/15/06 Contractors/Owners must call 201-261-4407 and submit Eng. Plans prior to the issuance of Demo or Building Permit.
  - They will issue Soil Erosion Certification
- Council For Affordable Housing (COAH)**
  - 1.5% for residential of the assessed values
    - 50% of fee payable at issuance of building permit
    - 50 % of fee payable at time of CO
- Initial Environmental Assessment Report** Ordinance 28-6
- Dumpster Application**



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## NEW DWELLING PLOT PLAN/SITE PLAN REQUIREMENTS

1. **Must Use A Current Survey (Within 5 Years)** showing existing topography, trees, and improvements including utility connections. Any natural water features within 300ft of the property or wetlands within the subject property must be clearly shown.
2. **Provide A Bulk Schedule** on the plot plan including all setbacks, coverages, and a building height calculation. Building height calculation must contain existing average grade, proposed finished first floor elevation, and proposed ridge height. A proposed breakdown of impervious coverage must also be provided on the plot plan.
3. **All Proposed Improvements** including H.V.A.C., and generators, patios, walkways, driveways, curbs, pools and pool equipment, tree removals, utility connections and drainage facilities. All H.V.A.C. and generators must be located within the building setbacks.
4. **All Proposed Stormwater Management** facilities including seepage pits and overflow protection for leaders. Stormwater storage must be sufficient to hold a 2” rainfall event for all impervious coverage on property.
5. **Details For All Drainage Structures**, stormwater management components, sidewalks, curbing, utility connections. Reuse of sanitary sewer is only permitted if it is internally inspected in the Borough Engineer’s presence.
6. **Locations And Details For Soil Erosion And Sediment** control including silt fence, wheel cleaning blanket and tree protection.
7. **All Proposed Grading** on the property to properly show elimination of runoff from the property.
8. **A dwelling which cannot be lawfully occupied during reconstruction is not considered an “addition” for plot plan review purposed and conditions.**