

USR FILING REQUIREMENTS FOR CONSTRUCTION OF ADDITION OR NEW HOME

Submit required hard copies of following to the Boro Hall with checks – Attn: LINDA (Planning Board)

1. Completed Form: *Soil Moving Permit Application* (usrtoday.org - FORMS)
2. Completed Form: *USR Plan Submission For Board of Health* (usrtoday.org - FORMS)
3. Completed Form: *Tree Removal Permit Application* (usrtoday.org - FORMS)
4. (6) signed, sealed & **folded** copies - Plot Plan (*depicting location of septic & well – clearly noted*)
5. (2) signed & sealed copies of Survey used to prepare Plan
6. (5) signed, sealed & **folded** Architectural Plans
7. (2) Copies Colorized Landscaping/Tree Planting Plan (New Home Only)
8. Construction Jacket with Completed Permit Application Forms

(7) checks - payable to “Boro of USR” representing the following fees & escrows:

Soil Moving Permit Fee: (Calculated based on total cubic yards)

Engineering Escrow: \$4,000.00

BOH Fee - \$100.00

Bond: \$5,000.00

Tree Removal Permit Fee: \$500.00 (New Home only) \$25.00 per tree (Additions only)

STC Review Fee: \$150.00 (New Home only)

Shade Tree Escrow: \$450 every 50 ft/Lot Frontage (New Home only)

IMPORTANT: E-Mail pdf of Soil Moving Permit Application, Plot Plan, Survey, Architectural, Landscaping Plan & USR Board of Health Submission Form to:

esenkevich@boswellengineering.com and to zoningusr@aol.com

For questions contact: Linda Marmora, Clerk

BOROUGH OF UPPER SADDLE RIVER PLANNING BOARD
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