



TOWNSHIP OF NUTLEY RETAINING WALLS -CHECKLIST-



PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED,
NOT ACCORDING TO COMPLEXITY OF PROJECT!!

1. A copy of contractor's current Home Improvement card is required. *****Applications will not be accepted without this information*****
2. A **current copy of the original survey (NOT REDUCED OR ENLARGED)** with the retaining wall drawn to scale and setbacks to property lines shown is required. **Must be separate from plans.**
3. Most walls 3'11" and less require a zoning permit and copy of the property survey to scale. Please consult with the Building Subcode Official as to the type of permit required.
4. All walls 4' in height or great require a completed building application, including a building subcode and description of work. Must include height under Building Description.
5. All applications must include the manufacturers specifications on the block being used, and drawing on how the wall is being built. Engineered drawings may be required depending on the surcharge.
6. Need to contact Soil Conservation for an application at 973-364-0786 for soil disturbance over 3500 square feet. Their e-mail is: information@hepscd.org
7. **RETAINING WALLS CANNOT BE BUILT ON TOWNSHIP RIGHT-OF-WAY.**
8. Any wall that may have an impact on ground water, storm sewer pipes, water mains, fire hydrants, parking lot, or catch basins will be referred to the Town Engineer for review.
9. **Three inspections are required on most walls at the discretion of the building inspector:**
1) Footing / basecourse / drainage pipe (if required); 2) Midpoint; 3) Final
10. All walls are to be built so that storm water runoff will be drained onto the owners property, and not directed onto any adjacent properties.

CALL BEFORE YOU DIG!!!
1-800-272-1000