



# **Livingston Public Works Department**

May 20, 2008

## **MEMORANDUM**

TO: All Applicants for Retaining Walls  
FROM: Robert J. Schaefer, PE, Township Engineer  
SUBJECT: Initial Retaining Wall Submission.

In order to properly evaluate whether a retaining wall needs a building permit the following items are necessary are necessary:

1. Applicant shall submit a sketch on an existing survey showing the location of the proposed retaining wall.
2. Maximum and minimum heights of the retaining wall shall be shown.
3. Method and type of wall construction shall be indicated.
4. Three sets of plans shall be provided to the Building Department.

The Construction Official or his designee, after review of the submitted materials, will determine whether a building permit or variance from the Township Fence Ordinance is needed.