

**TOWNSHIP OF LIVINGSTON**  
**RETAINING WALL CHECKLIST**

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

1. Need a copy of contractor's current Home Improvement card. Applications will not be accepted without this information.
2. Need a current sealed survey plus (2) copies of survey with retaining wall drawn to scale and setbacks to property lines shown. Must be separate from plans.
3. Need four (4) sets of construction plans. In addition to actual plans, if possible, plans on discs would be appreciated for our scanning purposes.
4. Need Building Application completed. Must fill out Building sub-code section with description of work including wall height.
5. Need homeowner's plan certification section of application completed unless plans are drawn by a New Jersey registered architect.
6. Need homeowner's name & address on plans. If homeowner is drawing their own plans, then they must also be signed.
7. Need to comply with Initial Retaining Wall Submission & Design Requirements for Retaining Wall checklists from Engineering Dept. (enclosed)
8. Need to contact Soil Conservation for an application at 973-364-0786, Fran Aquirre at ext. 10, for soil disturbance over 3500 sf. Their email is: [information@hepscd.org](mailto:information@hepscd.org).
9. Must complete Residential Zoning Application and enclose a check for \$120.00 payable to *The Township of Livingston*.
10. Must enclose Surface Drainage Permit Application for Engineering Dept.
11. Must enclose Escrow fee of \$500.00 at time of application.

**SURFACE DRAINAGE: ORDINANCE 35-2008 EFFECTIVE 11-23-08:**

IF CHANGING GRADE OF PROPERTY FOR A NEW SINGLE FAMILY HOME OR ADDITION, A SURFACE DRAINAGE PERMIT MUST BE OBTAINED FROM THE ENGINEERING DEPT.

**ENGINEERING ESCROW REVIEW FEES: ORDINANCE 9-2010 EFFECTIVE 4/ 5/10:**

ANY CONSTRUCTION REQUIRING ENGINEERING REVIEW MUST PAY AN ESCROW FEE OF \$500.00 WHICH MUST BE ENCLOSED AT TIME OF APPLICATION SUBMISSION.