

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 contractors' current Home Improvement card.  
***\*\*Applications will not be accepted with out this information\*\****
2. Need an original, sealed survey plus a copy of the survey with the retaining wall drawn to scale and setbacks to property lines shown. **Must be separate from plans.**
3. Need three (3) 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. Building sub-code and description of work. Must include wall height under Building Description.
5. Need homeowner's plan certification section of application completed- unless plans are drawn by a New Jersey registered architect.
6. Owners 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 Department (enclosed)
8. Need to contact Soil Conservation for an application at 973-364-0786(ext 10) Fran Aguirre for soil disturbance over 3500 sq. ft. Their e-mail 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.

Cont'd

**RETAINING WALL CONT'D**

**SURFACE DRAINAGE ORDINANCE 35-2008;**  
**EFFECTIVE 11-23-08;**  
**AVAILABLE ONLINE AT LIVINGSTONNJ.ORG**

**IF CHANGING GRADE OF PROPERTY FOR ANY RETAINING WALL A SURFACE DRAINAGE PERMIT MUST FIRST BE OBTAINED AND APPROVED BY THE ENGINEERING DEPARTMENT BEFORE SUBMITTING YOUR APPLICATION TO THE BUILDING DEPARTMENT. THE BUILDING DEPARTMENT CANNOT ACCEPT ANY APPLICATIONS WITHOUT THIS PRIOR APPROVAL.**

*Posted on [www.livingstonnj.org](http://www.livingstonnj.org) on 5/13/09*