

VILLAGE OF RIDGEWOOD
Department of Public Works – Engineering Division
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2026 SITE GRADING AND STORMWATER CONTROL PLAN CHECKLIST

Date Submitted: _____/_____/2026 **Block:** _____ **Lot:** _____
Owner: _____ **Phone:** (_____) _____ - _____
Address: _____ **Ridgewood, NJ 07450**
Contractor: _____ **Phone:** (_____) _____ - _____
Owner Email: _____ **Contractor Email:** _____
Fee for Engineering Review and Site Inspection: Single family homes - \$150.00
Soil Permits – Varies (see reverse side)

Submit this checklist with a site plan of the proposed work. Indicate deficient items.

A permit is required when any work involving new buildings, additions, pools or site improvements totaling **two hundred square feet (200 S.F.)** or greater of impervious surface is proposed. The site plan shall be drawn by a **licensed New Jersey professional engineer**, land surveyor, architect or professional planner, with appropriate seal. All other plans will be rejected.

Please Note: If you plan on removing any trees, please check with Engineering to see if a Tree Permit is required.

- A. An appropriate site plan will be submitted where the following additional information shall be clearly shown: (Please refer to the Village Of Ridgewood Code Chapter 190, Article X, Section 120A (2)b for the complete requirements).
1. A current survey of the site indicating existing conditions.
 2. Sketch and calculate the difference between Existing and Proposed Impervious areas.
 3. Clearly show methods of capturing and directing runoff into seepage tanks, including inlet and pipe sizes and installation details of all products. Any field changes require approval prior to installation.
 4. Existing and proposed contours and/or spot elevations sufficient to allow calculation of soil movement and accurately depict drainage patterns. Clearly indicate limits of disturbance for all proposed work. Note all trees over 6-inch diameter to be removed.
 5. Include elevations at corners and key points of proposed buildings, additions, paved areas, property corners, gutters, swales, top and bottom of walls and curbs, and all significant grade changes. Include existing and proposed basement, first floor and garage slab elevations.
-All of the above should be in the National Geodetic Vertical Datum of 1929. Benchmarks are available at the Village of Ridgewood, Division of Engineering.
 6. Proposed and existing streams, brooks or other natural or man-made drainage facilities including utilities when pertinent to any proposed use or construction.
 7. Proposed landscaping showing the treatment of non-impervious areas.
 8. Soil erosion/sediment control plan, including but not limited to silt fence or salt hay barrier(s). Fifty feet (50') long by ten feet (10') wide construction stone access drive. **Bergen County Soil Conservation District Certification is required for any project that will disturb an area of more than 5,000 square feet.**
 9. Seepage Tank/Drainage Design
 - a. For a gain in impervious area greater than **200 square feet** but less than 2,000 square feet; seepage tanks must be provided at one gallon per square feet (1 gal./S.F.).
 - b. For a gain in impervious area greater than two thousand square feet (2,000 S.F.); a seepage tank system must be designed by a Professional Engineer so that the runoff from the site is no greater post construction than pre construction for the following storms:
 - 1) 1 Hour 3" rainfall.
 - 2) 24 Hours 7" rainfall.Soil percolation tests results must be submitted to support calculations.
 - c. **For total site redevelopment construction (knock downs), all impervious areas must be retained.**
 - d. All leaders shall be connected to seepage pits with minimum six-inch (6") diameter piping.
 - e. Seepage pit(s) shall be placed a minimum of fifteen feet (15') from proposed or existing structure foundations have two feet (2') minimum cover, and be outside the setback lines when ever possible.
 10. Show on the plan the boundary of the one hundred (100) year floodplain and flood hazard area and the base flood elevation, as determined by the latest accepted Federal Emergency Management Agency's Flood Insurance Rate Map (information available from the Engineering Division). Show limits of wetlands and buffer zones.
 11. Technical guidance is available on a limited basis with the Engineering Division during normal office hours.
 12. Soil Permit required on separate application where greater than one hundred cubic yards (100 c.y.) of soil is to be moved.

Comments: _____