

# INSTRUCTIONS TO OBTAIN A GRADING, DRAINAGE, AND SOIL EROSION SEDIMENT CONTROL PERMIT AND/OR A STEEP SLOPE PERMIT

To obtain a grading permit, please submit:

1. Grading permit application fully completed (do not leave blanks)
2. Three (3) sets of site plans (drawings)
3. Application fee:           \$ 150 for minor permit  
                                      \$ 400 for major permit  
                                      \$ 75 for each revision review (fee is waived for first revision)  
                                      \$ 200 for steep slope permit

Payment is required at time of permit application submission by cash, or check payable to the **Township of Millburn**. No credit or debit cards.

A **Minor Grading Permit** is required when:

- A building permit is required and proposed horizontal roofed area or land disturbed is between 200 and 500 square feet.
- OR**
- A building permit is not required and land disturbed is between 500 and 1,000 square feet.

A **Major Grading Permit** is required when:

- Square footage exceeds above limits.

A **Steep Slope** permit is required when:

- Proposed land disturbance of a slope with a grade of 20% or greater which extends for a horizontal distance of 10 feet or more.
- If proposed steep slope disturbance **exceeds 1000 square feet**, a variance is required from the Zoning Board of Adjustment.

**Inspections** are performed by a Township Engineer. To schedule a drywell inspection, please call (973) 564-7050 at least one day in advance of the excavation. **NOTE: A Certificate of Occupancy (C.O.) or Certificate of Approval (C.A.) will not be issued by the building department until a final inspection for site stabilization/restoration is performed by the Engineering Department.**

**Other permits that may be required:**

- Curb, sidewalk or driveway apron – Township Engineering Dept. (Martha Annoni, 973-564-7052)
- Tree Removal Permit – Township Forester (Thomas Doty, 973-564-7058)
- Road Opening Permit – Dept. of Public Works (973-564-7060)
- County Road Opening Permit – Essex County – 900 Bloomfield Ave, Verona (973-226-8500)
- Storm Sewer Connection Permit – Dept. of Public Works (973-564-7060)
- Sanitary Sewer Connection Permit – Dept. of Public Works (973-564-7060)
- **Hudson – Essex – Passaic Soil Conservation Permit – for land disturbance > 5000 sq. ft. (call 973-365-0786)**