

## USR POOL APPLICATION FILING REQUIREMENTS

### SUBMIT TO THE BORO HALL – ATTN: LINDA/PLANNING BOARD

1. Completed Form: *Soil Moving Permit Application* (usrtoday.org - FORMS)
2. Completed Form: *Zoning Permit Application* (usrtoday.org - FORMS)
3. Completed Form: *USR Plan Submission for Board of Health* (usrtoday.org – FORMS)
4. Completed Form: *Tree Removal Permit Application* (usrtoday.org - FORMS)
5. (6) Signed & Sealed copies of the Plot Plan – depicting location of septic and well – clearly noted
6. (1) Signed & Sealed copy of the Survey used to prepare the Plan
7. (3) Copies of Pool Structural Detail
8. (3) Copies Fencing Detail
9. Construction Jacket with completed Permit Application Forms
10. (6) individual checks payable to “*Boro of USR*” representing the following fees & escrow:

<b>Soil Moving Permit Fee:</b>	<b>\$125.00</b>
<b>Zoning Permit Fee:</b>	<b>\$50.00</b>
<b>Board of Health Fee:</b>	<b>\$50.00</b>
<b>Tree Removal Fee:</b>	<b>\$25.00 per tree</b>
<b>Engineer Escrow:</b>	<b>\$3,000.00</b>
<b>Bond:</b>	<b>\$4,000.00</b>

**E-MAIL PDF OF THE FOLLOWNG TO:** [esenkevich@boswellengineering.com](mailto:esenkevich@boswellengineering.com) & [zoningusr@aol.com](mailto:zoningusr@aol.com)

1. Completed Soil Moving Permit Application Form
2. Completed Tree Removal Permit Application Form
3. Completed USR Plan Submission for Board of Health Form
4. Pool Plot Plan
5. Survey used to prepare Plan
6. Pool Structural Detail
7. Pool Fencing Detail

**For questions contact: Linda Marmora, Clerk**

**BOROUGH OF UPPER SADDLE RIVER PLANNING BOARD**  
**376 West Saddle River Road**  
**Upper Saddle River, NJ 07458**

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[zoningusr@aol.com](mailto:zoningusr@aol.com)