

Borough of Hillsdale  
SOIL MOVEMENT APPLICATION

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Date Application received _____ For Borough Use Only
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1. **Street Address:** \_\_\_\_\_
2. **Location Address: Block** \_\_\_\_\_ **Lot** \_\_\_\_\_ (Use current Tax Assessment Maps in Borough Hall)
3. **Applicant Name** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_
4. **Property Owner Name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_
5. **Contractor or Person(s) Moving Soil**  
**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **24-Hr. Tel. Number** \_\_\_\_\_
6. **Quantity of Soil to Be Moved in Cubic Yards** \_\_\_\_\_ **Kind (Type) of Soil** \_\_\_\_\_
7. **Purpose of Soil Movement** \_\_\_\_\_  
\_\_\_\_\_
8. **Exact location** where soil is to be exported to, or imported from \_\_\_\_\_  
\_\_\_\_\_
9. **Total number of days** soil movement activities will occur \_\_\_\_\_

The undersigned has read and understands Chapter 248 of the Borough of Hillsdale Land Use Ordinance regarding soil movement activities, and agrees to abide by those provisions, and is responsible for the action and work of contractors or those employed to undertake soil movement activities.

\_\_\_\_\_  
Property Owner's Signature & Date

\_\_\_\_\_  
Applicant's Signature & Date

Schedule for Filing Fee and Deposit for Costs on back of Application

Filing Fee _____	Rcv' d Check No. _____
Deposit for Costs _____	Rcv' d Check No _____

**§ 138-20. Fees: Chapter 248, Soil Movement. [Amended 5-6-2025 by Ord. No. 25-13]**

	<b>Engineering</b>	<b>Administrative</b>
New single-family dwelling	\$2000	\$100
Additions to single- family dwelling	\$1200	\$100
Swimming pools, tennis courts, drainage improvements	\$1200	\$100
Retaining walls or other site improvements affecting impervious coverage or runoff	\$500	\$100

- Soil volume based on the movement of all soil within the property, i.e., import, export as well as movement of any existing soil.
- Detailed soil moving calculations are required to be submitted with all applications. The calculations shall clearly indicate cut, fill and net calculations.
- A performance guarantee is required for any soil movement greater than 200 cubic yards, unless waived by the Borough Engineer. The performance guarantee amount shall be based on 120% of the cost associated with soil erosion & sediment control measures, drainage improvements, soil movement, and other related site work.
- Topographic plan required for all soil movement applications involving regrading OR soil movement volume greater than 50 cubic yards, unless waived by the Borough Engineer.
- Resubmission fee: \$200 required when application is deemed incomplete and requires additional review by Borough Engineer.
- Engineering fee amounts required for applications involving commercial properties will be evaluated on a case-by-case basis and shall be a minimum of \$1,200.
- Two (2) hardcopies and electronic versions (PDF) of plans and any other relevant supporting documentation are required for all submission.
- Non-refundable Administrative fee \$100.00.

**In-ground Swimming Pools:**

Topographic plans are required for ALL in-ground swimming pools.

**Stormwater Management:**

All projects which create over 500 SF of additional impervious surfaces must include on-site seepage pits or other detention devices. Seepage pits may be required for other new construction regardless of area of impervious surfaces created if deemed necessary by the Borough Engineer.

**Final As-Built Site Plan:**

A final as-built site plan will be required with all applications unless waived by the Borough Engineer. If re-grading of the property is part of the scope of work, the as-built plan must also include final topography.