



# Township of Hillsborough

COUNTY OF SOMERSET  
THE PETER J. BIONDI BUILDING  
379 SOUTH BRANCH ROAD  
HILLSBOROUGH, NJ 08844  
(908) 369-4313  
[www.hillsborough-nj.org](http://www.hillsborough-nj.org)

## ENGINEERING GENERAL PERMIT APPLICATION

### OWNER INFORMATION

Property Owner: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Worksite Address: \_\_\_\_\_, Hillsborough, NJ 08844

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*(if different than worksite or a new dwelling)*

### CONTRACTOR INFORMATION *(if known at time application)*

Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### PROJECT INFORMATION

What type of work is proposed? (select all that apply)

- New Single-Family Dwelling (SFD)   
  Pool   
  Addition   
  Driveway  
 Detached Garage/Pole Barn   
  Other: \_\_\_\_\_

Is a plan attached?     Yes     No

Board Application Number (if applicable): \_\_\_\_\_

Date filed for Zoning Permit: \_\_\_\_\_

Description of your project (including information on size & any change in grade):

\_\_\_\_\_  
\_\_\_\_\_

**SUBMIT THE FOLLOWING WITH THIS APPLICATION**

- Fee (\$250 for commercial, \$225 for SFD, \$175 for pools, \$100 for other residential projects)
- Grading plan (3 copies, SFD & pool plans must be signed and sealed) *See attached example*
- Ground water/Soil report for SFD with a basement

**ACKNOWLEDGEMENTS AND SIGNATURE**

- *Check off each item to indicate acknowledgement and understanding of the requirement:*

Existing grade is the existing slope/elevation of the property. Indicate on the plan whether the grade is changing or remaining the same with the proposed work. *See attached example.*

Any soil brought into or removed from this property requires authorization from the Township. Please provide a letter by a Certified testing lab or Licensed Engineer stating the soil is acceptable.

For additions, if proposing underground pipework, you must include details on the sketch/plans. Under no circumstances are sump pump or footing drains allowed to discharge to the street.

For any new Single-Family Dwelling (SFD), a foundation location/elevation plan must be submitted after completion of foundation and prior to construction of the structure.

Be aware most new SFD are required to pay an Affordable Housing fee.

All projects require a final Engineering Inspection. SFD require 2 sealed as-built plans prior to final inspection. Details on this will be provided in your approval letter.

Call 811 (Call Before You Dig) at least 3 days prior to any digging, as required by State Law.

***By signing this application, I certify that I have read the above information, provided the required plans and fees, and will abide by all Township Requirements:***

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Submit applications to:**

Engineering Department  
The Peter J. Biondi Building  
379 South Branch Road  
Hillsborough, NJ 08844

**Contact us with questions:**

908-369-4460