



PRECONSTRUCTION VIDEO REQUIREMENTS & SUBMISSION FORM

Haddonfield has adopted an ordinance requiring a video or digital photographs be made of all public property near any site that is to undergo construction. The purpose of this ordinance change is to determine if any damage to Borough facilities ie streets, curbs, sidewalks, trees, etc. was caused during the course of construction. The video or digital photographs and a \$250 fee must be submitted prior to the issuance of the construction permit. The video or digital photographs must be submitted on a **USB flash drive or memory stick**. Emails will NOT be accepted.

The projects and permits that will require the video or digital photographs submittal and fee are:

Whole house demolitions

New house construction

Additions, including projects placing a dumpster at property

Any project that will require the use of a backhoe, tractor or other similar equipment

The video or digital photographs shall include:

- 1. The street along the property and neighboring properties**
- 2. The curb and sidewalk in front of the property**
- 3. All trees along the curb line, including the branches**
- 4. Any storm water inlets near the property**
- 5. Any utility connections, such as water valve or sewer vents**
- 6. Flash Drive needs to be clearly labeled with property address**
- 7. Videos or Picture files need to be saved under property address**

Failure to comply with the above list may greatly increase the review period and result in additional delays of your construction permit.

Property Location _____

Property Owner _____

Name, Address, Phone of Contactor _____

Signature _____

Office use only

Submitted to engineer for review _____

Engineer approval _____

Fee submitted _____