

Grading Permit Application Information Sheet

As per Ordinance # 07-11, a grading plan is required for plot plans and as built plans with the required fee. Each Grading Permit Application you are required to submit two (2) copies of a current grading plan with survey information plan and one (1) set of construction plans. Survey's must show the existing conditions and exact location of physical features including metes and bounds, drainage, waterways, specific utility locations and easements, all drawn to scale. All surveys must be prepared by a land surveyor. Vegetation, general flood plain determinations or general location of existing utilities, buildings or structures may be shown by a N.J. Licensed, Architect, Planner, Engineer, Land Surveyor, Certified Landscape Architect or other person acceptable to the reviewing governmental body. On all plans you are responsible for showing the actual shape and dimensions of the lot to be built upon, the exact location, size and height of all existing and proposed structures and substructures (drawn to scale), the number of dwelling units the structure is designed to accommodate, the number and location of off-street parking spaces and off-street loading areas and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this Ordinance.

Number 1: Indicate the street address, block, lot, and zoning district of the property in question.

Number 2: Fill in the applicant's information to its entirety*. Interest pursuant to N.J.S.A. 40:5D-48.1 et seq.

Number 3: Fill in the owner's information to its entirety*. If you are applying under a business or corporation name, submit a copy of your certification of corporation or partnership interest pursuant to N.J.S.A. 40:5D-48.1 et seq. With each Grading Permit Application, if you are applying under a business or corporation name you are required to submit a current copy of your certificate of corporation.

Number 4: Indicate the present use of property.

Number 5: Designate the proposed construction improvements to subject property.

Number 6: Provide total square footage of all proposed improvements at subject property.

Number 7: Describe in detail the activity or activities you are proposing on the property. If you are proposing construction, then describe in detail the dimension of any and all proposed structures.

Number 8: Indicate if the property in question has ever been the subject of any prior application to the Planning Board or Zoning Board of Adjustment. If yes, then indicate the respective board along with the resolution number, and a copy of said resolution.

If you indicate that the property in question has been subject of any prior application to the Zoning Board of Adjustment or Planning Board, then you are required to submit a copy of said resolution with each submitted Zoning Permit Application. Please submit a copy of the indicated resolution. In the event you are unable to locate the current resolution please contact Kristie Armour, Administrative Officer of the Planning and Zoning Board of Adjustment (732-988-5200 ext:278) to assist you in obtaining the most recent resolution available on the property.

Number 9: If you check yes and are applying for grading plan exemption, please provide explanation and reason for same. If you check no, then no further action is required.

40:55D-68.3. Penalty for false filing. Any person who knowingly files false information under this act shall be liable to a civil penalty not to exceed \$1,000 for each filing. Any penalty imposed under this section may be recovered with costs in a summary proceeding pursuant to "the penalty enforcement law," N.J.S.2A:58- 1 et seq.

Adopted. L. 1989, c. 67, §3, effective April 14, 1989.

- **All applications must have original signatures and both applicant and owner must sign all applications.**
- **Applications missing any information will be returned unprocessed.**
- **Faxed applications will not be accepted.**

GRADING PERMIT APPLICATION

Application Number: _____ Date: _____ Fee: **\$100.00**

TYPE OF APPLICATION

Check all that apply:

- | | | |
|---|--|--|
| <input type="checkbox"/> New Commercial Structure | <input type="checkbox"/> New Residence | <input type="checkbox"/> Deck/Balcony/Porch |
| <input type="checkbox"/> Commercial Addition | <input type="checkbox"/> Residential Addition | <input type="checkbox"/> Swimming Pool/Hot Tub |
| <input type="checkbox"/> Fence/Retaining Wall* | <input type="checkbox"/> New Accessory Structure | <input type="checkbox"/> Exemption _____ |
| <input type="checkbox"/> Shed Structure | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Other _____ |

With this application you are required to submit two (2) copies of a current survey/grading plan. Survey's must show the existing conditions and exact location of physical features including metes and bounds, drainage, waterways, specific utility locations and easements, all drawn to scale. All surveys *must* be prepared by a New Jersey State licensed land surveyor. Survey information may be transposed to a site plan if the date of the survey and by whom and for whom it was prepared is noted on the site plan. Vegetation, general flood plain determinations or general location of existing utilities, buildings or structures may be shown by an architect, planner, engineer, land surveyor, certified landscape architect or other person acceptable to the reviewing governmental body. On all plans you are responsible for showing the actual shape and dimensions of the lot to be built upon, the exact location, size and height of all existing and proposed structures and substructures (drawn to scale), the number of dwelling units the structure is designed to accommodate, the number and location of off-street parking spaces and off-street loading areas and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this Ordinance. A proposed grading plan shall be submitted for any retaining wall, construction in a steep slope area (or area abutting a steep slope), any building addition, new dwelling, swimming pool, or any work that would change the existing grading or drainage patterns at the discretion of the engineer. **THE GRADING PLAN SHALL BE IN ACCORDANCE WITH SECTION 1010 OF THE LAND DEVELOPMENT ORDINANCE AS ADOPTED BY ORDINANCE # 07-11 (ATTACHED).**

ALL APPLICATIONS WITHIN THE HD ZONING DISTRICT REQUIRE HPC APPROVAL.

IF ANY OF THE REQUESTED INFORMATION IS SUBMITTED INCOMPLETE, THEN THIS APPLICATION SHALL BE RETURNED UNPROCESSED.

Location of property for which zoning permit is desired:

1. Street Address: _____ Block: _____ Lot: _____ Zone: _____
2. Applicant Name: _____ Phone No. _____ Fax No. _____
3. Applicant's Address: _____ Email: _____
4. Property Owner's Name: _____ Phone No. _____ Fax No. _____
5. Property Owner's Address: _____ Email: _____
6. Present Approved Zoning Use of the **Property**: _____
7. Proposed Zoning Use of the **Property**: _____
8. Proposed site improvements _____ Sq. Ft.
9. Describe in detail the activity or activities you are proposing. If you are proposing construction, then describe in detail the grading, drainage, existing and proposed conditions. _____

10. Has the above referenced premises been the subject of any prior application to the ZONING BOARD OF ADJUSTMENT or PLANNING BOARD?

Yes _____ No _____ If Yes, state date: _____ Board: _____ Resolution # (if any): _____

11. Is this an application for a grading plan exemption ☐ Yes _____ ☐ No _____

If yes please describe reason for exemption in detail below.

40:55D-68.3. Penalty for false filing. Any person who knowingly files false information under this act shall be liable to a civil penalty not to exceed \$1,000 for each filing. Any penalty imposed under this section may be recovered with costs in a summary proceeding pursuant to "the penalty enforcement law," N.J.S.2A:58- 1 et seq.

Adopted. L. 1989, c. 67, §3, effective April 14, 1989. The applicant certifies that all statements and information made and provided as part of this application are true to the best of his/her knowledge, information and belief. Applicant further states that all pertinent municipal ordinances, and all conditions, regulations and requirements of site plan approval, variances and other permits granted with respect to said property, shall be complied with. All zoning permits will be granted or denied within ten (10) business days from the date of complete application.

Signature of Applicant

Date

Print Applicant's Name

Signature of Owner

Date

Print Owner's Name

----- FOR OFFICE USE -----

Fee date: _____ Check#: _____ Cash: _____ Received by: _____ Receipt#: _____

Grading Plan Status: _____

Approved: ☐ _____ Conditionally Approved: ☐ _____ Rejected: ☐ _____ Denied: ☐ _____

COMMENTS:

Leanne Hoffman, PE, PP, CME
Director of Engineering and Planning

Date

If any boxes are check below, then approvals are required from other departments.

Construction Department Approval Required: Yes ☐ No ☐

Historic Preservation Commission Approval Required: Yes ☐ No ☐

Zoning Department Approval Required: Yes ☐ No ☐

Issuance of Certificate of Occupancy

Plot plans and As-built Survey

Application Fee

| | |
|---|-------------------|
| Plot Plan/Grading Plan Review | \$100.00 per lot. |
| As-Built Survey Review | \$100.00 per lot. |
| Certificate of Occupancy Engineering Inspection | \$250.00 per lot |

Ordinance Section

§ 1009 Issuance of Certificate of Occupancy

- A. Occupancy permits for any buildings will be issued only when the installation of any curbs, sidewalk, aprons, all utilities, all functioning water supply and sewage treatment facilities, all necessary storm drainage to ensure proper drainage of the lot and surrounding land, rough grading of lots, final course for the driveway and base course for the streets, topsoil and seed for the lot, shade/street trees, unless formally waived by the Municipal Engineer, are installed to serve the lot and structure for which the permit is requested. Applicant shall submit copies of approved tree removal and soil removal permits (if applicable).
- B. Streets, if installed prior to final approval, shall not be paved until all heavy construction is complete.

§ 1010 Plot plans and as built survey

- A. Two signed and sealed copies of individual plot plans shall be submitted to the Municipal Engineer to accompany any permit application for new residential or commercial construction and for any residential or commercial building addition. The individual plot plan shall be utilized to review the project for adequate drainage and grading and compliance to all applicable Township standards.
- B. The Municipal Engineer will review the submitted documents and either disapprove or approve the submitted plot plan. The applicant will be notified if any revisions are required.
- C. The Construction Official shall be drawn to scale of not less than one inch equaling 50 feet, signed and proposed individual plot plan.
- D. Each individual plot plan shall be drawn to scale of not less than one inch equaling 50 feet, signed and sealed in accordance with N.J.A.C. 13:40-7.3 by a Professional licensed to practice in the State of New Jersey, and shall be no smaller than 8 ½ inches by 14 inches.
- E. Individual plot plans shall include the following information:
 - (1) Bearing and distances.
 - (2) North arrow, written and graphic scale.
 - (3) Existing/proposed easement and dedications.
 - (4) Existing/proposed building, pool, decks, patios, porches, sheds and accessory structures dimensions.
 - (5) Existing/proposed sidewalks, driveways and retaining walls.
 - (6) Building envelope graphically depicting and dimensioning zoning setback requirements and/or setbacks approved by the Board (if applicable).
 - (7) Street name, right-of-way width, pavement width and composition of the street(s) fronting the lot.
 - (8) The title block on the plot plan must include the property address, the block and lot number of the property in question and the name of the applicant.
 - (9) Limits of clearing and soil disturbance. Show number of trees over four (4) inches diameter to be removed.
 - (10) Existing trees to be protected and remain. Include tree replacement plan.
 - (11) Location of wetlands, floodplains, stream encroachment lines and/or any other environmental constraints to the property. If there are no wetlands, then a note should be added to the plan stating that no wetlands exists on the subject property.
 - (12) Sufficient street elevations including center line, gutter and top of curb (if applicable); existing and proposed lot elevations to include, at a minimum, property corners, midpoints of property lines, building corners and center of lot; the finished floor, basement and garage floor elevations of the proposed structure; and sidewalk elevations. Adjacent dwellings, corner elevations and topography within 25 feet of property lines. All elevations shall be according to the NGVD

(National Geodetic Vertical Datum) and the source of datum so noted. Any specific circumstances for which elevation requirements cannot be met will be subject to review by the Municipal Engineer and Construction Official on a case-by-case basis. Under no circumstances shall individual lots be graded in such a manner as to redirect stormwater runoff onto an adjacent and/or downstream property or disturb or change the existing drainage patterns of an adjacent lot. Drainage flow arrows shall be provided to clearly depict the directions of stormwater runoff. No grading or the creation of sump conditions shall be permitted on adjacent lot(s) unless permission has been specifically granted, in writing, by the owner of said adjacent lot(s).

- (13) Location of any storm drainage pipes with 25 feet of the property including pipe size, grade and invert.
 - (14) Lot grading shall be designed to provide positive runoff with grades at a minimum slope of 1.5%.
 - (15) Swales designed to provide positive runoff shall be designed with suitable subgrade material containing well draining sand or gravel, stone, sand mix topsoil or other material acceptable to the Township Engineer. A construction detail shall be included on the plan.
 - (16) Utility connections, including, but not limited to, water, sanitary sewer, gas, electric, telephone and cable.
 - (17) Elevations cross sections, and dimensions of driveways and retaining walls.
 - (18) Prior Board approval or waiver granted for construction in easements.
 - (19) Other items that may be required by the Municipal Engineer for proper construction of the site.
- F. Plot plans of Planning Board approved projects shall match approved subdivision/site plans.
- G. If a basement is proposed, a subsurface soil investigation certified by a licensed Engineer shall be submitted with the plot plan.
- H. The applicant shall submit a foundation survey prior to an inspection of the foundation for approval and backfilling. This survey shall include the location of the foundation and the actual floor elevations. If the as-built survey establishes locations or elevations different from those submitted in the plot plan, changes in the proposed grading shall be noted. A revised grading plan shall be submitted to the Engineering and Planning Department.
- I. The applicant shall submit three copies of a final as-built survey for new residential or commercial construction and residential or commercial building additions signed and sealed by a Professional Engineer or Land Surveyor licensed in the State of New Jersey prior to requesting a final Certificate of Occupancy (CO) inspection from the Municipal Engineer. For major subdivisions and site plans a minimum of two (2) inter-visible bench marks shall be set in New Jersey State Plane Coordinate System (NAD '83) and shown on the as-built survey.
- J. The as-built plan shall address constructed conditions and/or location of:
- (1) Final grading;
 - (2) Roads including curbing and sidewalks;
 - (3) Utilities;
 - (4) Building location;
 - (5) Driveways and parking lots;
 - (6) Stormwater management facilities, including as-built topographic contours and volume calculations;
 - (7) Walls and fences, and;
 - (8) Other structures deemed pertinent by the Municipal Engineer.
- K. Exemption from the requirements of this section for a residential building addition requires the approval of the Municipal Engineer, said exemption to be contingent upon:
- (1) Proof that the subject addition is not in a flood hazard zone;
 - (2) A survey locating the existing dwelling and showing the proposed improvements;
 - (3) A site inspection by a Township Engineering inspector to verify that the proposed addition will not create drainage problems.

§ 1102 Lot Grading and Elevation Plan

Lot grading and elevation plan. As a condition precedent to the issuance of a new zoning permit, a proposed plot plan for each individual lot shall be submitted to the Municipal Engineer for review and approval. Details of the individual plot plan shall conform to the submission requirements outlined in Section 1010 "Plot Plan and As-built Survey".