



**GRADING PLAN CHECKLIST**

*As of November 1, 2011 [Permit Fees & Percolation Data]*

**GRADING PLANS ARE REQUIRED FOR MAJOR CONSTRUCTION INCLUDING:**

- NEW HOMES
- LARGE ADDITIONS (50% or more of existing footprint)
- IN-GROUND POOLS
- SITE PLANS AS MAY BE REQUIRED FOR BOARD APPLICATIONS
- GRADING MORE THAN 18-INCHES OR AS REQUIRED BY SITE PLAN REVIEW

*Applications that are not complete will result in a permit denial. Initial grading review process takes approximately 3 – 4 weeks from completed zoning permit application submittal.*

**1. INITIAL FEE REQUIREMENTS:**

- \_\_\_\_\_ \$30 Grading Plan Permit Fee - **Check or Money Order** made out to *The City of Long Branch*
- \_\_\_\_\_ \$600 **Check or Money Order** made out to *The City of Long Branch* for initial grading review (completeness and/or 1<sup>st</sup> review) and site inspection performed by the City Engineer.
- \_\_\_\_\_ Completed W – 9 form

**2. REVISED/ADDITIONAL GRADING PLAN REVIEW FEE REQUIREMENTS:**

- \_\_\_\_\_ \$30 Grading Plan Permit Fee - **Check or Money Order** made out to *The City of Long Branch*
- \_\_\_\_\_ \$150 **Check or Money Order** made out to *The City of Long Branch* for EACH grading plan review required for non-compliant and revised plans. Additional fees may be required for additional inspections.

**3. COPIES of PLANS REQUIRED:**

- \_\_\_\_\_ One copy of any plans no larger than 11" X 17" but must be legible.

**4. PLAN REQUIREMENTS:**

- \_\_\_\_\_ Survey within 5 years of this application to include:
  - \_\_\_\_\_ Existing and proposed walkways, lot dimensions, structures, parking spaces, and setbacks
  - \_\_\_\_\_ Existing and proposed total lot coverage (includes all structures including decks, steps, walkways, driveways, pools, patios, sheds, etc.)
  - \_\_\_\_\_ Floodplains, wetlands and water bodies if application is directly within 300 feet of same
- \_\_\_\_\_ Agency Approvals:
  - \_\_\_\_\_ NJDEP permits as may be required
  - \_\_\_\_\_ CAFRA permits as may be required
- \_\_\_\_\_ Grading and Drainage Plan:
  - \_\_\_\_\_ Existing and proposed contours at 1-foot intervals
  - \_\_\_\_\_ Existing and proposed spot elevations at building corners, property corners, street gutter line, top of curb, top of depressed curb, and around new structures
  - \_\_\_\_\_ Disposition of excavated materials
  - \_\_\_\_\_ Finished Floor, basement/cellar and garage floor elevations
  - \_\_\_\_\_ Plan required to be signed and sealed by a licensed professional
- \_\_\_\_\_ Stormwater Management\*\*:
  - \_\_\_\_\_ Disposition of all rooftop runoff to be handled on-site for a 10-year storm:
    - \_\_\_\_\_ Subsurface dry-wells and seepage pits details
    - \_\_\_\_\_ Location of roof drains on grading plan
    - \_\_\_\_\_ Existing and proposed utility locations to the existing and proposed structures
  - \_\_\_\_\_ Details of all proposed drainage structures
- \_\_\_\_\_ In-Ground Pools\*\*:
  - \_\_\_\_\_ Location of pool equipment
  - \_\_\_\_\_ Details of equipment
  - \_\_\_\_\_ Filter type
  - \_\_\_\_\_ Location of/ treatment for backwash
  - \_\_\_\_\_ Disposition of excavated materials

- \_\_\_\_\_ \*\*Percolation and/or permeability data
- \_\_\_\_\_ Type of Soil Encountered
- \_\_\_\_\_ Location of Seepage Encountered
- \_\_\_\_\_ Tested Permeability rate
- \_\_\_\_\_ Seasonal High Water Table Elevation