



ENGINEERING DEPARTMENT: 732-897-4162

APPLICATION FEE
(only one (1) fee required, payable upon submission of application)
Full Plan review: \$100.00
Grading Plan Exemption review: \$75.00*
*Please refer to exemption requirements on p. 2

Permit Number: _____
(OFFICE USE ONLY)

Date of Application: _____

Grading Permit Application

- COMMERCIAL ADDITION, DECK / BALCONY/PORCH, DETACHED GARAGE, DRIVEWAY / SIDEWALK / APRON, HOUSE LIFT, OTHER, NEW ACCESSORY STRUCTURE, NEW COMMERCIAL STRUCTURE, NEW RESIDENCE, PATIO, RESIDENTIAL ADDITION, RETAINING WALL, SHED STRUCTURE, SWIMMING POOL / HOT TUB, EXEMPTION

With this application you are required to submit two (2) copies of a current survey/grading plan. Surveys 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 LAND DEVELOPMENT ORDINANCE AS ADOPTED BY ORDINANCE # 16-47 (ATTACHED).

ALL APPLICATIONS FOR PROPERTY WITHIN THE HISTORIC DISTRICT REQUIRE HPC APPROVAL

PLEASE NOTE: If any of the requested information is submitted incomplete, this application shall be returned, unprocessed.

Please print clearly:

1. BLOCK: _____ LOT: _____ ZONE: _____

2. ADDRESS: _____

3. OWNER INFORMATION (required): Name: _____ Address: _____ Phone: _____ Email: _____
APPLICANT INFORMATION (required): [] SAME AS OWNER
Name: _____ Address: _____ Phone: _____ Email: _____

4. PRESENT APPROVED ZONING USE OF THE PROPERTY: _____

5. PROPOSED ZONING USE OF THE PROPERTY: _____

6. PROPOSED SITE IMPROVEMENTS: _____ sq. ft.

7. Describe in detail the activity or activities you are proposing. If you are proposing construction, describe in detail the grading, drainage, existing and proposed conditions. Use additional sheet if needed.

8. 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: Date: _____ Board: ZONING Resolution # (if any): _____
 PLANNING (Please supply a copy of the resolution)

9. Is this an application for a grading plan exemption? YES NO If YES: Complete "Owner's Assumption of Responsibility", p. 3.
If YES, describe in detail the reason for exemption: _____

Exemption from the requirements of this section for new construction, building addition or land disturbance under 150 square feet (or 50 square feet for Ocean Grove) requires the approval of the Township Engineer, said exemption to be contingent upon:

- 1) Proof that the subject addition is not in a Flood Hazard Zone;
- 2) A site evaluation by a Township Engineer or appointed Inspector to verify that the proposed addition will not create drainage problems;
- 3) A notarized letter from the property owner stating that there will be no adverse draining impacts; SEE "Owner's Assumption of Responsibility", page 3;
- 4) A survey locating the existing dwelling and showing the proposed improvements;
- 5) Submission of a \$75.00 review fee.

In the event that the review of this application does not prove acceptable for an exemption, a full grading plan / plot plan shall be submitted along with required application and fees for review.

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 APPLICATIONS MUST BE SIGNED BY BOTH OWNER AND APPLICANT.

OWNER NAME – Please PRINT

APPLICANT NAME – Please PRINT

OWNER SIGNATURE

APPLICANT SIGNATURE

DATE

DATE

OWNER'S ASSUMPTION OF RESPONSIBILITY

(To be completed only when a Grading Plan Exemption is requested)

PROPERTY ADDRESS: _____

As Owner of the above referenced property, I hereby attest that the proposed

(DESCRIBE WORK PROPOSED)

at same address will have no adverse drainage impact on subject or adjacent properties; and agree to assume full responsibility should any adverse drainage impact occur as a result of said work/construction/improvements.

PRINT OWNER'S NAME

OWNER'S SIGNATURE

DATE

**THIS DOCUMENT
MUST BE
NOTARIZED.**

Grading Permit Application Information Sheet

As per Ordinance #07-11, and revised as per Ordinance #16-47 a grading plan is required for plot plans and as built plans with the required fee. With 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. Surveys 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 block, lot, and Zoning District of the property in question.

NUMBER 2

Indicate the street address of the property in question.

NUMBER 3

Fill in Owner and Applicant information to its entirety. If you are applying under a business or corporation name, submit a current copy of your certificate of incorporation or partnership interest pursuant to N.J.S.A. 40:5D-48.1 et seq.

NUMBER 4

Indicate the current approved zoning use, as described in the Township of Neptune Land Development Ordinance.

NUMBER 5

Indicate the proposed approved zoning use, as described in the Township of Neptune Land Development Ordinance.

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, 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, indicate the respective board along with the resolution number. You are also required to submit a copy of said resolution and signed site plan with each submitted Zoning Permit Application.

In the event you are unable to locate the current resolution please contact Kristie Dickert, Administrative Officer of the Planning and Zoning Boards (732-988-5200 .x. 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, no further action is required.

OWNER'S ASSUMPTION OF LIABILITY

If you are filing for an exemption, you must complete and have notarized page 3 of this application, "Grading Exemption – Owner's Assumption of Responsibility".

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.

FAXED / EMAILED APPLICATIONS WILL NOT BE ACCEPTED (application fee is due at time of application).

SIGNATURES OF BOTH PROPERTY OWNER AND APPLICANT ARE REQUIRED.

APPLICATIONS WHICH ARE MISSING ANY REQUESTED INFORMATION WILL BE RETURNED, UNPROCESSED.

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 in accordance with NJAC13:40-7.3 shall be submitted to the Township Engineer to accompany any permit application for any new construction and for any building addition or land disturbance greater than **150sf or 50sf in Ocean Grove section**. 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 Township 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 not issue any construction permits until the Township Engineer approves the 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, if applicable as per 525 of the Land Development Ordinance (LDO).
 - (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 10 feet of property lines or as far as necessary to determine adequate drainage characteristics. 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 Township 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, details and dimensions of driveways and retaining walls.
 - (18) The plan shall show new or existing utilities to be utilized in accordance with applicable standards.
 - (19) Location and direction of all existing and proposed downspouts.
 - (20) If sidewalk and/or curbing is proposed details to be provided and sufficient proposed grades to ensure positive drainage.
 - (21) A separate road opening permit is required for any disturbance in the Township Right of Way.
 - (22) Prior Board approval or waiver granted for construction in easements.
 - (23) Other items that may be required by the Municipal Engineer for proper construction of the site.
- F. Plot plans of Planning Board approved projects still require individual grading plans and shall match the intent of the 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 to the Zoning Officer 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 and a revised building plan to the Construction Official.
- I. The applicant shall submit One (1) copy of a final as-built survey for new construction, building addition or land disturbance **over 150sf or 50 sf for Ocean Grove**, 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 Township Engineer.
- J. The as-built plan shall address constructed conditions and/or location of:
- (1) Final grading elevations;
 - (2) Roads including curbing and sidewalks;
 - (3) Utilities, new or existing;
 - (4) Building location(s);
 - (5) Driveways and parking lots;
 - (6) Location and direction of downspouts;
 - (7) Stormwater management facilities, including as-built topographic contours and volume calculations;
 - (8) Walls and fences, and;
 - (9) Lighting;
 - (10) Planting(s);
 - (11) Signage;
 - (12) Refuse Area;
 - (13) Other structures or conditions deemed pertinent by the Township Engineer.
- K. Exemption from the requirements of this section for new construction, building addition or land disturbance under **150sf or 50sf for Ocean Grove** requires that approval of the Township 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;
 - (4) A notarized letter from the property owner stating that there will be no adverse drainage impacts;
 - (5) Submission of a \$75.00 review fee;
- In the event that the review of the application does not prove acceptable for an exemption, a full grading plan/plot plan shall be submitted along with required application and fees for review.

§ 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 Township 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".