

Grading Plan Design Items – Checklist (to be submitted with your application)

***Check that these items are included in the plans you are submitting for review**

✓	Name, Address of owner and applicant.
✓	Name, signature, license number, seal and address of engineer, land surveyor, architect, as applicable, involved in preparation of plan.
✓	Title block denoting type of application, tax map sheet, county, name of municipality, block and lot and street location.
✓	A key map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc., within 500 feet.
✓	A schedule of required and provided zone district(s) requirements including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.
✓	North arrow and scale.
✓	Standardized sheets: 24" x 36"
✓	Boundary Survey is to scale, prepared within 5 years of the proposal, and extends 25-feet beyond the property line to include neighboring properties and nearby features, including trees on property line.
✓	Grading and Drainage/Stormwater Management facilities map of the same scale as the topographical base map shall be included
✓	Topographic Base Map. The design engineer shall provide sufficient topographic and location data that shows existing contours, at a scale no greater than 1" = 30' to allow the Township Engineer to make an appropriate evaluation of the development proposal. The topography and existing conditions must be based on a plan prepared by a NJ licensed surveyor.
✓	Project Development Plans. A map at the scale of the topographical base map indicating the location of existing and proposed buildings, proposed contours and other improvements shall be provided.
✓	Contour lines showing the existing topography of the property in light grey and dashed lines, and any changes to those contour lines, shown in black ink and solid lines.
✓	Project items for construction are clearly shown to scale in in black ink and labeled.
✓	Limit of disturbance is marked and labeled showing the area in square feet and acres. Total area to be disturbed, paved, or built upon, land area to be occupied by the stormwater management facilities and the type of vegetation thereon, and details of the proposed plan to control discharge.
✓	Existing and proposed spot elevations at building corners, property corners, street gutter line, top of curb, top of depressed curb, top and bottom of wall and around structures. Finished floor, basement/cellar, and garage floor elevations.
✓	Soil Erosion Control Measures (such as silt fence, hay bales, filter fabric, construction access tracking pad, etc.) are marked and labeled. DO NOT TRENCH NEAR PROTECTED TREES.

✓	Location of roof leaders, roof drains, and the underground pipes that carry roof water runoff shown with material types, pipe sizes, and invert elevations labeled for each pipe.
✓	Stormwater Management System labeled with dimensions as well as invert elevations of drain pipes connected to the system.
✓	Construction details for the Stormwater Management System including dimensions and materials to be used (such as concrete tank, cast iron manhole cover, pipes (RCP, PVP) gravel, etc.
✓	Stormwater capacity calculations in accordance with § 25-29.3C and § 25-29.9
✓	Details of all stormwater management facility design, during and after construction.
✓	Existing and proposed utility connections to the existing and proposed structures.
N/A	Sump pump drain pipe location and discharge point.
N/A	Footing drain location and discharge point.
✓	Stormwater Management System overflow, as well as cleanout
✓	Plans must accurately show existing natural and manmade features (lakes, ponds, etc.) on the site as well, within 25 feet of all property lines, including location of any easements.
✓	All trees larger than 10-inches in diameter, measured at 4-feet above ground level are shown and labeled with diameter and species. PROJECT THAT DOES NOT SHOW TREES WILL BE REJECTED. <i>*Please refer to the Forester's Office for a permit application and procedures (973-325-4015).</i>
✓	Plans must accurately show the location of trees greater than 10 inches in diameter, measured at 4 feet above ground level, on the site as well as within 25 feet of all property lines, as well as all trees planned for removal. A separate landscaping/tree planting plan is required by the Township Forester. <i>* Please refer to the Forester's Office for requirements (973-325-4015).</i>
✓	Plans must clearly identify all wetlands, riparian lands, steep slopes, flood plains and any associated buffers or transition areas. Location of floodplains, wetlands, and water bodies if application is directly within 300 feet of same. If NJDEP and/or HEPSCD permits are required, a copy of the approval by NJDEP and/or HEPSCD should be sent when available to Engineering for inclusion in the application.
✓	Plans must clearly show soil erosion and sediment control measures such as filter fence, construction vehicle tracking pads, storm sewer inlet protection, tree protection details, etc., including construction details for all proposed measures.
✓	Proposed improvements or work to be completed shall be highlighted, easily identifiable and accurately shown to scale. Plan scale shall not be less than 1 inch = 30 feet.
✓	Drainage provisions for stormwater runoff from impervious surfaces shall comply with provisions stated in § 25-29.3, § 29.7, & § 29.9. Construction details for drainage structures must include dimensions that are legible. Calculations shall be included on the plan.
✓	Submit 2 signed and sealed copies of grading plan
✓	Maintenance manual for stormwater facilities in accordance with NJDEP guidelines and BMP manual to be included.