



City of Long Branch
Office of Planning and Zoning
 344 Broadway, Long Branch NJ 07740
 Phone (732) 571-5647 Fax (732) 222-7755

OFFICE USE ONLY:

Received Date: _____
 Application #: _____
 Check #: _____

GRADING PLAN APPLICATION

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

(New Construction, New Homes, In-Ground Pools, Large Additions, Townhouses)

All blanks must be filled in and all required documents attached. ANY application that is not complete will not be accepted and may result in a permit denial. Permit process takes approximately 3 – 4 weeks once fully complete and accepted.

DATE _____ **ZONE** _____ **BLOCK** _____ **LOT(s)** _____

ADDRESS OF REQUEST: _____

NAME OF OWNER/ BUSINESS: _____

OWNER/BUSINESS MAILING ADDRESS: _____

OWNER/BUSINESS PHONE NUMBER(S): _____

BRIEF DESCRIPTION OF WORK: _____

PLANNING or ZONING BOARD PROJECT NAME, if applicable: _____

PLANNING or ZONING BOARD FILE NUMBER, if applicable: _____

GRADING PLAN REVISION #: _____ **CURRENT ESCROW ACCOUNT #:** _____

Grading and Drainage Plan Included? _____ Revised Date of Plan: _____ Check _____

City Engineer Last Review Letter Date: _____ Attached? _____

I, _____, applicant (**owner or authorized agent**), HEREBY ACKNOWLEDGE THAT THIS TWO-PAGE APPLICATION HAS BEEN READ, UNDERSTOOD, AND IS 100% COMPLETE AND ACCURATE. ALL REQUIRED DOCUMENTS ARE ALSO PROVIDED AND ARE 100% TRUE. I understand that all information provided may be used to formulate a letter of denial and subsequently for reference prior to, during, or after issuance of any permit or license. Any subsequent issued permit will pertain to zoning issues *only*. I understand that in signing this application that my affirmation as to the contents of such is true, and any work done contrary is in violation at my obligation which is a legal duty. Furthermore, the undersigned, as applicant for the above zoning permit, in consideration for the issuance of same, hereby agrees to defend, hold harmless, and indemnify the City of Long Branch and its employees and/or agents from any claims, liability or damages arising from the issuance of the aforesaid zoning permit. I also understand that if this application is approved, I and/or the owner am responsible for providing a correct as-built plan and to pay all fees incurred by the City or its professionals to rectify any problems cited by complaint or inspection, before, during and/or after construction in particular if the construction is not built to the approved plan or permits. ***I understand that failure to provide complete and accurate application information may result in penalties and/or immediate rescinding of any permits issued.***

PRINT APPLICANT'S NAME: _____

SIGN APPLICANT'S NAME: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S PHONE NUMBER(S): _____

OFFICE USE ONLY:

Sent to Finance for Escrow Deposit on _____ by _____ (initial)

Sent to City Engineer for Review on _____ by _____ (Initial)

GRADING PLAN CHECKLIST

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 1st 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 (1) Copy of any plans or documents *equal to or smaller* than 11" X 17" **OR** Four (4) Folded Copies of any plans or documents *larger* than 11" X 17"

(NOTE: Building Dept. requires 2 ADDITIONAL SIGNED AND SEALED DETAILED PLANS for construction permits)

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 for Stormwater Management and In-Ground Pools:
 - _____ Type of Soil Encountered
 - _____ Location of Seepage Encountered
 - _____ Tested Permeability rate
 - _____ Seasonal High Water Table Elevation