



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 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 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