



**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 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.

(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