



APPLICATION FOR GRADING PLAN REVIEW

BOROUGH OF HIGHLANDS

DEPARTMENT OF BUILDINGS & HOUSING

151 NAVESINK AVE., HIGHLANDS, NJ 07732

PHONE: 732-872-1224, EXT. 223

www.highlandsnj.gov

APPLICATION AND ESCROW FEES

The applicant shall deposit an initial application filing fee of **\$800**. For each re-review of the application, an additional fee of **\$200** shall be due. If additional escrow fees are required, the applicant shall deposit with the Chief Financial Officer an amount equal to the estimated review fee, as determined by the Borough Engineer. No permit will be issued until a deposit is placed with the Chief Financial Officer, equal to the estimated inspection fee, as determined by the Borough Engineer. Inspections shall be required by the Borough Engineer prior to the issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy. If additional inspection fees are required, the applicant shall deposit with the Chief Financial Officer an amount equal to the new estimated inspection fee before any work can continue or Certificate can be issued. Any deposit accounts shall be maintained at levels sufficient at all times to cover all estimated fees or work may be halted.

NOTE: Please allow a minimum of 3-4 weeks for review and processing of application.

APPLICANT INFORMATION

APPLICANT NAME: _____ DATE: ____/____/____

MAILING ADDRESS: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

PROJECT SITE DETAILS

BLOCK: _____ LOT(S): _____ QUALIFIER(S): _____

PROPERTY ADDRESS: _____ - _____ ZIP CODE: _____

PROPOSED DESCRIPTION OF DEVELOPMENT / IMPROVEMENTS

APPLICATION ITEMS CHECKLIST

- ☐ THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION:
- ☐ TWO (2) COPIES OF THIS COMPLETED REQUEST FORM
- ☐ TWO (2) COPIES OF ENGINEERED GRADING PLANS WITH TOPOGRAPHY & APPLICABLE DETAILS
- ☐ EMAIL DIGITAL FILE (PDF) OF PLAN TO TACO@HIGHLANDSNJ.GOV
- ☐ TWO (2) COPIES OF ARCHITECTURAL PLANS (FOUNDATION & 1st FLOOR PLANS, APPLICABLE DETAILS)
- ☐ TWO (2) COPIES OF COMPLETED GRADING PLAN PREPARATION CHECKLIST
- ☐ \$800.00 ENGINEERING REVIEW FEE, RESUBMITTALS REQUIRE A \$200.00 REVIEW FEE.
- ☐ (NOTE: COMMERCIAL GRADING PLAN REVIEW FEES BASED ON SUBDIVISION & SITE PLAN FEE SCHEDULE)
- ☐ (Checks made payable to the "Borough of Highlands")
- ☐ SUPPORTING DOCUMENTATION PER CHECKLIST
- ☐ TWO (2) COPIES OF TOPOGRAPHIC AS-BUILT SURVEY AT COMPLETION OF PROJECT
- ☐ COLOR PHOTOGRAPHS OF ENTIRE INFILTRATION SYSTEM INSTALLATION ARE REQUIRED

QUESTIONS & ANSWERS

Yes ☐ or No ☐ Was the subject lot/property created by Subdivision Approval within the last 20 years?

If yes, provide copies of the Board Resolution and set of approved mappings.

Yes ☐ or No ☐ Has the proposed work required approval from the Land Use Board for a variance, site plan, subdivision?

If yes, provide copies of the Board Resolution and set of approved mappings

Yes ☐ or No ☐ Does the property contain any easements, right-of-way or other restrictions?

Yes ☐ or No ☐ Is the property located in the 100-year floodplain?

If yes, approval from the Building Department is required prior to issuance of construction permits.

Additionally, a NJDEP Flood Hazard Permit may be required.

Yes ☐ or No ☐ Is the property situated within 50' of any ponds, streams, brooks, marshes, river, lakes, bogs, ditches, creeks, swamps, etc. or other low-lying areas?

If you answered yes, you must contact the NJDEP to obtain clearance/approval. If you are unsure, you should contact the NJDEP to clarify applicability. Violations of wetlands and other environmentally sensitive areas could result in fines imposed by the State of NJ. The phone number for the NJDEP is (609) 777-0454.

Yes ☐ or No ☐ Is the property located within 300 ft. of the mean high-water line or any area regulated by the NJ Department of Environmental Protection?

If you answered yes, you must contact the NJDEP to obtain clearance/approval. If you are unsure, you should contact the NJDEP to clarify applicability. Violations in environmentally sensitive areas could result in fines imposed by the State of NJ. The phone number for the NJDEP is (609) 777-0454.

Yes ☐ or No ☐ Is the property located within a Special Flood Hazard Zone?

Prior to issuance of any building permits, the applicant must comply with N.J.A.C. Title Chapter 13, Flood Hazard Area (FHA) Control Rules, where applicable. The applicant may obtain an Applicability Determination from the NJDEP if it is not clear what FHA permit is required, if any. If the project is subject to a General or Individual Permit from the New Jersey Department of Environmental Protection or the applicant obtains an Applicability Determination or issues a permit-By-Rule Notice, the applicant must provide the Borough with copies of the documents with the grading plan application. If the applicant believes the project is subject to Permit-By-Rule, the applicant must provide a letter documenting basis for the relief.

NOTES TO APPLICANTS

- ALLOW MINIMUM THREE TO FOUR WEEKS FOR REVIEW AND PROCESSING OF APPLICATION ONCE COMPLETE. AN APPLICATION THAT IS NOT COMPLETE WILL NOT BE ACCEPTED AND MAY RESULT IN A PERMIT DENIAL.
- IT IS YOUR RESPONSIBILITY TO COMPLY WITH ANY CONDITIONS OF THE REVIEW LETTER.
- IF A REVISION TO THE PLAN IS REQUIRED AND / OR APPLICATION IS DENIED, AN ADDITIONAL **\$200.00** FEE MUST BE SUBMITTED WITH THE REVISED PLAN. REVISED PLANS MUST HAVE REVISION DATE ACCORDINGLY.

GRADING PLAN PREPARATION CHECKLIST

*** THIS CHECKLIST MUST BE COMPLETED AND ATTACHED TO THE GRADING PLAN ***

- ☐ Existing boundary, location and topographic survey information is prepared by a NJ Licensed Land Surveyor and duly referenced on the grading plan.
- ☐ Grading plan is entitled "Grading Plan" and prepared by a NJ Licensed Professional Engineer.
- ☐ Sufficient existing and proposed spot elevations and contours are provided for the subject property as well as adjacent properties (minimum 25 ft. overlap) to identify existing drainage patterns. Spot elevations are provided on the property, at building corners, along property lines, at property corners, 25 ft. overlap onto adjacent properties, curb, gutters, top and bottom wall, etc. Failure to provide overlapping topographic data including spot elevations may result in the denial of the application. Contours at 1 (one) foot intervals are provided and vertical datum indicated on plan.
- ☐ Indicated existing and proposed utility connections, including water, gas, sewer & electric.
- ☐ A minimum of 2% pitch away from all building foundations is provided. Swales are labeled and include spot elevations and highpoints. Proposed site grading will not negatively affect adjacent properties.
- ☐ Finished floor elevation, garage floor elevation (at overhead doors & at rear of garage), crawlspace floor elevation, and basement floor elevation are provided where applicable.
- ☐ Limit of disturbance, silt fence location, and a silt fence detail are provided on the plan. Notes provided regarding seeding and stabilization. Limit of disturbance line includes utility trenching in roadway.
- ☐ Note is placed on plans stating that "silt fencing to be placed around the area of disturbance and left in place until the property is permanently stabilized."
- ☐ A copy of the Freehold Soil Conservation District approval, (for projects disturbing 5,000 sq. ft. or more) or exemption letter is provided.
- ☐ Architectural plans are provided (at a minimum, the foundation and first floor plans need to be provided, along with elevation views). Dimensions of buildings must be shown on the Grading Plan.
- ☐ Zoning chart providing bulk zoning requirements provided on the plan indicating required, existing and proposed information, including lot area and existing & proposed impervious coverage in square feet. Each impervious coverage item must be listed separately in square feet. ***Impervious cover includes all walks, driveways, buildings, patios, walls, pads, decks and stone areas for grading plans and drywell sizing.***
- ☐ Provide construction details for sidewalk, curb, driveway, driveway apron, retaining walls and drywells, where applicable.
- ☐ A drywell must be provided for all projects to mitigate increases in ***impervious cover***. Roof leaders must be piped to proposed drywell or runoff collected via yard grates and piping per applicable design. Locations of drywells, downspouts, pipe sizes, pipe slopes and inverts, and grates must be provided. A drywell detail must be provided along with supporting drainage calculations and a permeability test to confirm proper sizing. Drywell must be sufficiently sized to store 1.25 inches times the net-increased impervious area. Clean stone has an acceptable void ratio of 0.30. Locations of yard grates must also be shown on plans, where applicable.
- ☐ For construction of in-ground swimming pools the grading plan must include:
 - ☐ Location of Pool filters and equipment and screened from view. Location of Pool backwash discharge.
 - ☐ Spot elevations along edges of pool (corners) and patio.
 - ☐ Delineation of pool fence enclosure, including type, height, and provide safety latch.
 - ☐ Drywell provided to mitigate net-increase in impervious coverage.
- ☐ Copies of approvals from all relevant outside agencies have been provided (Land Use Board, NJDEP, Monmouth County Planning Board, Freehold Soil Conservation District, etc.). Resolutions of approval and related engineering/planning letters and approved plans referenced are attached with submittal.

FAILURE TO PROVIDE THE ABOVE LISTED ITEMS MAY RESULT IN GRADING APPLICATION DENIAL

PREPARER'S CERTIFICATION OF SUBMITTALS

I hereby certify that (*check one*) ☐ I am the owner of the property;

or

☐ I have permission from the property owner to submit the application for Grading Plan review.

Furthermore, I certify to the best of my knowledge all information contained within this application is correct; and the survey/grading plan provided is accurate and shows all existing and proposed improvements drawn to scale and with setbacks indicated; In addition, I grant permission to the Borough of Highlands and their agents to come onto the subject property for the purposes of conducting inspections related to this application.

[Printed Name & Title]

[Signature and Date]

ADDITIONAL NOTE TO APPLICANT / OWNER:

The Following Mapping is Required for all Grading Plan & Swimming Pool Projects:

1. An As-Built Topographic Survey is required to be submitted at **completion** of site-work and prior to receiving a Certificate of Occupancy. A minimum of three (3) sealed copies must be provided.
2. The As-built Topographic Survey must depict, at a minimum, the following information: As-built contours provided at a one-foot contour interval with vertical datum indicated. **Topographic As-built survey is required to be prepared and submitted to the Borough Engineer for review and approval prior to receiving a Certificate of Occupancy.** If necessary, the applicant will be required to correct any deficiencies at the discretion of the Borough Engineer. As-Built Survey must be in conformance with requirements as listed on Request for Grading Plan Review Application & Checklist. As-built survey must include contours and spot elevations on the property, along property lines, top and bottom curb elevations, with 25 ft. overlap onto adjacent properties and sufficient spot elevations to determine slope of driveway, apron, sidewalks, swales, and pitch away from building foundations. Recharge system and related yard drains and piping must be shown on the As-built survey. Additionally, extensive spot elevations must be shown to confirm runoff patterns, elevations and that no runoff flows toward adjacent lots. Spot elevations must be provided at building corners, swales, swale highpoint, driveway, downspouts, driveway apron, and along curb. Location of all downspouts and yard drain piping to drywells must be shown on the plan. Any septic tank, subsurface disposal field and wells must be shown. If necessary, the applicant will be required to correct any deficiencies at the discretion of the Borough Engineer. Failure to provide sufficient spot elevations may result in denial. Additionally, footprint of disturbance must be shown. Allow minimum ten (10) days for review and processing of As-built mappings and supporting documents. The Survey must be prepared by a NJ Licensed Land Surveyor.