



Borough of Red Bank

DEPARTMENT OF PLANNING AND ZONING

90 Monmouth Street, 3rd Floor • Red Bank, NJ 07701

P: (732) 858-8352 • E: sebanks@redbanknj.org

GRADING PLAN REVIEW APPLICATION

DATE: _____

Please allow a minimum of three to four weeks for review and processing of this application.

APPLICANT NAME: _____

MAILING ADDRESS: _____

PHONE NO.: _____ **EMAIL ADDRESS:** _____

DEVELOPMENT PERMIT REF. #: _____

Project Site Details

BLOCK: _____ **LOT(S):** _____

PROPERTY ADDRESS: _____

Proposed Description of Development / Improvements

The following must be submitted with this completed application:

☐ Emailed PDF of Engineered Grading Plan w. Topography & Applicable Details (1 set)

☐ Emailed Architectural and/or Pool Plans

☐ Supporting Documentation & Other Agency Approvals

☐ \$1,000 Engineering Review Escrow Fee

Checks made payable to "The Borough of Red Bank." Please include the property address and Block & Lot on the check.

☐ Completed Land Development Escrow Agreement Form and W-9

Note to Applicant

An application that is not complete will not be accepted and may result in a permit denial. It is the applicant's responsibility to comply with any conditions of the review letter. If a revision to the plan is required and/or the application is denied, an additional review fee will be required, and the revised plan must be resubmitted with a revision date.



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GRADING PLAN PREPARATION CHECKLIST

- ☐ Depending on the scope of proposed work, this project may also be subject to the plat requirements of [§ 490-62](#) (Minor Site Plans) of the Borough Code. Applicants should review [§ 490-62](#) to confirm which additional items apply to their submission.
- ☐ Existing property grading survey must be prepared by a licensed surveyor
- ☐ Sufficient existing and proposed spot elevations and contours are provided for the subject property and adjacent properties, including at building corners
- ☐ Indicate on the plan that the silt fencing will be placed around the area of disturbance, which is to be left in place until the property is permanently stabilized.
- ☐ Indicate on the plan that downspouts are directed to the street or tie into an existing drainage system where possible
- ☐ Grade the property to avoid impacts to adjacent properties
- ☐ Receipt of approvals from all other applicable agencies and jurisdictions

APPLICANT'S CERTIFICATION OF SUBMITTALS:

I hereby certify that,

☐ 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 that 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 Red Bank and its agents to come onto the subject property for the purposes of conducting inspections related to this application.

PRINTED NAME & TITLE

SIGNATURE AND DATE

OFFICE USE ONLY

DATE RECEIVED: _____

DATE SENT TO ENGINEER: _____

DATE OF REVIEW LETTER: _____

☐ APPROVED ☐ DENIED