

Department of Public Works & Engineering
THE TOWNSHIP OF MIDDLETOWN

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Settled in 1664
"Pride in Middletown"

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REVISED March 6, 2015

REQUEST FOR GRADING PLAN REVIEW

DATE: _____

NOTE: ALLOW MINIMUM THREE TO FOUR WEEKS FOR REVIEW AND PROCESSING OF APPLICATION

APPLICANT NAME: _____

MAILING ADDRESS: _____ ZIP CODE _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS _____

PROJECT SITE DETAILS:

BLOCK: _____ LOT(S): _____

PROPERTY ADDRESS: _____
(ZIP CODE) _____

PROPOSED DESCRIPTION OF DEVELOPMENT / IMPROVEMENTS:

(EXAMPLE: NEW DWELLING, SWIMMING POOL, RETAINING WALLS)

THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION: (Check off items submitted)

- _____ TWO COPIES OF THIS COMPLETED REQUEST FORM
- _____ SIX COPIES OF ENGINEERED GRADING PLAN WITH TOPOGRAPHY & APPLICABLE DETAILS
- _____ TWO COPIES OF ARCHITECTURAL PLANS (FOUNDATION PLAN, 1st FLOOR PLAN, APPLICABLE DETAILS)
- _____ TWO COPIES OF COMPLETED GRADING PLAN PREPARATION CHECKLIST
- _____ \$250.00 ENGINEERING REVIEW FEE (Made payable to the " Township Of Middletown ")
- _____ SUPPORTING DOCUMENTATION PER CHECKLIST

PLEASE ANSWER THE FOLLOWING:

Yes____ or No____ Has the proposed work required approval from the Planning Board or Board of Adjustment 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, a Floodplain Encroachment Permit is required thru the Zoning Department. 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 shall 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 14-Day Permit-By-Rule Notice, the applicant shall provide the Township with copies of the documents with the grading plan application. If the applicant believes the project is subject to a Permit-By-Rule, the applicant shall provide a letter documenting the basis for that relief.

NOTES TO APPLICANT:

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 \$250.00 FEE MUST BE SUBMITTED WITH THE REVISED PLAN. REVISED PLANS SHALL HAVE REVISION DATE ACCORDINGLY.

MIDDLETOWN TOWNSHIP 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 or exemption letter is provided (for projects disturbing 5,000 sq. ft. or more).
- _____ Architectural plans are provided (at a minimum, the foundation and first floor plans need to be provided, full set preferred). Dimensions of buildings shall 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 shall 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.***
- _____ Provided construction details for sidewalk, curb, driveway, driveway apron, retaining walls and drywells, where applicable.
- _____ A drywell shall be provided for all projects to mitigate increases in ***impervious cover***. Roof leaders shall 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 shall be provided. A drywell detail shall be provided along with supporting drainage calculations and a permeability test to confirm proper sizing. Drywell shall 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 shall also be shown on the plan, where applicable.
- _____ For construction of in-ground swimming pools the grading plan shall 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 (Planning/Zoning 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 (circle one) 1) I am the owner of the property;

or

2) 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 Township of Middletown 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 Projects:

- An As-Built Topographic Survey shall be submitted at **completion** of site-work and prior to receiving a Certificate of Occupancy. The As-Built mapping requirement for in-ground pool construction will be determined at time of issuance of a grading approval at the discretion of the Township Engineer based on the complexity of the project and its potential impact to the site and/or adjacent properties.
- The As-built Topographic Survey shall depict, at a minimum, the following information:

As-built contours provided at a one-foot contour interval with vertical datum indicated; finished floor elevations of crawlspace, basement, cellar, and finished floor of dwelling, garage, decks, pools and other applicable structures. Topographic information including contours and spot elevations shall be provided for the property, at property corners, along property lines, as well as on adjacent properties at a minimum 25-foot overlap. Spot elevations at building corners and at driveway aprons shall be provided. The top and bottom curb elevations and edge of pavement elevations shall also be provided accordingly. Swales shall be labeled and spot elevations shall be provided at high points of swales and along centerline of any swales. Location of downspouts and any underground drainage pipe and drywells shall be shown on the plan including pipe material, pipe sizes, slopes, inverts, grates and drywell information. Top and bottom elevations of retaining walls shall be shown on the Survey. Location of underground utilities and overhead wires shall also be shown. Any applicable easements, wetlands lines/buffers, etc. shall be shown on the Survey. The Survey shall be prepared by a NJ Licensed Land Surveyor.