BOROUGH OF POINT PLEASANT

OCEAN COUNTY, NEW JERSEY

GRADING & DRAINAGE APPLICATION INSTRUCTIONS

- Applicant to submit one (1) extra copy of Construction plans in .**pdf format** to our office via e-mail.
- Submit completed Grading & Drainage application
- Upfront Fee: $650.00 (includes the $350.00 Review & $300.00 final inspection fee)
- Upfront Fee if a Recharge System is to be inspected: $800.00 (Includes the above fees & $150.00 for Recharge System inspection fee)
- If plan is rejected, there will be a $150.00 revision review fee
- Inform office staff if application is in conjunction with Planning Board/Zoning Board approval, or RREM Grant program. Submit the signed resolution with permit package.

2233 Bridge Avenue / PO Box 25 / Point Pleasant, NJ 08742 / Phone: 732-892-7129 / Fax: 732-899-2655
www.ptboro.com / Construction@ptboro.com

Grading & Drainage Plan

Submission Checklist

Borough of Point Pleasant,

Ocean County, New Jersey

Property Information:			
Address:			
Block:		Lot:	
Zoning District:		Flood Zone:	
Applicant Contact Information:			
Name:			
Mailing Address:			
Phone (1):		Email:	
Phone (2):		Fax:	
Owner Contact Information:			
Check here if same as Applicant Information ( )			
Name:			
Mailing Address:			
Phone (1):		Email:	
Phone (2):		Fax:	
Submission Information:			
Type of Submission (initial or revised):			

Written Description of Proposed Activity:

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APPLICANT'S SIGNATURE: _____ DATE: _____

In accordance with Ordinance No. 2010-22 of the Borough Code, a permit for grading and drainage shall be required prior to the construction of a single-family dwelling that has not been part of a subdivision review by the Borough Planning Board or Zoning Board of Adjustment, any in-ground swimming pool and any structure or improvement which the Borough Engineer, Construction Official, or Zoning Officer has determined may cause an adverse impact on any adjoining property. Properties covered under this section and required to obtain said grading and drainage permit shall provide the following:

Checklist A: (Section 19-28.8(g)2: Plot Plans)			
	ITEM	**PROVIDED**	WAIVER **REQUESTED**
1.	Email a .PDF copy of Construction plans to Construction Office	☐	
2.	Plan scale not greater than 1" = 10' or less than 1" = 30"	☐	
3.	Plan clearly shows shape and dimensions of lot	☐	
4.	Plan shows location, size, and height of all existing and proposed structures and substructures	☐	
5.	Plan indicates use of all existing and proposed structures	☐	
6.	Plan shows all existing easements	☐	
7.	Plan shows existing and proposed driveways, walks, patios, decks, utilities and such other information as may be necessary to determine compliance with the Borough Ordinance	☐	
8.	All information on the plot plan, relating to the location and size of the lot and existing structures and other features on the lot shall be based on a survey of the lot by a professional land surveyor licensed in the State of New Jersey	☐	
9.	A separate copy of the signed and sealed survey, upon which the plot plan is based, shall also be submitted with the application	☐	

The Applicant must provide a written explanation for each waiver requested in Checklist A, below:

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Checklist B: (Section 19-28.8(g)3: Soil Logs)			
	ITEM	**PROVIDED**	**WAIVER REQUESTED**
1.	Soil Log and permeability or percolation test prepared and certified by a certified well driller, soils expert and/or professional engineer licensed in the State of New Jersey.	☐	
2.	The boring or test pit for the Soil Log shall be located within the area of proposed drainage structure and shall be to a depth of two (2) feet below the proposed structure(s) or groundwater elevation, whichever is less.	☐	
3.	The plot plan shall show the location of the boring or test pit and the Soil Log shall identify the surface elevation of the boring or test pit, show the various soil types and characteristics, show the elevation of each change in soil type, the existing groundwater elevation and an estimate of the seasonal high groundwater elevation.	☐	

The Applicant must provide a written explanation for each waiver requested in Checklist B, below:

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Checklist C: (Section 19-28.8 (g)4: Plot Plan Characteristics)			
	ITEM	PROVIDED	WAIVER REQUESTED
1.	Plan conforms to all Plot Plan Requirements (See Checklist A)	☐	
2.	The tax map sheet, block and lot numbers, street address, date, graphic scale, north arrow, and the name and address of the professional who prepared the plan.	☐	
3.	Existing boundary and topographic Information on the lot and for a distance often (10) feet outside the lot.	☐	
4.	The location of all proposed construction and all existing structures on the lot and for a distance often (10) feet outside the lot.	☐	
5.	Required zoning setback lines and distances to all existing and proposed structures.	☐	
6.	Structure dimensions including height of existing and proposed structures or additions.	☐	
7.	Existing and proposed contour lines at one (1) foot intervals plus spot elevations as may be required to adequately show the existing and proposed grading on the lot and for a distance of ten (10) feet outside the lot. Existing spot elevations at each lot comer and existing structure comer. Existing and proposed finished floor elevations including basement slab elevation and garage slab elevations of all existing and proposed structures and structure additions. Proposed spot elevations at the corner of each proposed structure or structure addition. Existing top and bottom of curb elevation and street centerline elevation at twenty-five (25) foot intervals along and for a distance of twenty-five (25) feet beyond the lot frontage. All elevations shall be NGVD29 or NAVD88 datum.	☐	
8.	Existing and proposed building area and gross floor area of proposed structures or structure additions and the existing and proposed lot coverage.	☐	
9.	Existing and proposed driveway locations, dimensions and type of driveway surface	☐	
10.	Existing and proposed sidewalk and curb locations and type of curb and walk surface.	☐	
11.	Flood zone, wetlands and wetland buffer lines, if applicable.	☐	
12.	Location of existing water and sewer lines and proposed service connections thereto, including size and proposed material.	☐	

Checklist C cont'd: (Section 19-28.8(g)4: Plot Plan Characteristics)			
	ITEM	PROVIDED	WAIVER REQUESTED
13.	Location of existing electric, telephone and cable television lines, and proposed underground service connections thereto.	☐	
14.	A description of the proposed structure (i.e. ranch, two story colonial, etc.) and whether it is on a slab, crawl space, or basement.	☐	
15.	Limits of lot clearing, if applicable, show existing trees four inches and larger including caliper and species and identify trees to be removed or remain.	☐	
16.	Limits of disturbance and soil erosion and sediment control provisions proposed to mitigate soil erosion of disturbed areas. The plan should show the topsoil storage area, silt fence locations, construction vehicle entrance stabilization and provisions for maintaining and protecting access to the public sidewalk. Where the majority of the lot will be disturbed, a separate soil erosion plan may be required.	☐	
17.	All impervious surface calculations.	☐	
18.	Show silt fences and tracking pad.	☐	
19.	Stormwater design showing location, depth, and construction methods of any stormwater management structures. Details of structures shall be supplied.	☐	
20.	The lot shall be graded so that the majority of surface runoff is retained on the property. The minimum slope of an unpaved yard surface shall be one percent except for well defined swales which shall have a minimum slope of 0.5 percent.	☐	
21.	The maximum slope of an unpaved yard surface shall be ten (10) percent within five (5) feet of a structure.	☐	
22.	The maximum slope of a paved yard surface shall be five (5) percent except for a driveway which shall have a maximum slope of six (6) percent.	☐	
23.	Any plans Including commercial site must conform to the post recent stormwater management regulations including the best management practice manual.	☐	

Checklist C cont'd: {Section 19-28.8(g)4: Plot Plan Characteristics)				
		ITEM	PROVIDED	WAIVER REQUESTED
24.		Roof leaders and sump pump drains shall be permitted to spill at or through the curb of any street in the Borough. Roof leaders and sump pump drains for all new structures shall be piped directly to dry wells or seepage pits to be installed on the lot if the soils and the water table are suitable; otherwise, they should be routed to discharge at the curb. The dry wells or seepage pits meet the following criteria:	☐	
	a.	Each dry well or seepage pit shall provide a minimum of 75 cubic feet of storage volume exclusive of the perimeter stone. A minimum of one (l) cubic foot of storage volume exclusive of the perimeter stone shall be provided for each 12 square feet of roof area tributary to the dry well.	☐	
	b.	The dry wells shall be a minimum of one (1) foot above the groundwater table and have a minimum of six (6) inches of cover. They shall be located at a minimum often (10) feet from, any structure or property line and shall not be located under an impervious surface.	☐	
	c.	The dry well shall be placed on and be surrounded on the sides by a six (6) inch layer of stone wrapped with a geotextile material to prevent migration of the backfill material into the stone.	☐	
	d.	Overflows to the yard surface shall be provided at each leader pipe in case of back up of the dry well.	☐	
25.		Basement floor slabs shall be a minimum of two (2) feet above the seasonal high water table.	☐	
26.		No construction above a foundation shall commence until an "As-Built" Plan of the foundation, including location and elevation, are submitted to and approved by the Construction Official.	☐	

The Applicant must provide a written explanation for each waiver requested in Checklist C, below:

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Checklist D: (Section 19-28.8(g)7: Permit and Inspection Fees)

Prior to the issuance of a grading and drainage permit, the applicant shall pay to the Borough the sum of one hundred ($650.00) dollars for the permit. Additionally, review and inspection fees shall be paid to the Borough in accordance with the following schedule:

	SERVICE REQUIRED	FEE
1.	Initial Grading Plan Review	$350.00
2.	Review of Revised Grading Plan	$150.00
3.	Recharge Inspection Fee (if required)	$150.00
4.	As-Built Review (submit with final as-built plan, includes one site inspection)	$300.00
5.	Review of Revised As-Built Plan	$150.00
6.	Re-Inspection of Site/Report Preparation	$150.00

TOTAL FEE REQUIRED FOR CURRENT SUBMISSION: _____

Checklist Instructions:

1. **All items in the checklist must be completed. Failure to provide all required information will result in a denial and require re-submission.**

2. **All items are required. In the event an item is felt to be non-applicable or a waiver is requested, the Applicant must check the waiver requested box and provide a description in the space allocated indicating why the item is non-applicable or why a waiver is warranted.**

3. **All submissions shall be made directly to the Borough of Point Pleasant.**

4. **All fees must be provided prior to any review (initial or re-review).**

5. **The checklist pertains to grading and drainage plans only. Prior to the issuance of a certificate of occupancy a final-as-built certification is required. A final As-Built will be required in accordance with Section 19-28.8(g)6 of the Borough Ordinance. A waiver from one or all of the grading plan requirements shall not constitute a waiver from providing an As-Built Survey.**