

**LOT GRADING PLAN & DRIVEWAY APRON APPLICATION
AND
SITE INSPECTION REQUEST FORM**

To: Township of Elk Construction Department
680 Whig Lane
Monroeville, New Jersey 08343

Date: _____

Work Site:

Block: _____

Lot: _____

Work Site Address: _____

Submit the following:

- 1) Completed Grading Plan/Site inspection Application
- 2) Completed grading plan "checklist"
- 3) Plans, provide 3 sets of signed, sealed plans (NJ licensed professional)
- 4) Fees, application and escrow

As-Built Topographic Survey, is required for Final inspection by Township Engineer at completion of the project - Provide 2, signed & sealed sets (NJ licensed professional). Ordinance § (96-66M. (7)(c).

Applicant: _____

Address: _____

Phone#: _____ **Fax#:** _____ **email:** _____

Applicant's Engineer/Surveyor: _____

Address: _____

Phone#: _____ **Fax#:** _____ ***email, Required:** _____

FEES:

*Application & Escrow fees are **2 separate checks.**

*Checks made payable to: "Elk Township"

_____ **Grading Plan Application Fee, (*application fee is non-refundable)** **\$100.00** Paid: _____
Ordinance §96-66M.(8)(a), revised 5/1/2025
Check#: _____

Plan Review & Inspection

Ordinance §96-66M.(8)(b) and (c), revised 5/1/2025

_____ **Grading Review & Inspection Escrow Fee Total amount due:** **\$1500.00** Paid: _____
Check#: _____

***Prior to the Construction Office issuing building permits, the applicant must receive a letter from the Township Engineer confirming the grading plan has been approved.**

NOTES:

Grading Plan Checklist

- () 1. Title block indicating the address of the site, lot and block numbers, name and address of the applicant. Individual lot grading plans must be entitled "Individual Lot Grading Plan." If grading information is incorporated into one of the sheets of a subdivision or site plan, such sheet title must include the words "grading plan." For purposes of the checklist, "grading plan" shall refer to whichever of the aforesaid types of plans is submitted by an applicant for grading approval.
- () 2. The grading plan must be signed and sealed (embossed) by a New Jersey-licensed land surveyor (for existing conditions) and a New Jersey professional engineer (for proposed conditions). The plan must include the addresses of the persons who prepared the plan.
- () 3. The grading plan must be drawn legibly at a scale of one inch equals 30 feet for parcels of less than one acre or a scale of one inch equals 50 feet for developments of one acre or more, indicate a North arrow, and refer to the NAVD 1988 datum on which the plan is based.
- () 4. The grading plan must indicate all property lines, easements and required setback lines. Copies of all existing or proposed drainage easements must be filed with this checklist unless already available to the Township as part of a pending development application file. All property lines must indicate bearing and dimensions, and the width of all easements must be shown on the plans.
- () 5. The distances between all existing and proposed structures on the lot to be developed and adjoining property lines must be indicated on the grading plan.
- () 6. The plan must indicate the right-of-way and cartway widths of all adjoining streets as well as the location of all existing and proposed curbs, sidewalks and driveway aprons along the entire frontage of the subject property.
- () 7. The plan must indicate existing and proposed contours at one-foot intervals over the entire lot area(s) to be disturbed and 50 feet beyond the limit of grading. Spot elevations and inverts should also be provided at all inlets, catch basins, outfalls, culverts, and other hydraulic structures.
- () 8. The plan must indicate existing and proposed spot elevations at all building and property corners.
- () 9. The grading plan must indicate existing topography 50 feet beyond all property lines of the lot to be developed and, to the extent reasonably and legally ascertainable, spot elevations for all adjacent building corners.

Grading Plan Checklist

- () 10. The plan must also indicate the location and dimensions of all structures and site improvements, including, but not limited to, the following: buildings, sheds, decks, swimming pools, fences, fence location, fence type, drainage facilities, and location and information relating to any detention or retention facilities relating to this paragraph.
- () 11. The plan must indicate all stream encroachment, wetlands and wetland buffer lines and floodplains.
- () 12. Location of driveway with regard to the property lines must be indicated on the plans.
- () 13. The grading of driveway for the first 40 feet from the right-of-way must be shown.
- () 14. The type of materials proposed for construction of driveway must be indicated.
- () 15. The grading plan must indicate all trees over five inches caliper on the lot to be developed and in any existing or proposed off-lot drainage areas, including type, condition, and limit of clearing.
- () 16. The grading plan must indicate the foundation top-of-block elevations for all proposed structures, and the floor elevation at the face of any garage or other opening at grade, on the lot to be developed. Spot elevations for all building corners must be indicated. Spot elevations for all proposed top-of-curb, gutter and road improvements must be indicated.
- () 17. For each lot where a basement is proposed, a soil boring must be obtained and analyzed by a licensed New Jersey Professional Engineer to determine the seasonal high water elevation at each lot. After analyzing the borings, the engineer must prepare, sign, and seal a report referring to each soil test boring and confirming depth of the seasonal high water elevation at each lot where a basement is proposed. The report must be filed with this checklist. The grading plan must confirm that, based on the report, the lowest point of the proposed basement at each lot will be no less than one foot above the seasonal high water elevation at the lot. If no basements are proposed, indicate "N/A."
- () 18. The plan must indicate the location of all proposed utility services, septic systems, including vents and cleanouts.

M. Grading plan. [Added 11-2-2006 by Ord. No. O-2006-8]

- (1) Review and approval of grading plan required. A building permit shall not be issued until a grading plan has been reviewed and approved by the Township Engineer in accordance with the provisions of this subsection. Expressly excluded from the requirements set forth herein is for any building, accessory structure and/or addition to existing building or structure located on any farm that satisfies the eligibility criteria for differential property taxation pursuant to the Farmland Assessment Act, N.J.S.A. 54:4-23.1 et seq. Prior to the issuance of a building permit, the Township Engineer will issue a written opinion to the Township Committee indicating that the proposed farm building, accessory structure and/or addition to existing building or structures does not encroach upon any existing setback requirements and/or is not detrimental to the public welfare. The applicant shall pay an escrow fee of \$250 for the engineer's review and inspection for the initial site inspection. The fee for the initial review and inspection shall not exceed \$250 to the applicant, unless subsequent site inspections are required. [Amended 10-2-2008 by Ord. No O-2008-9]
- (2) Applicability. The requirements set forth herein shall apply for the improvement or development of all lots within the Township of Elk which creates an impervious surface in excess of 600 square feet, whether for residential or commercial purposes, and/or when there is an application for development before a development review board of the Township. Expressly excluded from the requirements set forth herein is the construction of proposed additions, and/or buildings, or the installation of any improvement or object creating an impervious surface having at grade or floor level a total of 600 square feet or less. Grading plans shall not be required when an owner or developer is replacing a preexisting and conforming improvement or structure having an impervious surface. [Amended 5-3-2012 by Ord. No. O-5-2012]
- (3) Grading plan requirements. The owner or developer of a tract of land in the Township must provide three signed and sealed copies of the grading plan for each lot proposed to be developed. The grading plans shall contain all the information required below in the grading plan checklist, which shall be made available to all applicants in the form that follows. The owner or developer must submit a completed grading plan checklist with the application for the development. [Amended 5-3-2012 by Ord. No. O-5-2012]
- (4) Grading plan checklist. The following shall be the grading plan checklist. The applicant must complete this checklist and supply the required information.

(5) Grading standards. The grading plan must conform to the following standards:

- (a) All grading shall be done in such a way as to not result in any adverse effects to adjacent properties. The plan shall not increase the amount of water which drains onto adjoining lots. For properties where a drainage problem already exists, the drainage plan shall reduce the impact on adjoining tracts to the greatest extent possible by causing the surface water to drain to nearby streets, into approved drainage facilities or into other accepted devices. All lots shall be graded to direct surface water runoff away from structures and toward the frontage road or other defined drainage paths.
- (b) Lawn areas shall be sloped away from the buildings and structures at a minimum of 5% for the first 10 feet from a foundation wall. A minimum slope of 1% should be maintained in all other lawn areas. A minimum slope of 2% shall be maintained for all swales. Swales are normally placed at the edge of both lots so that water will flow from the back of the house to the curb. Water also may be directed to flow on neighboring lots where easements are applicable to the curb or to the source where the water will be discharged.
- (c) All slopes shall be no greater than 3:1.
- (d) Driveway grades shall not exceed 10%.
- (e) No grading shall occur within five feet of a property line unless necessary to direct drainage off the site and into acceptable drainage facilities in accordance with these standards. When an applicant proposes to grade over an adjoining property line, written permission/agreement from the adjoining property owner must be obtained and a waiver from the minimum requirements must be obtained from the Township Engineer. Where an applicant proposes to grade over an adjoining property line, written permission in the form of a written agreement for easement shall be recorded in the Gloucester County Clerk's Office, from the adjoining property or developer, and a copy shall be filed with the Construction Office of the Township of Elk.
- (f) The top of any excavation of slope shall be no closer than five feet to an adjoining property and shall not provide for water runoff to the adjoining property unless an agreement shall have been provided as indicated under Subsection M(5)(e).

(6) Municipal street access regulations.

- (a) No driveway shall be within 10 feet of any property line unless such driveway is shared by an adjacent house.
- (b) No driveway shall be constructed in such a way as to create a drainage problem on an adjacent property or onto the Township road.
- (c) Driveways shall enter the street or road right-of-way at an angle between 75° and 105°.
- (d) The portion of the driveway between the edge of the existing road pavement of the Township street and the right-of-way line will be paved by the landowner applicant with a minimum pavement thickness of 2 1/2 inches of FABC-2 and six inches of quarry blend. The Township Engineer shall have the discretion to permit an equivalent alternative to the six inches of quarry blend.

- (e) Any curb opening shall be properly reconstructed to the satisfaction of the Township Engineer. Where curbing does not exist and conditions warrant, an adequate drainpipe shall be installed by the owner at the owner's expense as determined by the Township Engineer.
 - (f) Driveways shall be constructed and maintained in adequate condition to permit access by emergency vehicles.
 - (g) All entrance and exit driveways to a road shall be located to afford maximum safety to traffic on the road. Where a site occupies a corner of two intersecting roads, no driveway entrance or exit may be located within 50 feet of the tangent to the existing or proposed curb radius of that site.
- (7) Approval procedures. Each person to whom this subsection applies must obtain approval of his/her grading plan in the following manner:
- (a) The Township's combined Planning/Zoning Board is designated to receive and review site plans for purposes of establishing drainage and other issues relating to applications for development for major or minor subdivision and/or major or minor site plan approval. Grading is a part of a site plan application. All other grading plan applications shall be submitted to the Township's Zoning Officer. In the event any grading plan submitted under this subsection shall not be approved by the Township Engineer, the grading plan shall be submitted to the combined Planning/Zoning Board for purposes of a final determination. [Amended 5-3-2012 by Ord. No. O-5-2012]
 - (b) The Township Engineer shall inspect the final grade, with written notice to the applicable board and to the developer. The final grade inspection shall be 14 working days preceding the issuance of any certificate of occupancy.
 - (c) Following completion of all grading and drainage work, the applicant must submit two copies of an as-built survey, prepared by a New Jersey-licensed surveyor, with final grades, and request a final inspection. If any discrepancy exists between the grading plan and actual construction, the developer will be required to perform any necessary site work to correct the deficiency. All as-built site work must be done in conformity with the approved grading plans. Any significant deviations may be approved only by the relevant approving agency.
 - (d) Following completion of all work and receipt of the as-built grading plan, the Township Engineer shall conduct the final inspection and notify the Construction Official, in writing, whether the final construction is in compliance with the approved grading plan and that a certificate of occupancy may be issued. The Construction Official shall issue the certificate of occupancy only if all conditions for the approved grading plan have been satisfied.
 - (e) All grading work shall be completed within 180 calendar days from the issuance of the building permit. The grading permit and building permit shall be issued simultaneously. The 180 days shall commence from the issuance of the building permit.
 - [1] For lots separately handled for grading permits, an individual plan shall be filed for each lot.
 - [2] Unless all lots are intended to be completed at one time, individual lot permits shall be issued for each individual construction permit

- (8) Permit and review fees. The person to whom this subsection applies must pay the following fees to the Township for application, review and inspection of the site.
- (a) Application fee: \$35.
 - (b) A lump sum review fee in the amount of \$300 shall be paid at the time of submission of a grading plan (per lot) and a sum of \$100 in the event of every subsequent resubmission of any revised grading plan. These fees are lump sum fees and constitute the actual fee charged to the Township of Elk by its Engineer. [Amended 12-6-2012 by Ord. No. O-12-2012]
 - (c) Inspection fees. A lump sum inspection fee of \$200 per lot for subdivisions shall be submitted by the applicant to be utilized for the payment of the Township Engineer's inspection of the site in accordance with this subsection. [Amended 12-6-2012 by Ord. No. O-12-2012]
 - (d) Reinspection. A lump sum fee of \$100 shall be paid to the Township of Elk for any reinspection of a grading plan in the event the initial inspection shall reveal errors/omissions and construction not in accordance with the filed plan. Each reinspection shall be charged at the lump sum rate of \$100 and shall be paid at the time of the request for any reinspection. [Amended 12-6-2012 by Ord. No. O-12-2012]
 - (e) No certificate of occupancy shall be issued until the grading plan shall have been submitted and finally approved as built.
 - (f) All fees paid under this subsection shall be paid to the Treasurer of Elk Township.

25. Editor's Note: Former Subsection A(10), Manufacturing-Heavy, which immediately followed this item, was repealed 8-3-2006 by Ord. No. O-2006-2.

26. Editor's Note: The Zoning Map is included at the end of this chapter.