



# BOROUGH OF ATLANTIC HIGHLANDS

100 First Avenue  
Atlantic Highlands, NJ 07716  
732-291-1444  
Fax 732-291-9725

## REQUEST FOR GRADING PLAN REVIEW

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Site Details:

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

### PROPOSED DESCRIPTION OF DEVELOPMENT/IMPROVEMENTS:

(Example: New Dwelling, Swimming Pool, Retaining Walls)

\_\_\_\_\_

The following must be submitted with the application:

- Two copies of this request form
- Four copies engineered grading plan with topography & applicable details
- Two copies architectural plans (foundation plan, 1<sup>st</sup> floor plan, applicable details)
- Completed grading plan preparation checklist
- \$500.00 Escrow Engineering fee
- \$25.00 permit fee
- Supporting documentation per checklist

Applicant: \_\_\_\_\_

Print Name

Signature

### NOTE APPLICANT:

*It is your responsibility to comply with any conditions of the review letter. If a revision to the plan is required, an additional \$250.00 fee must be submitted with the revised plan.*

*Allow approximately three to four weeks for review and processing of application.*

Date Received: \_\_\_\_\_

Date of review letter: \_\_\_\_\_

Incomplete    Approved    Denied  
(circle one)

## **BOROUGH OF ATLANTIC HIGHLANDS 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 Licensed Land Surveyor and duly referenced on the grading plan.
- \_\_\_\_\_ Grading plan is entitled "Grading Plan" and prepared by a 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. Failure to provide overlapping topographic data may result in the denial of the application. Contours at 1 (one) foot intervals are provided and vertical datum indicated on plan.
- \_\_\_\_\_ Indicate existing and proposed utility connections, including water, gas, sewer and electric.
- \_\_\_\_\_ A minimum of 2% pitch away from all building foundations is provided. Swales shall be labeled and include spot elevations and highpoints.
- \_\_\_\_\_ Finished floor elevation, garage floor elevation (at overhead doors & at rear of garage), crawlspace floor elevation, and basement floor elevation are provided where applicable.
- \_\_\_\_\_ Existing and proposed spot elevations at building corners provided.
- \_\_\_\_\_ Limit of disturbance, silt fence location, and a silt fence detail are provided on the plan. Notes provided regarding seeding and stabilization.
- \_\_\_\_\_ Note added to 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 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.
- \_\_\_\_\_ Provide construction details for sidewalk, curb, driveway, driveway apron, retaining walls and drywells, where applicable.
- \_\_\_\_\_ Proposed site grading will not negatively affect adjacent properties.
- \_\_\_\_\_ Roof downspouts are directed to the street or tied into an existing drainage system where applicable; a note or detail indicating this has been added to the plan. Locations of downspouts shall be shown on the Grading Plan. If connected to drywell or existing drainage system provide pipe sizes, slopes, and inverts shall be provided.
- \_\_\_\_\_ Copies of approvals from all relevant outside agencies have been provided (Planning Board, NJDEP, Monmouth County Planning Board, Freehold Soil Conservation District, Etc.).
- \_\_\_\_\_ "Request for Grading Plan Review" form is completed and attached hereto.

Projects involving construction of in-ground swimming pools must also include the following:

- \_\_\_\_\_ Location of Pool filters and equipment, and screened from view.
- \_\_\_\_\_ Spot elevations along edges of pool (corners) and patio.
- \_\_\_\_\_ Delineation of pool fence enclosure, including type, height, and provide safety latch.
- \_\_\_\_\_ Location of Pool backwash discharge.

***FAILURE TO PROVIDE THE ABOVE CHECK LIST ITEMS MAY RESULT IN GRADING APPLICATION DENIAL.***

**NOTE:**

**Additional Mapping 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 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 as well as 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, 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 Professional Land Surveyor.

\_\_\_\_\_  
Preparer's Name (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preparer's Signature (SIGN)