GRADING PLAN CHECKLIST
As of November 1, 2011 [Permit Fees & Percolation Data]

GRADING PLANS ARE REQUIRED FOR MAJOR CONSTRUCTION INCLUDING:
- NEW HOMES
- LARGE ADDITIONS (50% or more of existing footprint)
- IN-GROUND POOLS
- SITE PLANS AS MAY BE REQUIRED FOR BOARD APPLICATIONS
- GRADING MORE THAN 18-INCHES OR AS REQUIRED BY SITE PLAN REVIEW

Applications that are not complete will result in a permit denial. Initial grading review process takes approximately 3 – 4 weeks from completed zoning permit application submittal.

1. INITIAL FEE REQUIREMENTS:
   ■ $30 Grading Plan Permit Fee - Check or Money Order made out to The City of Long Branch
   ■ $600 Check or Money Order made out to The City of Long Branch for initial grading review (completeness and/or 1st review) and site inspection performed by the City Engineer.
   ■ Completed W – 9 form

2. REVISED/ADDITIONAL GRADING PLAN REVIEW FEE REQUIREMENTS:
   ■ $30 Grading Plan Permit Fee - Check or Money Order made out to The City of Long Branch
   ■ $150 Check or Money Order made out to The City of Long Branch for EACH grading plan review required for non-compliant and revised plans. Additional fees may be required for additional inspections.

3. COPIES of PLANS REQUIRED:
   ■ One copy of any plans no larger than 11” X 17” but must be legible.

4. PLAN REQUIREMENTS:
   ■ Survey within 5 years of this application to include:
     ■ Existing and proposed walkways, lot dimensions, structures, parking spaces, and setbacks
     ■ Existing and proposed total lot coverage (includes all structures including decks, steps, walkways, driveways, pools, patios, sheds, etc.)
     ■ Floodplains, wetlands and water bodies if application is directly within 300 feet of same
     ■ NDEP permits as may be required
     ■ CAFRA permits as may be required
   ■ Grading and Drainage Plan:
     ■ Existing and proposed contours at 1-foot intervals
     ■ Existing and proposed spot elevations at building corners, property corners, street gutter line, top of curb, top of depressed curb, and around new structures
     ■ Disposition of excavated materials
     ■ Finished Floor, basement/cellar and garage floor elevations
     ■ Plan required to be signed and sealed by a licensed professional
     ■ Stormwater Management**:
       ■ Disposition of all rooftop runoff to be handled on-site for a 10-year storm:
         ■ Subsurface dry-wells and seepage pits details
         ■ Location of roof drains on grading plan
         ■ Existing and proposed utility locations to the existing and proposed structures
       ■ Details of all proposed drainage structures
   ■ In-Ground Pools**:
     ■ Location of pool equipment
     ■ Details of equipment
     ■ Filter type
     ■ Location of treatment for backwash
     ■ Disposition of excavated materials
     ■ Percolation and/or permeability data
     ■ Type of Soil Encountered
     ■ Location of Seepage Encountered
     ■ Tested Permeability rate
     ■ Seasonal High Water Table Elevation