

Issuance of Certificate of Occupancy

Plot plans and As-built Survey

Application Fee

Plot Plan/Grading Plan Review	\$100.00 per lot
Exemption - Plot Plan/Grading Plan Review	\$75.00 per lot
As-Built Survey Review	\$100.00 per lot
Certificate of Occupancy Engineering Inspection	\$250.00 per lot

Ordinance Section

§ 1009 Issuance of Certificate of Occupancy

- A. Occupancy permits for any buildings will be issued only when the installation of any curbs, sidewalk, aprons, all utilities, all functioning water supply and sewage treatment facilities, all necessary storm drainage to ensure proper drainage of the lot and surrounding land, rough grading of lots, final course for the driveway and base course for the streets, topsoil and seed for the lot, shade/street trees, unless formally waived by the Municipal Engineer, are installed to serve the lot and structure for which the permit is requested. Applicant shall submit copies of approved tree removal and soil removal permits (if applicable).
- B. Streets, if installed prior to final approval, shall not be paved until all heavy construction is complete.

§ 1010 Plot plans and as built survey

- A. Two signed and sealed copies of individual plot plans shall be submitted to the Municipal Engineer to accompany any permit application for new residential or commercial construction and for any residential or commercial building addition. The individual plot plan shall be utilized to review the project for adequate drainage and grading and compliance to all applicable Township standards.
- B. The Municipal Engineer will review the submitted documents and either disapprove or approve the submitted plot plan. The applicant will be notified if any revisions are required.
- C. The Construction Official shall be drawn to scale of not less than one inch equaling 50 feet, signed and proposed individual plot plan.
- D. Each individual plot plan shall be drawn to scale of not less than one inch equaling 50 feet, signed and sealed in accordance with N.J.A.C. 13:40-7.3 by a Professional licensed to practice in the State of New Jersey, and shall be no smaller than 8 ½ inches by 14 inches.
- E. Individual plot plans shall include the following information:
 - (1) Bearing and distances.
 - (2) North arrow, written and graphic scale.
 - (3) Existing/proposed easement and dedications.
 - (4) Existing/proposed building, pool, decks, patios, porches, sheds and accessory structures dimensions.
 - (5) Existing/proposed sidewalks, driveways and retaining walls.
 - (6) Building envelope graphically depicting and dimensioning zoning setback requirements and/or setbacks approved by the Board (if applicable).
 - (7) Street name, right-of-way width, pavement width and composition of the street(s) fronting the lot.
 - (8) The title block on the plot plan must include the property address, the block and lot number of the property in question and the name of the applicant.
 - (9) Limits of clearing and soil disturbance. Show number of trees over four (4) inches diameter to be removed.
 - (10) Existing trees to be protected and remain. Include tree replacement plan.
 - (11) Location of wetlands, floodplains, stream encroachment lines and/or any other environmental constraints to the property. If there are no wetlands, then a note should be added to the plan stating that no wetlands exists on the subject property.
 - (12) Sufficient street elevations including center line, gutter and top of curb (if applicable); existing and proposed lot elevations to include, at a minimum, property corners, midpoints of property lines, building corners and center of lot; the finished floor, basement and garage floor elevations of the proposed structure; and sidewalk elevations. Adjacent dwellings, corner elevations and topography within 25 feet of property lines. All elevations shall be according to the NGVD

(National Geodetic Vertical Datum) and the source of datum so noted. Any specific circumstances for which elevation requirements cannot be met will be subject to review by the Municipal Engineer and Construction Official on a case-by-case basis. Under no circumstances shall individual lots be graded in such a manner as to redirect stormwater runoff onto an adjacent and/or downstream property or disturb or change the existing drainage patterns of an adjacent lot. Drainage flow arrows shall be provided to clearly depict the directions of stormwater runoff. No grading or the creation of sump conditions shall be permitted on adjacent lot(s) unless permission has been specifically granted, in writing, by the owner of said adjacent lot(s).

- (13) Location of any storm drainage pipes with 25 feet of the property including pipe size, grade and invert.
 - (14) Lot grading shall be designed to provide positive runoff with grades at a minimum slope of 1.5%.
 - (15) Swales designed to provide positive runoff shall be designed with suitable subgrade material containing well draining sand or gravel, stone, sand mix topsoil or other material acceptable to the Township Engineer. A construction detail shall be included on the plan.
 - (16) Utility connections, including, but not limited to, water, sanitary sewer, gas, electric, telephone and cable.
 - (17) Elevations cross sections, and dimensions of driveways and retaining walls.
 - (18) Prior Board approval or waiver granted for construction in easements.
 - (19) Other items that may be required by the Municipal Engineer for proper construction of the site.
- F. Plot plans of Planning Board approved projects shall match approved subdivision/site plans.
- G. If a basement is proposed, a subsurface soil investigation certified by a licensed Engineer shall be submitted with the plot plan.
- H. The applicant shall submit a foundation survey prior to an inspection of the foundation for approval and backfilling. This survey shall include the location of the foundation and the actual floor elevations. If the as-built survey establishes locations or elevations different from those submitted in the plot plan, changes in the proposed grading shall be noted. A revised grading plan shall be submitted to the Engineering and Planning Department.
- I. The applicant shall submit three copies of a final as-built survey for new residential or commercial construction and residential or commercial building additions signed and sealed by a Professional Engineer or Land Surveyor licensed in the State of New Jersey prior to requesting a final Certificate of Occupancy (CO) inspection from the Municipal Engineer. For major subdivisions and site plans a minimum of two (2) inter-visible bench marks shall be set in New Jersey State Plane Coordinate System (NAD '83) and shown on the as-built survey.
- J. The as-built plan shall address constructed conditions and/or location of:
- (1) Final grading;
 - (2) Roads including curbing and sidewalks;
 - (3) Utilities;
 - (4) Building location;
 - (5) Driveways and parking lots;
 - (6) Stormwater management facilities, including as-built topographic contours and volume calculations;
 - (7) Walls and fences, and;
 - (8) Other structures deemed pertinent by the Municipal Engineer.
- K. Exemption from the requirements of this section for a residential building addition requires the approval of the Municipal Engineer, said exemption to be contingent upon:
- (1) Proof that the subject addition is not in a flood hazard zone;
 - (2) A survey locating the existing dwelling and showing the proposed improvements;
 - (3) A site inspection by a Township Engineering inspector to verify that the proposed addition will not create drainage problems.

§ 1102 Lot Grading and Elevation Plan

Lot grading and elevation plan. As a condition precedent to the issuance of a new zoning permit, a proposed plot plan for each individual lot shall be submitted to the Municipal Engineer for review and approval. Details of the individual plot plan shall conform to the submission requirements outlined in Section 1010 "Plot Plan and As-built Survey".