

**TOWNSHIP OF VOORHEES
GRADING PLAN CHECKLIST**

In accordance with Township Ordinance 112-07, Any development projects within the Township which involve grading or disturbing of surface dirt of more than 500 square feet shall require a review of a grading plan. Applications shall be accompanied by a grading plan, submitted in triplicate, conforming to the standards contained within.

Applicants will be notified if their Grading Plan submission is found deficient and will be requested to provide additional information within ten (10) working days. If additional information is not submitted within this time period, the application will be considered incomplete and will be denied by the Zoning Officer.

1. Grading Plans:

- Must have a title block indicating the address of the site, lot and block designation and be titled "GRADING PLAN". The title block must contain the name, address and telephone number of the preparer. The plan must also contain the name and address of the applicant.
- Must be signed and sealed (embossed) by a Land Surveyor, Professional Engineer or Architect licensed in the State of New Jersey. See Plan Signature requirements at end of checklist.
- Must have note on the plan specifying that the vertical datum year. If an assumed datum is used, a conversion equation must be indicated on the plan.
- Must be legible and of sufficient scale and quality to be reproducible.

2. Property Lines, Easements and Setbacks:

- Must be shown on the plan and abutting properties must be identified by Lot and Block Numbers.
- Must have bearings and dimensions of property lines, width and purpose of the easements and building setback lines in accordance with the Zoning Ordinance.

3. Right-of-Way Improvements:

- Must be shown on the plan including width of right-of-way and cartway, location of existing/proposed curb, driveway aprons and sidewalks along the frontage of the property as well as adjacent properties.

- Must have pertinent information related to the existing/proposed site improvements such as elevation of centerline of roadway, top of curb and gutter, sidewalk and driveway apron. Where no curb exists, pavement edge elevation should be provided.
- All work to be performed within the Township right-of-way will require the appropriate municipal right-of-way opening permits. The Voorhees Township Department of Engineering shall be notified twenty-four (24) hours in advance of any construction activity.

4. All Grading Plans:

- Must include contour lines at one (1) foot intervals and spot elevations of high and low points. Contour lines must clearly show existing characteristics of topography such as existence of lawn swales, ditches, ridgelines and general pattern of drainage flow. Where grade changes and fill are involved, proposed conditions must be superimposed,
- Must show existing/proposed spot elevation of all property corners and intermediate points at intervals not exceeding fifty (50) feet along all property lines. Existing topography shall be extended a minimum of fifty (50) feet beyond the property lines in all directions. Spot elevations of adjacent building corners must be shown.
- Must show lot layout including all structures and other site improvements with overall dimensions of structures, offset distances from property lines and location of driveways, fences pools, decks, retaining walls, trees, etc.
- Based on site inspection, conditions presented on the plan are not consistent with actual field conditions.

5. Where a New Structure or Addition is Proposed:

- The lot shall be graded to direct surface runoff toward the frontage road or other defined drainage paths. Where it is intended to slope the lot toward the frontage road, finish floor of the proposed dwelling shall be set a minimum of three (3) feet above the maximum pavement gutter elevation occurring along the frontage of the lot. Finish grades at the foundation perimeter shall be a minimum of nine (9) inches below the first floor elevation. In no case shall garage floor or any opening to the dwelling be less than one and one half (1½) feet above the lowest gutter elevation
- Elevations of first floor and garage, as well as finished grades at all building openings and corners, must be shown.
- Location of existing/proposed utility service connections (sanitary and water) must be shown. Shuster/clean-out vent for sanitary lateral should be shown in the park strip between the curb and sidewalk, if it exists. Otherwise, the vent shall be shown within six (6) feet of the right-of-way line, also must show proposed invert of clean-out.

6. Where a Swimming Pool Installation is Proposed:

- The lot shall be graded to direct surface runoff toward the frontage road or other defined drainage paths. Finish deck elevations shall be set above the natural grade occurring on the lot to prevent surface water from flowing into the pool.
- Plan must have pertinent information related to elevations of the existing/proposed site improvements such as proposed pool deck, finish floor of the dwelling, finished grades at all building openings and corners, top of curb and gutter, sidewalk and driveway.
- Plan must show limits of fill and land disturbance. In no case shall fill be placed so as to interrupt existing drainage patterns or within five (5) feet of the property line. In no case shall fill be placed within an easement.
- Swimming pools shall be considered pervious surfaces in accordance with the definitions of Section 150.10. In no case shall an in-ground pool or concrete surface surrounding an in-ground pool or an above ground pool or pool decking be placed within fifteen (15) feet of a property line. In no case shall an in-ground pool or concrete surface surrounding an in-ground pool or an above ground pool or pool decking be placed within an easement. The grading plan shall ensure that the proposed swimming pool will not cause an increase in runoff to adjacent property owners.

7. Where a Lot Abuts a Stream Corridor, Floodplain or Wetlands::

- Stream encroachment, flood boundary and/or wetland lines shall be shown and a source of the information should be noted on the plan. In cases where no study is available, it shall be so noted on the plan.
- Must have bearing and distances with NJDEP permit number and date of approval for encroachment line, or, if not delineated, must have flood boundary elevation based on a state approved or accepted study.
- All construction and grading activities shall comply with the requirements of applicable NJDEP Regulations. The applicant is responsible for obtaining a jurisdictional determination from the appropriate authorities.

8. Minimum Grading Standards:

- Drainage for the total site shall be positive. Lawn areas with gradients of at least two (2%) percent shall be sloped away from building foundations. Grassed lawn swales, with a desirable slope of two (2%) percent, but in no case, less than one and one half percent (1.5%) shall direct surface runoff toward the frontage road or other defined drainage paths. Grading shall not impact adjacent properties by diversion of surface runoff.
- Proposed drainage patterns shall be denoted with flow arrows. Spot elevations shall be provided along major drainage paths. Dry wells, vegetated swales, infiltration trenches,

French drain or other best management practices in accordance with the most recent NJDEP Best Management Manual are permitted.

- Slopes shall not be steeper than three (3) horizontal to one (1) vertical. Slopes shall be well rounded at top and bottom to reduce the possibility of erosion. Steeper grade changes shall be confined by retaining structures or other acceptable methods. Terracing is permitted.
- Top of an excavation and/or toe of slope of a fill section shall not be closer than five (5) feet to an adjoining property line or structure.
- Proposed grading shall not extend beyond the property lines unless the written consent of the adjacent owner is obtained through a temporary construction easement.
- Driveways shall not have a slope greater than twelve (12%) percent. Where site conditions require a greater slope, a design waiver may be requested.

9. Soil Erosion and Sediment Control:

- All disturbed land within or adjacent to the work area, which is the result of the contractor's operation, shall be stabilized in accordance with the STANDARDS FOR SOIL EROSION AND SEDIMENT CONTROL IN NEW JERSEY. All grading and soil stabilization shall be completed within thirty (30) days from the issuance of the permit. A note to this effect shall be added to the plan.
- Soil erosion and sediment control measures shall be provided and shall include silt fences at down slope perimeters of the disturbed area and a stabilized construction entrance, approximately ten (10) feet wide and twenty (20) feet long, consisting of a six (6) inch thick stone apron (2" aggregate – ASTM Size No. 2).
- Stockpiling of material and debris within the right-of-way area is not permitted. The roadway shall be swept clean of all earth and debris at all times.

10. Where Retaining Structures or Other Site details are Needed:

- Retaining structures which must retain more than four (4) feet of material or for rip-rap bank protection which is steeper than three (3) horizontal to one (1) vertical, must have calculations prepared by a licensed profession engineer certifying the stability of the structure.
- Details of all proposed site improvements such a landscape or retaining structures, drainage facilities, etc, shall be submitted with and become part of this application. All proposed site improvements, which are subject to building codes, shall be submitted for review to determine compliance with applicable standards.

11. As-Built Plan:

- Mark up any change in the approved Grading Plan after construction is completed.

12. Other Comments:

- _____

- _____

- _____

Plan Signature Requirements- New Jersey Administrative Code Title 13, Chapter 40

Survey: Showing existing conditions and exact location of physical features including metes and bounds, drainage, waterways, specific utility locations and easements: By a land surveyor. NJAC 13:40-7.2 (a)

Survey information may be transferred to the grading site plan if duly noted as to the date of the survey, by whom and for whom. A signed and sealed copy of the survey shall be submitted to the reviewing governmental body with the site plan submission. NJAC 13:40-7.2(a) 1.

The location of proposed buildings and their relationship to the site and the immediate environs: By an architect or engineer. NJAC 13:40-7.3

Drainage facilities for site plans of 10 acres or more; or involving stormwater detention facilities; or traversed by a water course: By an engineer only. NJAC 13:40-7.3(c).

Other drainage facilities: By an architect or engineer. NJAC 13:40-7.3(d).

ESCROW ACCOUNT CERTIFICATION

Township of Voorhees
Planning/Zoning Offices
2400 Voorhees Town Center
Voorhees, New Jersey 08043

I understand that the sum of \$ 500.⁰⁰ has been deposited in an escrow account. In accordance with the Unified Land Development Ordinance, Section 156.033, of the Township of Voorhees, I further understand that the escrow account is established to cover the cost of any professional personnel employed by the reviewing board or the Township Committee to process, review, inspect, study or make recommendations to such reviewing board or the Township Committee concerning the nature and substance of the applicant's application and/or to pay the services of any such professional personnel and the costs and expenses incurred by such professional personnel, the reviewing board and/or the Township Committee to create, amended or modify, including, but not limited to, the costs and expenses to draft, finalize and publish, the official Tax Map and/or Zoning Map of the township, which creation, amendment and/or modification is necessitated by the approval of the applicant's application. Sums not utilized shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within ten (10) days after receipt of written notice from the Township.

Date _____

Signature of Applicant