

**Monroe Township**  
**Lot Grading, Foundation Location & Final Inspection**  
**Review Procedures for Individual Applicant's**

**Lot Grading**

Please submit a completed Lot Grading Application along with one (1) signed and sealed grading plan and two checks made payable to Monroe Township. (One check in the amount of \$35.00 and one check in the amount of \$550.00)

Address your submission to:

Zoning Office  
MONROE TOWNSHIP  
125 Virginia Avenue  
Williamstown, NJ 08094

**Foundation Location**

Please submit a completed Foundation Location Review Application along with one (1) signed and sealed as-built survey.

Address your submission to:

Christopher Kunder  
Pennoni  
515 Grove Street  
Suite 1B  
Haddon Heights, NJ 08035

**Final Inspection**

Please submit a completed Final Inspection Application along with one (1) signed and sealed as-built survey.

Address your submission to:

Christopher Kunder  
Pennoni  
515 Grove Street  
Suite 1B  
Haddon Heights, NJ 08035

**Please Note:**

- *If a revised grading review or re-inspection is needed, the appropriate fee is due at time of resubmission and must be submitted to the Monroe Township Construction Office.*
- *If you would like your completed review letter emailed to your attention please provide a contact name and an email address.*

**MONROE TOWNSHIP  
GLOUCESTER COUNTY**

**CHECK LIST FOR LOT GRADING PLANS**

Date: \_\_\_\_\_ Development/Section: \_\_\_\_\_

Reviewer/Inspector: \_\_\_\_\_ Block/Lot: \_\_\_\_\_

Date of Plan: \_\_\_\_\_ Last Revised: \_\_\_\_\_

<b>ITEM</b>	<b>REQUIREMNET</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1	Title Block indicating address of property, block and lot numbers and name and address of applicant.			
2	The grading plan must be signed and sealed by a NJ licensed professional engineer.			
3	The grading plan shall be drawn legibly at a scale of one inch equals 30 feet			
4	North arrow.			
5	Benchmark: datum, location and elevation.			
6	Existing and proposed contours at one (1) foot intervals. (Min. 25' beyond property line boundary).			
7	Location of all property lines, easements and required setback lines. All property lines and easements must indicate bearings and distances.			
8	Property Comers: type, location and ground elevations.			
9	All existing and proposed structures and site improvements on the lot to be developed and abutting lots. The distance between proposed improvements and property lines must be provided.			
10	Existing (as-built) top of curb elevation adjacent to property corners; high points & PC's.			
11	Proposed clearing limits.			
12	Building footprint.			
13	Top of block/foundation for main and step down foundations.			
14	Elevation of vehicle entrance to garage.			
15	Ground elevations at all building comers			

16	Required minimum grade for dwelling per the Uniform Construction Code (NJAC 5:23).			
17	Driveway centerline elevations at sidewalk, curb line & breakpoints.			
18	Location and elevation of swimming pools and appendages, including decks, filtering equipment and fencing.			
19	Elevation of edge of Township-owned sidewalk adjacent to property corners and at center of driveway.			
20	All proposed utility services, including vents and cleanouts.			
21	Inlet grate elevations (private and Township owned)			
22	Sump pump discharge line invert elevation, location & surrounding ground elevation.			
23	Location of septic system, including finished grade, inspection ports and septic and dosing tank manhole/lid elevations.			
24	Location of all floodplains, stream encroachment, wetlands and wetland buffer lines.			
25	Location of all trees over 5 inches caliper within the area to be disturbed.			
26	Proposed ground elevations shown on the approved grading plan must be included on the as-built plan.			
27	Location of landscape and/or retaining walls with top & bottom elevations.			
28	Elevations at all high points on the lot.			
29	Drainage swale elevations and slopes.			
30	Lot grade to drain. (flow arrows).			
31	Additional items required by the Engineer.			

DATE: \_\_\_\_\_

**MONROE TOWNSHIP  
GLOUCESTER COUNTY  
LOT GRADING APPLICATION**

Application is hereby made to the Township of Monroe, Gloucester County for approval of a proposed lot grading plan for the following property in accordance with Ordinance O:38-2003.

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

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

Phone/Fax: \_\_\_\_\_

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

**Developers please note:** The below fee schedule does not apply to you. Developers are required to deposit a performance escrow in the amount of \$2,000 per lot up to 25 lots within the subdivision. Under the circumstances wherein a subdivision is larger than 100 lots, the applicant shall be required to post \$2,000 per lot for 25% of those lots contained therein. In addition, the applicant shall deposit an inspection escrow in the amount of \$650 per dwelling unit. Applicable fees are to be deposited in full at the time that the performance bond is accepted by the Township.

Fee: Application Fee \$35.00 \_\_\_\_\_ Revised Grading  
Lot Grading Review Fee \$250.00 \_\_\_\_\_ Plan Review Fee \$100.00 \_\_\_\_\_  
Foundation Location Plan Review Fee \$100 \_\_\_\_\_  
Final Inspection Fee \$200.00 \_\_\_\_\_ Reinspection Fee \$100.00 \_\_\_\_\_  
(Please submit separate checks made payable to "Monroe Township")

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Development Name: \_\_\_\_\_ Section: \_\_\_\_\_

Street Address: \_\_\_\_\_

Name of Professional Preparing Plan \_\_\_\_\_

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

Phone/Fax: \_\_\_\_\_

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

**Individual Applicant:** Submit application, payment and one (1) signed and sealed grading plan directly to:

**Zoning Office  
TOWNSHIP OF MONROE  
125 Virginia Avenue  
Williamstown, NJ 08094**

**Developer Applicant:** Submit application and one (1) signed and sealed grading plan directly to:

**Christopher Kunder  
Pennoni  
515 Grove Street  
Suite 1B  
Haddon Heights, NJ 08035**

Please direct all questions to Chris Kunder at Pennoni Assoc. [ckunder@pennoni.com](mailto:ckunder@pennoni.com) 856-656-2909.

DATE: \_\_\_\_\_

**MONROE TOWNSHIP  
GLOUCESTER COUNTY**

**FOUNDATION LOCATION REVIEW APPLICATION**

Application is hereby made to the Township of Monroe, Gloucester County for approval of a proposed lot grading plan for the following property in accordance with Ordinance O:38-2003.

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

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

Phone/Fax: \_\_\_\_\_

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

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Development Name: \_\_\_\_\_ Section: \_\_\_\_\_

Street Address: \_\_\_\_\_

Name of Professional Preparing Plan \_\_\_\_\_

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

Phone/Fax: \_\_\_\_\_

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

Submit application and one (1) signed and sealed as-built survey directly to:

**Christopher Kunder  
Pennoni  
515 Grove Street  
Suite 1B  
Haddon Heights, NJ 08035**

Please direct all questions to Chris Kunder at Pennoni Assoc. [ckunder@pennoni.com](mailto:ckunder@pennoni.com) 856-656-2909

DATE: \_\_\_\_\_

**MONROE TOWNSHIP  
GLOUCESTER COUNTY**

**FINAL INSPECTION APPLICATION**

Application is hereby made to the Township of Monroe, Gloucester County for approval of a proposed lot grading plan for the following property in accordance with Ordinance O:38-2003.

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

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

Phone/Fax: \_\_\_\_\_

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

Fee: Re-inspection Fee \$100.00 \_\_\_\_\_

*(If a re-inspection is needed, please submit your check made payable to "Monroe Township")*

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Development Name: \_\_\_\_\_ Section: \_\_\_\_\_

Street Address: \_\_\_\_\_

Name of Professional Preparing Plan \_\_\_\_\_

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

Phone/Fax: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Submit application and one (1) signed and as-built survey directly to:

**Christopher Kunder  
Pennoni  
515 Grove Street  
Suite 1B  
Haddon Heights, NJ 08035**

Please direct all questions to Chris Kunder at Pennoni Assoc. [ckunder@pennoni.com](mailto:ckunder@pennoni.com) 856-656-290