

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:

Timothy Staszewski
Remington & Vernick Engineers
2059 Springdale Road
Cherry Hill, NJ 08003

Final Inspection

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

Address your submission to:

Timothy Staszewski
Remington & Vernick Engineers
2059 Springdale Road
Cherry Hill, NJ 08003

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: _____

ITEM	REQUIREMNET	YES	NO	COMMENTS
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:

**Timothy Staszewski
Remington & Vernick Engineers
2059 Springdale Road
Cherry Hill, NJ 08003**

Please direct all questions to Timothy Staszewski at Remington & Vernick Engineers, timothy.staszewski@rve.com.

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:

**Timothy Staszewski
Remington & Vernick Engineers
2059 Springdale Road
Cherry Hill, NJ 08003**

Please direct all questions to Timothy Staszewski at Remington & Vernick Engineers, timothy.staszewski@rve.com

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:

**Timothy Staszewski
Remington & Vernick Engineers
2059 Springdale Road
Cherry Hill, NJ 08003**

Please direct all questions to Timothy Staszewski at Remington & Vernick Engineers, timothy.staszewski@rve.com