



*You couldn't pick a better place.*

# STANDARD CHECKLIST for GRADING PLAN REVIEW

In accordance with Township Ordinance 80-49/80-50, a Grading Permit is required for all new grading and earthwork operations on residential lots that result in land disturbance of five hundred (500) square feet or more. Applications for Grading Permits may be obtained from the Department of Code Enforcement, Room 205 in the Municipal Building at 820 Mercer Street or on-line ([www.cherryhill-nj.com](http://www.cherryhill-nj.com)). Applications must be accompanied by a grading plan, submitted in triplicate, conforming to the Standards Checklist below.

Applicants will be notified if their Grading Plan submission is complete or if additional information is needed within four (4) weeks of the submission date. If additional information is not submitted within this time period, the application will be considered incomplete and therefore denied by the Department of Code Enforcement.

Grading Plan approval will in no way affect or negate any approval required by other Federal, State, County or local agencies. Comments or questions concerning these standards should be directed to the Department of Engineering at (856) 424-3203. The following items must be provided on grading plans:

## 1. ALL PROFESSIONALLY PREPARED GRADING PLANS:

- A. Must have a title block indicating the address of the site, block and lot designation and be titled, "GRADING PLAN". The title block must contain the name, address and telephone number of the preparer and the applicant.
- B. The Existing Conditions Plan and Topographic Survey must be signed and sealed (embossed) by a Professional Land Surveyor (PLS) as required by state statute. The proposed design information must be signed and sealed by an Engineer (PE) or Architect licensed in the State of New Jersey. The plan with proposed drainage must be signed by Professional Engineer (PE).
- C. Must have note on the plan specifying that the vertical datum used is NGVD 1929. If an assumed datum is used, a conversion equation must be indicated on the plan.
- D. Must be legible and of sufficient scale and quality to be reproduced.
- E. Any increase in total impervious area will require applicants to maintain and manage the additional storm water on-site or provide for positive flow to a municipal street. Minimum grading standards (see #8) must be met. Grading plan or supplemental information must provide for storm-water management (runoff) calculations for a 10 year storm event. In most cases, storm water may be managed in infiltration trenches or dry wells. At the location of the storm management facility, the site soils must be tested for permeability and results utilized in consideration of the stormwater management design. All stormwater management must be endorsed by a Professional Engineer licensed in the State of New Jersey.

## 2. PROPERTY LINES, EASEMENTS AND SETBACKS:

- A. Must be clearly shown on the plan, abutting properties, and identified by block and lot numbers.
- B. 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:

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

- B. Must have pertinent information related to the existing and 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.
- C. All work to be performed within the Township right-of-way will require a Right-of-Way (ROW) permit. Applications for ROW permits may be obtained from the Department of Engineering, in the Public Works Building at 1 Perina Boulevard or on-line ([www.cherryhill-nj.com](http://www.cherryhill-nj.com)). The Department of Engineering shall be notified twenty-four (24) hours in advance of any construction activity.

**4. ALL GRADING PLANS:**

- A. 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 swales, ditches, ridgelines and general pattern of drainage flow. Where grade changes and fill are involved, proposed conditions must be superimposed onto the existing. Existing contours shall be indicated as dashed lines and proposed contours as bold solid lines.
- B. Must show existing and proposed spot elevations 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 and finished floor must be shown.
- C. 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, trees, and similar.
- D. Based on site inspection, conditions presented on the plan that are not consistent with actual field conditions.

**5. WHERE A NEW STRUCTURE OR ADDITION IS PROPOSED:**

- A. The lot shall be graded to direct surface runoff toward the lot frontage road or other defined drainage paths. Where it is intended to slope the lot toward the lot 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 the garage floor or any opening to the dwelling be less than one and one half (1½') feet above the lowest gutter elevation.
- B. Elevations of first floor and garage, as well as finished grades at all building openings and corners, must be shown.
- C. Location of existing and 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 from the right-of-way line, as well as show the proposed invert of clean-out and invert at dwelling.

**6. WHERE A SWIMMING POOL INSTALLATION IS PROPOSED:**

- A. The lot shall be graded to direct surface runoff toward the lot frontage road or other defined drainage paths. Finished deck elevations shall be set above the natural grade occurring on the lot to prevent surface water from flowing into the pool.
- B. The plan must have pertinent information related to elevations of the existing and proposed site improvements, such as proposed pool deck, finished floor of the dwelling, finished grades at all building openings and corners, top of curb and gutter, sidewalk and driveway.
- C. The 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 or easement line.

**7. WHERE A LOT ABUTS A STREAM CORRIDOR, FLOODPLAIN OR WETLANDS:**

- A. Stream encroachment, flood boundary and/or wetland lines shall be shown with most recent source(s) of information noted on the plan.

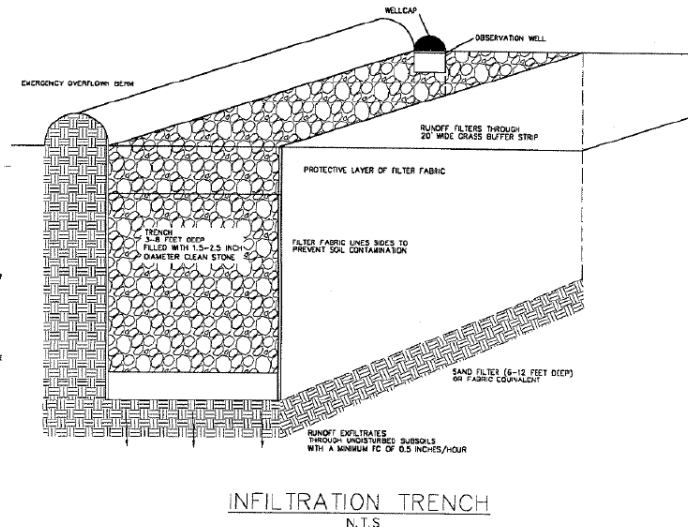
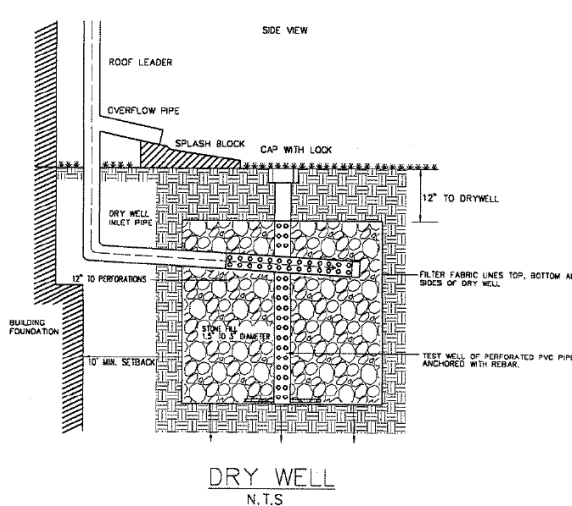
- B. Must have bearing and distances with NJDEP permit number and date of approval for wetlands and wetlands buffer requirements.
- C. Plan must show all flood plain elevations as documented by all applicable resources.
- D. All construction and grading activities shall comply with the requirements of applicable NJDEP Regulations and Township ordinances. The Applicant is responsible for obtaining a jurisdictional determination from the appropriate authorities.

**8. MINIMUM GRADING STANDARDS:**

- A. 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 (1 ½ %) percent shall direct surface runoff toward the lot frontage road or other defined drainage paths. Grading shall not impact adjacent properties by diversion of surface runoff.
- B. Proposed drainage patterns shall be denoted with flow arrows. Spot elevations shall be provided along major drainage paths. Dry well, French drains are permitted.
- C. Slopes shall not be steeper than three horizontal to one vertical (3:1). 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.
- D. 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.
- E. Proposed grading shall not extend beyond the property lines, unless the written consent of the adjacent owner is obtained.
- F. 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:**

- A. All disturbed land within or adjacent to the work area, which is the result of the construction operation, shall be stabilized in accordance with the STANDARDS FOR SOIL EROSION & 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.
- B. Soil erosion and sediment control measures shall be provided (see below), and shall include silt fences at downslope 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).
- C. 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:**

- A. Retaining structures, which must retain more than four (4') feet of material or for rip-rap bank protection which is steeper than three horizontal to one vertical (3:1), must have calculations prepared by a licensed Professional Engineer (PE), certifying the stability of the structure.
- B. Details of all proposed site improvements, such as landscape or retaining structures, drainage facilities, etc. shall be submitted with and become part of the application. All proposed site improvements, which are subject to building codes, shall be submitted to the Construction Official for review to determine compliance with applicable standards.
- 11. AS-BUILT PLAN:** Mark up any change in the approved Grading Plan after construction completed.

**12. OTHER COMMENTS:**

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(ORIGINAL ISSUE DATE NOVEMBER 1987, REVISED 2010)