



Township of Morris
Engineering Department
50 Woodland Avenue, PO Box 7603
Convent Station, NJ 07961-7603

Phone: 973-326-7440
Fax: 973-605-8363
Revised January 2015

Permit No. GP - _____

GRADING AND LAND DISTURBANCE

Block: _____ Lot: _____ Date of Application: _____

Street Address, Subject Property _____

**Owner's Consent _____
(Signature required)

Owner's Information

Name _____
Phone _____
Cell Phone _____
E-mail _____
Address _____

Applicant's Information

(If different than owner, must have property owner's consent)

Name _____
Phone _____
Cell Phone _____
E-mail _____
Address _____

Fee \$500.00

- Cash
 Check - # _____
 Credit
 MasterCard Visa Discover

Reason for Application

- New Home/Addition
 Pool
 Retaining Wall/ Major Lot Grading
 Other _____

=====

For Office Use Only

Application was deemed complete on _____
Date

The Township Engineer hereby approves / conditionally approves / denies the permit application.

Payment Received
By _____
On _____

_____ Date
James R. Slate, P.E.
Township Engineer

Township Engineer's Comments:

CHECKLIST

- 1. Name, address and phone number of property
- 2. Name, address and phone number of applicant if different than owner
- 3. Consent in writing of owner, if applicant is different than owner
- 4. Street address and tax lot and block numbers of premises
- 5. **A fee of \$500.00. Checks payable to the Township of Morris.**
- 6. **Permit required prior to land disturbance or construction**

No land shall be cleared, graded, or otherwise disturbed for any purpose, including but not limited to, the construction of single family dwellings, or other buildings or structures, the mining of materials, the removal of other natural resources, the development of golf courses, and/or the construction of streets by any person or entity other than the Township of Morris, County of Morris, or State of New Jersey, unless the Township Engineer has first approved a lot grading and soil erosion and sediment control plan for the proposed activity and has issued a grading permit allowing such activity to proceed.

7. **Exemptions from requirement**

Any development which has received site plan or subdivision approval from the Planning Board or Board of Adjustment shall be exempt from the requirements of Subsection No. 6 of this section; provided, however, that individual lots for one or two family dwellings included within any approved subdivision shall not be exempt.

8. **Grading plan preparation and contents**

The lot grading and soil erosion control plan shall be **prepared by a professional engineer licensed by the State of New Jersey. Three (3) sealed plans** shall be submitted with the application for grading permit and one set of plans in digital PDF format sent to EngineeringDept@Morristwp.com. The lot grading and soil erosion and sediment control plan shall contain the following information:

- A.) Layout of proposed buildings and structures.
- B.) North arrow; scale, block and lot number of the subject property (or properties); name and address of record owner; name, address, license number and seal of person preparing plan.
- C.) Complete lot boundary line information based on a current survey prepared by a New Jersey licensed land surveyor.
- D.) Building setback lines, lines of existing streets, easements affecting the property, and any areas dedicated to public use.
- E.) Location of existing buildings and structures, if any, including walls, fences, culverts, and bridges. Spot elevations as to all such structures shall be provided. Structures to be removed shall be indicated by dashed lines.
- F.) Provide certification that no wetlands, transition areas or steep slopes will be disturbed.
- G.) Location of all existing and proposed storm drainage structures.
- H.) Existing contours at 2 foot intervals where slopes are less than 10% and 5 foot intervals where slopes are 10% or greater. Existing contours shall be shown by dashed lines.
- I.) Provide an estimated *cut/fill* calculation based on proposed grading. Provide a note on the plans that the contractor is specifically advised that all fill material shall be certified "clean fill" and any excavated material generated onsite shall be distributed in accordance with the approved grading plan or removed from

the site. All unsuitable fill and excess excavation material shall be removed from the site and disposed of at an approved facility.

- J.) Proposed contours with similar intervals. Proposed contours shall be shown by solid lines.
- K.) Location of existing rock outcroppings, high points, water courses, depressions, ponds, marshed, wooded areas, and other significant natural features.
- L.) Proposed use of land, buildings and other structures, including driveways, roads, curbs, sidewalks, patios and other paved areas fencing, pools, pool equipment and retaining walls, with installation details.
- M.) Any increase in run-off and loss of ground water recharge resulting from the proposed impervious cover is to be addressed with the use of drywells in accordance with §57-119 of the Township Code. Drywells are to be sized to handle 3" depth of flow over the total area of increased impervious associated with the proposed improvements (i.e., new dwelling, addition, driveway, deck, walkways, etc.). Additional impervious surfaces for pools, pool patio (up to 4' in width) and/or ponds are to use 1" depth of flow for the volume calculations.
- N.) Indicate existing and proposed utility locations.
- O.) Landscaping plans showing existing vegetation to remain and all areas to be seeded or planted. Size and type of proposed trees and shrubs shall be indicated. All trees 8 inches DBH or greater shall be shown.
- P.) Disturbance fencing shall be provided around the limits of all areas of disturbance. An area to temporarily stock pile top soil shall also be provided.
- Q.) Silt fencing, with installation details, and/or hay bales shall be provided stream of all areas of disturbance. Provide a note and checklist on the plans stating:

Applicant to contact the Morris Township Engineering Department at (973)326-7440 to schedule the following:

Progress Inspections:

- Silt Fence/Tree Protection/ Tracking Pad Inspection
- Drywell Inspection
- Retaining Wall (Footings & Drainage) Inspection
- Retaining Walls Geo-Grid Inspection(s)
- Rough Grading Inspection
- Utility Inspection(s) (Water or Sewer Services)
- Curbing/Asphalt Inspection
- Final Approval Inspection

Please allow 24 hours notice prior to inspections.

- R.) If plan revisions are required, the engineer is to provide a cover letter outlining how each of the above items has been addressed with their plan revision submittal.
- S.) Such other information as may be required by the Township Engineer in order to determine that the requirements of this section have been met.

9. **Time for action**

The Township Engineer shall review and approve, conditionally approve, or deny the lot grading permit application within 30 days of the date on which a complete application is submitted.

CHECKLIST PREPARED BY _____

SIGNATURE

DATE