



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

Phone: 973-326-7440  
Fax: 973-605-8363  
Revised February 2026

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:**

**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 \_\_\_\_\_

\_\_\_\_\_  
Township Approval Date

Township Engineer's Comments:

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# CHECKLIST

- 1. Name, address and phone number of property owner
- 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. **Grading plan preparation and contents**

The plan shall be **prepared by a professional engineer licensed by the State of New Jersey. One (1) sealed plan** shall be submitted with the application. Upon approval **three (3) sealed copies** will be required for Township signature. The 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. A copy of the signed and sealed survey shall be submitted.
- 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 at the corners of such structures shall be provided. Structures to be removed shall be indicated.
- F. The location of NJDEP regulated areas (provide a certification on the plans if no regulated areas exist on site and the basis for such certification):
  - 1. Wetlands
  - 2. Flood Hazard Area (flood hazard area worksheet shall be required, if applicable)
  - 3. Riparian Zone
- 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. Steep slope areas shall be identified as per §57-160E(4) of the Township Code.
- I. Proposed contours with similar intervals.
- J. Provide an estimated *cut/fill* calculation based on proposed grading. Provide a note on the plans stating:
  - 1. the contractor is specifically advised that all fill material shall be certified "clean fill"; and
  - 2. any excavated material shall be removed from the site. (If excavated material will be spread onsite it must be reflected in the proposed grading plan and cut/fill calculations). All unsuitable fill and excess excavation material shall be removed from the site and disposed of at an approved facility.
- 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. A tree removal application must be submitted as applicable.

- P. Soil Erosion and Sediment Control Details shall be shown. Submittal to the Morris County Soil Conservation District will be required where applicable.
1. Limit of Disturbance fencing around the limits of all areas of disturbance.
  2. A topsoil stockpile area.
  3. Silt fencing, with installation details, downstream of all areas of disturbance
  4. Vehicle tracking pad.
- Q. 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:**
- 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 required by the Township Engineer to determine that the requirements of this section have been met.

**7. 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