

Montgomery Township Engineering Department Plot and Grading Plan Review Checklist



Disclaimer: This document is intended to serve as a guidance document for plot plan submissions to the Montgomery Township Engineering Department which pertain to Building Permit, Zoning Permit, Engineering Permit or any other land use applications. Items listed below are the **minimum requirements** for plot plan submissions. This list does not include any site specific conditions from Planning Board or Zoning Board of Adjustment approvals (if applicable). Other conditions from the Montgomery Township Code or outside agencies may apply. This list is subject to change and the Department may waive any item at our discretion.

Block:		Lot:		Date:	
Development Name:					
Work Site Address:					
Project Description:					
Applicant or Key Contact Name, Email, Phone:					
Applicant or Key Contact Mailing Address:					

REVIEW*

*Plans, reports, certifications to be signed/sealed by NJ Licensed Professional Engineer, Land Surveyor, Architect, and/or Landscape Architect, as allowed by law

No.	Item Submitted	Yes	No	N/A
1	Boundary survey submitted and referenced on plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Topographical survey submitted and referenced on plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Lot and block numbers as per the Township Tax Assessor or Tax Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Name, title, address, telephone number, license number, seal and signature of the professional(s) who prepared the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Name of municipality and County of project location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Name, address and phone number of the owner or owners of record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Zoning district name, requirements, and proposed compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Building coverage and itemized lot coverage calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Location of the proposed dwelling, driveway and accessory structure(s) in relation to the zoning district setbacks, property lines, existing and proposed buildings, driveways, sidewalks, septic systems, utilities and/or other structures on lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Location, type and width of all easements, all covenants, and all deed restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Existing and proposed contours referred to a known datum or benchmark <ul style="list-style-type: none"> • 1-foot intervals where slopes < 2% and/or lots < 1/2 acre • 2-foot intervals where slopes ≥ 2% and/or lots ≥ 1/2 acre 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
12	Show limits of disturbance and area in square feet and acres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Proposed grading (<i>see Code 16-5.2p</i>): <ul style="list-style-type: none"> • Grading within 8 feet of building minimum 8% slope • Minimum grade of disturbed areas at least 1.5% slope • Concentrations of flow do not discharge across lot lines or into right-of-way • Consistent with development plan (as applicable) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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No.	Item Submitted	Yes	No	N/A
14	Spot elevations at structure corners, driveway, lot corners, centerline of street, edge of pavement, and/or any other pertinent locations; first floor, garage floor, basement floor elevations;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Height, number of stories and size of all existing and proposed building(s) and accessory structures and their existing or intended use, including the number of dwelling units within the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Number and location of off-street parking spaces, detail of driveway and street intersection, sight triangles, profile and slope of proposed driveway, pavement detail, apron detail (within right-of-way)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Driveway and off-street parking (<i>see Code 16-5.8</i>); Driveway Permit may apply <ul style="list-style-type: none"> • Apron compliance (concrete if curbed, paved if no curb) • Driveway grade limits: 1%-10% • Parking area grade limits: 1%-6% • Maximum width: 16 feet (single-family) or 24 feet (multiple-family/commercial) • Centerlines of separate access points comply with <i>Code 16-5.8d</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Calculation of continuous land area on the lot which does not include any "critical areas" or detention or retention basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Soil erosion and sediment control plans with wheel cleaning construction access, silt fence, temporary and permanent seeding, general notes, other measures <i>(Township Soil Disturbance permit or Soil Conservation District approval may apply)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	All wooded areas and any existing trees having a caliper of 8 inches or more measured 3 feet above the ground level, which trees are located within the area of the property to be disturbed and twenty (20) feet beyond the outer limits of the disturbed area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Proposed tree planting and landscaping (<i>typically for Board applications</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Location of all "critical areas" including but not limited to Township stream corridor, special flood hazard areas, wetlands, wetland buffers, riparian zones, steep slopes ($\geq 15\%$), critical soils; development in critical areas are subject to review (<i>Code 16-6.4</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Location of proposed utility replacement / new utilities; new utilities shall be installed underground. Include notes for excavation and mark out of underground utilities. Right-of-Way permits may apply; road openings in newly paved roads not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Location of proposed sewer connection(s) with separate connections for each building. Well meter or NJAW account number required. Sewer reservation agreement and fees apply for new connections (<i>see Code Chapter 12</i>); contact Engineering Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Location and grading of proposed onsite sewage disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Health Dept. approved septic system plan filed with building permit application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Stormwater management: <ul style="list-style-type: none"> • Lots less than 2 acres in MR, R, R-1, R-2, and R-5 zoning districts allow an additional 4% lot coverage with stormwater management approved by Township Engineer • Major Development: aggregate 1 or more acre land disturbance or increasing impervious coverage by more than 10,890 square feet • Minor Development: Any of the following – additional 1/4 acre of impervious surface, minor or major site plan approval, approval for "d" variances pursuant to N.J.S.A. 40:55D-70d, or approval for "c" variances for lot coverage. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Existing surface drainage patterns (<i>i.e. swales, ditches, brooks, etc.</i>), proposed changes to drainage pattern, existing and proposed roof leader / downspout locations and discharge, and sump pump discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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No.	Item Submitted	Yes	No	N/A
29	The location of any existing and/or proposed stormwater sewer system, including connections to municipal separate storm sewer; Right-of-Way permit may apply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Location of retaining walls with top and bottom of wall elevations, materials, proposed plantings, safety barriers, profiles, cross sections, details, design calculations by PE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Private items not shown in public right-of-way or easements (e.g. irrigation systems, landscaping, dog fences, fences, walls, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Construction details necessary for approval or inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Includes statement that lot is in compliance with conditions and final grading plan of any variance, subdivision, or site plan approved by the Planning Board or the Zoning Board of Adjustment (<i>see Code 16-10.3b(2)</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Planning / Zoning Board specific conditions met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Development Construction Sequence Agreement conditions met (<i>usually first/last building permit</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following notes, as applicable, are recommended to be shown on plot plans in an emphasized (e.g. bold, highlighted, standalone, etc.) manner to help ensure Code compliance and to provide information to applicants, homeowners, builders, contractors, and/or Township inspection staff</i>				
38	“Prior to construction of foundation walls, an as-built horizontal and vertical foundation footing plan shall be submitted to the Township for review and approval.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	“All grading and stormwater related items require inspection. Provide minimum 48-hour notice to the Engineering Department.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	“Elevation Certificates shall be submitted with the building permit application, during construction at the completion of the foundation forms, and prior to issuance of the certificate of occupancy, temporary or unconditional. An as-built foundation survey shall be provided to the Township with the foundation Elevation Certificate.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	“Final as-built drawings (PLS), grading certification (PE), stormwater certification (PE), flood design certification(s) (PE or RA) are required prior to issuance of Certificates of Occupancy/Approval.” (<i>note to be modified as applicable to site</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	“Use of any new facility, structure, or pool prior to obtaining a Certificate of Occupancy or Approval is unlawful and violates Township Code. Failure to comply is subject to enforcement.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	“Damage to Township sidewalk resulting from the project shall be replaced by the owner, applicant, or responsible party in charge of work. A Street / Right-of-Way Opening permit application must be submitted to the Montgomery Township Engineering Department. Fees, insurance documentation, and other requirements apply.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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ENGINEERING DEPARTMENT PERMITS OR OUTSIDE AGENCY APPROVALS		
No.	Item	Required
1	Street / Right-of-Way Opening permit application: <i>(i.e. driveways, road openings, storm or sanitary sewer connections, easement work, utilities)</i>	<input type="checkbox"/>
2	Permit for Driveway Construction	<input type="checkbox"/>
3	Soil Hauling permit application <i>(any amount of material, both import or export)</i> <i>>20 CY requires Planning Board approval; any Board approvals may include hauling maximum</i>	<input type="checkbox"/>
4	Soil Disturbance permit <i>(<5,000 SF land disturbance):</i>	<input type="checkbox"/>
5	Soil Disturbance permit exemption:	<input type="checkbox"/>
6	Building, Zoning, and Health Permit numbers <i>(active or prior):</i>	<input type="checkbox"/>
7	Somerset-Union Soil Conservation District Approval <i>(≥5,000 SF land disturbance):</i>	<input type="checkbox"/>
8	Delaware & Raritan Canal Commission Approval:	<input type="checkbox"/>
9	NJDEP Approvals:	<input type="checkbox"/>
10	NJDOT:	<input type="checkbox"/>
11	Somerset County:	<input type="checkbox"/>
12	Other:	<input type="checkbox"/>

INSPECTION FEES AND GUARANTEES			
No.	Item Submitted	Required	Posted
1	Inspection escrow	<input type="checkbox"/>	<input type="checkbox"/>
2	Performance, Safety and Stabilization, and/or Landscape Buffer Guarantee	<input type="checkbox"/>	<input type="checkbox"/>
3	Maintenance Guarantee	<input type="checkbox"/>	<input type="checkbox"/>

Is Engineering approval required for TCA/CA or TCO/CO: Yes No

Application Status		
<input type="checkbox"/> Approved	<input type="checkbox"/> Changes Required	<input type="checkbox"/> Denied

Attach memo of comments if necessary

Reviewer Signature and Title

Date