



TOWNSHIP OF JEFFERSON ENGINEERING PLOT PLAN CHECKLIST

INSTRUCTIONS:

- Required for all new buildings; for all additions and all accessory buildings over 500 square feet; and for all inground pools.
 - Please submit the application for Engineering Plot Plan, two Engineering Plot Plans and the application fee to the Jefferson Township Engineering Department.
 - The application fee for new buildings is \$300; and for all additions, accessory buildings and inground pools is \$200.
 - Below is a list of plan details that must be shown on the Engineering Plot Plan in order to properly review new buildings. Please contact Engineering Department at 973-208-3639 for items that must be shown on your Engineering Plot Plan for additions, accessory buildings and inground pools:
1. The location of house in relation to property and zoning setbacks. Provide the lot & block numbers, lot area, all easements, a zoning table, label the applicant & property owner and utilize a scale not numerically greater than 1"=50'. List any variances, which may be applicable. The plot plan must be signed and sealed by a licensed New Jersey Professional Engineer and reference a survey.
 2. Show wetlands and transition areas approved through a Letter of interpretation, or provide a note that no wetlands or transition areas exist on the property, if acceptable to the Township. An environmental scientist report may be required.
 3. 100-year flood plain per the current Flood Insurance Rate Map or certification by an engineer indicating property is not in the flood plain (note).
 4. Notation that no there is no mine shafts within 500 feet or depict location of nearby mine shaft (additional investigation may be required).
 5. Existing and proposed topographic features on the property (i.e. structures, garages, other accessory buildings, woods, fences, walls, driveways, swales, ditches, brooks, etc.). Show all proposed retaining walls with top and bottom elevations and a typical detail.
 6. Existing curb, roadway and all utilities in the public right-of-way within 25' of the property lines.
 7. Existing and proposed grades at two-foot contour intervals. The existing topographic contours must be from a survey (see item #1 above). All proposed lawn grading must be within 2:1 max. and 2% min. grades. All lawn grading must slope away from the house 5% min. for the first 10 feet. Depict limits of clearing and wooded areas to remain.
 8. Spot elevations at house corners, driveway, first floor and basement elevations, lot corners and other locations as necessary. Properly depict swales on high side of house. Depict swales alongside property lines were deemed necessary.
 9. Proposed driveway and detail. Depict proposed driveway grading (please obtain a driveway construction permit for all new driveways or alterations to existing driveways). Maximum driveway grade is 15%, but the maximum grade within 20 feet of garage or terminus is 3% and maximum grade within 20 feet of street is 4%. Depict sight distance for driveway. A driveway turnaround should be provided and guiderail may be required. Driveway runoff detention (i.e. drywell) is required unless a variance is obtained for the increase in runoff (new impervious coverage) or unless the house is part of a recent major subdivision. See drywell notes below. House rebuild scenarios to be reviewed by the Township.

(OVER)

10. Roof leaders must be tied into a drywell unless a variance is obtained for the increase in runoff (new impervious coverage) and relief is granted for direct roof leader discharge/outlet. Provide drywell detail and sizing calculation based on 2.5" volume of rain over roof area (or driveway area if applicable). Drywells must be 50' min to septic disposal fields and wells. Drywell detail must include note that the bottom to be 2' min. above seasonal high groundwater elevation or bedrock, provide proper means for overflow and have filter fabric between the stone and all earthen sides, top and bottom. Roof leaders may be tied into the street drainage system subject to review by Township.
11. Location of septic system and proposed grading. Location of well. If connecting to a public sewer /or water system, show mains in street and house laterals.
12. Proposed front walk path and detail. (over)
13. Provide building height calculation in conformance with ordinance (i.e. determine the average elevation of the finished grade to the height of the highest point of the roof structure).
14. Provide notation on plan, "There will be no deviation from proposed grading without approval of the Township Engineer".
15. A soil erosion control plan, notes and details in accordance with the current state standards for soil erosion and sediment control. Include silt fence, tracking pad, temporary stockpile, details, soil stabilization, seeding schedules, general notes, etc.
16. Any other information deemed necessary for review by the Township Engineer.



TOWNSHIP OF JEFFERSON APPLICATION FOR ENGINEERING PLOT PLAN

(Complete for Residential Construction including New Dwellings, Additions, Accessory Buildings and Inground Pools)

INSTRUCTIONS: (Applicant must complete top portion, back side Property Environmental Feature Checklist and attach two engineering plot plans which depicts all the details in accordance with Engineering Plot Plan checklist)

Name of Applicant: _____ Name of Owner: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Worksite Address _____ Block: _____ Lot: _____

(THIS AREA FOR OFFICE USE ONLY)

APPROVAL & SIGNATURE OF TWSP. ENGR. DEPT. _____ DATE _____

DATE OF SITE PLAN _____ COMMENTS _____

APPLICATION AMOUNT\$ _____ RECEIPT # _____

***REQUIREMENTS:** SILT FENCE & TRACKING PAD MUST be installed first and maintained. ALL FILL MATERIAL MUST meet the standards for land grading (No concrete, asphalt, timber, debris, stumps, roots, refuse, vegetative matter, etc.).

THE FOLLOWING JEFFERSON TOWNSHIP ENGINEERING DEPT. INSPECTIONS ARE REQUIRED:

1. DRYWELL:
 - a. INSTALLATION DATE _____ CALL 973-208-3639
 - b. PIPING TO DRYWELL DATE _____ CALL 973-208-3639
2. ROUGH GRADING: DATE _____ CALL 973-208-3639
3. FINAL: DATE _____ CALL 973-208-3639

PRIOR TO FINAL INSPECTION, PLEASE CONFIRM THE FOLLOWING ITEMS ARE COMPLETED:

a. _____ All required Engineering Inspections.	g. _____ House number is posted.
b. _____ Final Grading per plan & swales are properly defined on high side of house. 2% min. & 2:1 max. lawn grades 5% min. away from house first 10 feet.	h. _____ All retaining walls are per plan location and detail. Certification may be required.
c. _____ Topsoil, fertilizer, seed and straw/hay mulch has been placed on all disturbed areas.	i. _____ No building material or debris on property.
d. _____ Driveway is completed. Guiderail may be required.	j. _____ Remove Temporary electric pole and equipment.
e. _____ Front walk path is constructed.	k. _____ Sight distance is clear at driveway.
f. _____ No drainage flow towards adjacent homes. Swale along property line if needed.	l. _____ No pipe discharges at street or driveway.

05/25/21

(OVER)

TOWNSHIP OF JEFFERSON PROPERTY ENVIRONMENTAL FEATURE CHECKLIST

INSTRUCTIONS: (Applicant must complete top portion, Items 1-6, signature line and submit to Jefferson Township Engineering Department for review)

Name of Applicant: _____ Name of Owner: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Worksite Address _____ Block: _____ Lot: _____

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|--|-----------------------------|------------------------------|
| 1. STEEP SLOPES IN PROJECT AREA? | <input type="checkbox"/> NO | <input type="checkbox"/> YES |
| 2. ANY KNOWN STREAMS OR LAKES ON PROPERTY OR NEARBY? | <input type="checkbox"/> NO | <input type="checkbox"/> YES |
| 3. ANY KNOWN WETLANDS ON PROPERTY OR NEARBY? | <input type="checkbox"/> NO | <input type="checkbox"/> YES |
| 4. ANY KNOWN FLOOD ZONES OR STANDING WATERS ON PROPERTY? | <input type="checkbox"/> NO | <input type="checkbox"/> YES |
| 5. ANY KNOWN MINING ACTIVITY ON PROPERTY OR NEARBY? | <input type="checkbox"/> NO | <input type="checkbox"/> YES |
| 6. ANY KNOWN DRYWELLS ON PROPERTY OR NEARBY? | <input type="checkbox"/> NO | <input type="checkbox"/> YES |

THE PRESENCE OF ANY OF THE ABOVE FEATURES OR CONDITIONS MAY REQUIRE THE PROPERTY OWNER TO OBTAIN APPROVALS/PERMITS FROM NJDEP AND OTHER STATE AND LOCAL AGENCIES BEFORE THE TOWNSHIP CAN AUTHORIZE CONSTRUCTION ACTIVITY.

APPLICANT SIGNATURE: _____ **DATE:** _____