

## GRADING PERMIT APPLICATION INFORMATION SHEET

### **When are Grading Permits required?**

Grading Permits are required for any soil disturbance greater than 500 square feet in area and/or greater than six inches (6") in depth.

Grading permits are required for driveway expansions, patios, landscaping walls less than 4 feet in height, removal of soil or placement of fill on any property where the area disturbed is greater than 500 square feet or the filled area depth is greater than 6 inches.

### **Grading Permits are not required for the following:**

- Projects that are already covered by a Building Permit such as additions, pools, decks, and walls 4 feet or over in height. The grading portion of these projects is reviewed by the Engineering Division as part of the Building permit process and a separate grading permit is not required.
- Agricultural, silvicultural, and gardening activities.
- Reseeding or sodding of lawns and installation of landscaping on pre-existing lawn or landscaped areas. Topsoil replacement is allowed under this activity.
- Landscaping without changing the grade and without retaining walls.
- Grading under the authorization of a properly issued quarrying operation permit or soil mining/soil removal operations permit.
- Removal of noxious weeds without changing the property grades.
- Driveway replacement in the same location and at the same size as the existing driveway.

## Are other permits required?

There may be other permits required in addition to a Grading Permit.

**Street Permit** – Street permits are required for any work within the Township Right-of-Way. This includes the paved roadway and typically the 10 foot wide area behind the edge of pavement or behind the curb line. Any excavation or penetration within the roadway or right-of-way including but not limited to, asphalt removal, curb removal, retaining walls and driveway resurfacing required a street permit.

**Zoning Permit** - Zoning permits may be required if the project approaches the limits of the Zoning regulations as follows:

- Maximum impervious coverage such as pavement or concrete for the entire lot is 40%
- Maximum impervious coverage for the front portion of the lot is 35%
- Driveway slopes must be a minimum of 1% and a maximum on 12%
- Driveways must be a minimum of 3 feet from the side property lines.

**Flood Hazard Area Permit** – If the property is within the 1% Annual Flood Zone area, a Flood Hazard Area Permit may be required from the NJDEP Division of Land Use Regulation

**Wetlands** – If the property is within the Wetlands areas, Transition Areas or Riparian Buffers, a Wetlands permit may be required from the NJDEP Division of Land Use Regulation

**Soil Erosion Control Certification** – If the area of new disturbance is 5,000 square feet or greater, a Soil Erosion Plan Certification is required from the Hudson-Essex- Passaic Soil Control District (HEPSCD).

## What are Environmental Factors?

Before the drawing is prepared, it must be determined if there are any Environmental Factors on the property. Environmental Factors include the following:

- (1) Floodplains.
- (2) Slopes.
- (3) Flood hazard areas, open water, streams, ponds and lakes.
- (4) Wetlands and wetland transition areas.
- (5) Areas of zero to one foot seasonal high-water table.
- (6) Historic sites.
- (7) Soil disturbance.
- (8) Trees and vegetation.
- (9) Depth to bedrock.

## **What needs to be submitted for a Grading Permit?**

- Signed and sealed property survey
- Grading Permit Application
- Site Grading Plan

## **Does the drawing need to be prepared by a Professional?**

If there are no Environmental Factors on the property and the area of disturbance is less than 1,000 square feet, the applicant can prepare the site grading plan; otherwise, the drawing must be prepared by a licensed Professional Engineer, Architect or Landscape Architect.

## **What needs to be provided on applicant prepared Site Grading Plan?**

### **For applicant prepared drawings the following must be provided:**

- 1) Survey of the property, aerial photograph or current tax map can be used as the base drawing provided that the title block information is removed and replaced with the applicant's information. The title block shall contain the property block and lot, address, preparation date, revision number and date, scale and the name and signature of the person who prepared the drawing. A north arrow must be provided.
- 2) Location of existing and proposed buildings, driveways, walkways, sidewalks, pools, sheds and walls marked as existing, proposed or to be removed.
- 3) Limits of the area to be disturbed (Limit of Disturbance - LOD) including construction access, dumpsters and stockpiling areas, in enough detail for the area to be located in the field. Include measurements and the calculation of the square footage of the area to be disturbed.
- 4) The location, size and species of all trees 8 inches or greater in caliper within the LOD and extending 20 feet beyond the LOD must be shown on the plans. Trees proposed to be removed shall be labeled "To Be Removed" and shall be marked with an "X" on the plans. If no trees are to be removed, include a note on the plans that no trees are to be removed. The location, size and species of the required replacement trees shall also be shown. Replacement trees are required according to the following schedule:
  - Trees 8-24 inches in caliper size shall be replaced at a ratio of 1 to 1
  - Trees greater than 24 inches but equal to 36 inches in caliper size shall be replaced at a ratio of 2 to 1
  - Trees greater than 36 inches in caliper size shall be replaced at a ratio of 3 to 1

Replacement deciduous trees shall be at least three inch caliper, the species of which is either identical to the deciduous tree being removed. No more than 50% of deciduous trees to be removed may be replaced by coniferous trees. Coniferous trees shall be replaced by a similar coniferous tree at least eight feet in height at the time of planting.

- 5) Environmental Calculations including the limits of the area to be disturbed (LOD) with Maximum Allowable Disturbance (MAD) and Total Adjusted Disturbance Area (TADA) calculations must be shown on the plans. See the Environmental Protection Calculations Worksheet.
- 6) All applicable construction details.

### **What needs to be provided on Professional prepared drawings?**

The Site Grading Plan shall be drawn at a scale of not less than one inch equals 50 feet. The site grading plan shall be drawn and certified by a licensed professional engineer, architect or landscape architect and shall meet the requirements of N.J.A.C. 13:40-7. The detailed site grading plan must show the following information:

- 1) The block and lot number, address, date, revision number and date, graphic scale, north arrow, and the name and signature of the person who prepared the site grading plan.
- 2) A survey reference including who prepared the survey, date of preparation and revisions and for whom the survey was prepared.
- 3) All lot lines, metes and bounds, dimensions and identification of all private or public easements, and lot area.
- 4) Edge of pavement, curb type, sidewalk, driveway aprons and driveways.
- 5) Location of all existing buildings with dimensions
- 6) Location of all accessory structures such as sheds, pools, patios, walkways, decorative walls and retaining walls with dimensions.
- 7) All proposed improvements or improvements to be removed shall be shown and labeled as such on the plans.
- 8) If any changes are proposed for the existing driveway or if a driveway relocation is proposed, a profile of the driveway from the edge of the street pavement to the garage will be required as well as a cross section indicating material and cross slope.
- 9) The location of any existing and proposed drainage structures and pipes, streams or watercourses.
- 10) Location of water service lines, curb boxes and wells.
- 11) Location of sanitary sewer laterals, clean-outs, septic tanks and sanitary sewerage disposal fields and pipes.
- 12) Limits of grading or the no-cut/no-fill line and Limit of Disturbance (LOD) including construction access, dumpsters and stockpile areas. The area of disturbance in square feet shall be listed on the plan.
- 13) Environmental Protection information which include Maximum Allowable Disturbance (MAD) and Total Adjusted Disturbance Area (TADA) calculations shown on the plans. See the Environmental Protection Calculations Worksheet.
- 14) Existing and proposed contours may be required if the property has slopes over 8% as shown on the available Township topography maps.
  - a. Existing and proposed contours at vertical intervals of two feet with sufficient details and spot elevations to show the course, structure and capacity of all drainage facilities and the method of drainage of the adjacent or contiguous property.

- b. The existing and proposed spot elevations of the levels of land at the foundation corners of any structure.
  - c. The levels of land above and below existing retaining walls as well as top and bottom of wall elevations and wall elevations at corners, ends and at 30 foot intervals along the wall.
  - d. Benchmarks to which contour and spot elevations refer shall be noted, and the datum shall refer to United States Coast and Geodetic Survey datum (1929 NGVD or 1988 NAVD).
- 15) The location, size and specie of all trees 8 inches or greater in caliper within the LOD and extending 20 feet beyond the LOD must be shown on the plans. Trees proposed to be removed shall be labeled "To Be Removed" and shall be marked with an "X" on the plans. If no trees are to be removed, include a note on the plans that no trees are to be removed. The location, size and species of the required replacement trees shall also be shown. Replacement trees are required according to the following schedule:
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- Replacement deciduous trees shall be at least three inch caliper, the species of which is either identical to the deciduous tree being removed. No more than 50% of deciduous trees to be removed may be replaced by coniferous trees. Coniferous trees shall be replaced by a similar coniferous tree at least eight feet in height at the time of planting.
- 16) The disposition and extent of topsoil and other soil to be removed or backfilled.
- 17) The location and design details of any proposed walls less than four feet in height.
- 18) Location of flood hazard areas, wetlands and transition areas as determined by the New Jersey Department of Environmental Protection.
- 19) All applicable construction details.

**GRADING PERMIT SITE PLAN - CHECKLIST**  
**TOWNSHIP OF WAYNE - ENGINEERING DIVISION**

973-694-1800 x 3263

**THIS CHECKLIST IS INTENDED TO PROVIDE INFORMATION AS TO ITEMS THAT SHOULD BE INCLUDED ON A SITE GRADING PLAN.**

NAME OF PROJECT \_\_\_\_\_ REVIEW DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_ REVIEWED BY \_\_\_\_\_

ADDRESS \_\_\_\_\_ REVIEW NO. \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

	ITEM	Y	N	N/A	COMMENTS
<b>I. PLAN AND PROPERTY INFORMATION</b>					
1	THE GRADING PERMIT APPLICATION AND TWO SIGNED SITE GRADING PLANS , SEALED IF PREPARED BY A LICENSED PROFESSIONAL				
2	TITLE BLOCK, PROJECT DESCRIPTION, ADDRESS, BLOCK AND LOT, ORIGINAL DATE, REVISION NUMBER AND DATE, NAME AND SIGNATURE OF PREPARER				
3	ENGINEERING SCALE, NORTH ARROW AND LEGEND				
4	PROPERTY METES AND BOUNDS, LOT AREA IN SQUARE FEET, STREET RIGHT-OF-WAY, EASEMENTS TYPES WITH DIMENSIONS AND PURPOSE				
5	SURVEY REFERENCE INDICATING PREPARER, DATE PREPARED AND REVISED, TO WHOM IT IS CERTIFIED. SUBMIT SIGNED AND SEALED COPY OF SURVEY.				
6	IF A TOPOGRAPHICAL SURVEY IS REQUIRED THE DATUM SHALL BE 1988 NAVD (PREFERRED) OR 1929 NGVD. <b>ASSUMED DATUM IS NOT ACCEPTABLE.</b>				
<b>II. PROJECT INFORMATION - EXISTING AND PROPOSED</b>					
1	LOCATION AND DIMENSIONS OF EXISTING BUILDINGS AND ACCESSORY STRUCTURES, INCLUDING BUT NOT LIMITED TO GARAGES, SHEDS, DECKS, POOLS, PATIOS, PORCHES, WALKWAYS, STAIRS AND WALLS. ALL ITEMS SHALL BE LABELED AS EXISTING, PROPOSED OR TO BE REMOVED.				
<b>SIDEWALKS, DRIVEWAYS AND CURBS</b>					
2	A. DRIVEWAY WIDTH - MAXIMUM WIDTH 22 FEET				
	B. DROP CURB WIDTH - MAXIMUM WIDTH 22 FEET				
	C. FOR CORNER PROPERTIES - DISTANCE FROM CORNER CURB RADIUS - MINIMUM 25 FEET				
	D. FOR SIDE GARAGES - BACK OUT DISTANCE MINIMUM 30 FEET				
	E. EDGE OF PAVEMENT OR LOCATION OF CURBS				
	F. LOCATION OF SIDEWALKS				
	D. FOR SIDE GARAGES - BACK OUT DISTANCE MIN 30 FEET				
<b>III. UTILITIES - EXISTING AND PROPOSED</b>					
1	SANITARY LATERAL LOCATION AND CLEANOUT WITHIN RIGHT-OF-WAY				
2	LOCATION OF WATER SERVICE AND CURB STOP WITHIN RIGHT-OF-WAY				
3	SEPTIC SYSTEM LOCATION - IF ANY				
4	WELL LOCATION - IF ANY				

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<b>IV. GRADING - EXISTING AND PROPOSED</b>					
1	IF SITE SLOPES ARE GREATER THAN 8% AS SHOWN ON THE TOWNSHIP MAPPING, SHOW EXISTING AND PROPOSED TOPOGRAPHIC CONTOURS AT 2 FOOT INTERVALS, WITH SPOT ELEVATIONS PROVIDED AS NECESSARY TO DETERMINE THE DRAINAGE PATTERNS				
<b>ELEVATIONS</b>					
2	A. EACH CORNER OF STRUCTURE				
	B. BENCHMARKS TO WHICH CONTOUR AND SPOT ELEVATIONS REFER SHALL BE NOTED, AND THE DATUM SHALL REFER TO UNITED STATES COAST AND GEODETIC SURVEY DATUM (1929 NGVD OR 1988 NAVD)				
<b>WALLS</b>					
3	A. TOP AND BOTTOM OF WALLS AND ELEVATIONS BEHIND THE WALL, AT BEGINNING AND END, AT 30 FOOT INTERVALS AND AT EACH CHANGE IN DIRECTION				
	B. MAXIMUM HEIGHT OF WALLS				
<b>DRIVEWAY GRADING</b>					
4	A. SHOW PROFILE OF DRIVEWAY CENTERLINE FROM STREET TO GARAGE - MINIMUM SLOPE 1%, MAXIMUM SLOPE 12%				
	B. SHOW SLOPE 15 FOOT FROM GARAGE AND ON GARAGE TURN AROUND - MAXIMUM SLOPE 5%				
5	C. SHOW TOP AND BOTTOM OF SLOPES - MAXIMUM SLOPE 3:1 HORIZONTAL TO VERTICAL SLOPE RATIO. SLOPES GREATER THAT 3:1 REQUIRE LICENSED PROFESSIONAL CALCULATIONS				
6	D. DISPOSITION OF MATERIAL TO BE REMOVED - EXPORTED OFF-SITE OR RE-USED ON SITE				
<b>V. DRAINAGE - EXISTING AND PROPOSED</b>					
1	SHOW ANY STREAMS OR WATER COURSES				
2	SHOW ANY YARD DRAINAGE INCLUDING SWALES, INLETS AND PIPING				
3	SHOW DRY WELLS OR SEEPAGE PITS				
<b>VI. FLOODPLAIN REGULATIONS IF APPLICABLE - WITH LURP NO.</b>					
1	SHOW FLOOD ZONE DESIGNATION 1% (100 YEAR), FLOODWAY				
2	SHOW FLOOD ZONE LIMITS 1% (100 YEAR)				
3	SHOW FIRM PANEL ID NUMBER				
4	SHOW 1% BASE FLOOD ELEVATION				
<b>VII. FRESHWATER WETLANDS IF APPLICABLE - WITH LURP NO.</b>					
1	SHOW FRESHWATER WETLANDS DELINEATION PER NJDEP LETTER OF INTEPRETATION (LOI)				
2	SHOW NJDEP TRANSITION BUFFER AREA				
3	SHOW RIPARIAN BUFFERS				
<b>VIII. ENVIRONMENTAL REGULATIONS</b>					
1	SHOW LIMIT OF DISTURBANCE (LOD) INCLUDING CONTRACTOR ACCESS, DUMPSTER LOCATIONS, STOCKPILE LOCATIONS AND LIMITS OF GRADING				
2	SHOW MAXIMUM ALLOWABLE DISTURBANCE (MAD) AND TOTAL ADJUSTED DISTURBED AREA (TADA) FROM "ENVIRONMENTAL PROTECTION CALCULATIONS" WORKSHEET - WORKSHEET MUST BE SHOWN ON THE PLAN				
3	AREA OF NEW DISTURBANCE				

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<b>IX. TREES AND TREE REPLACEMENT</b>					
1	SHOW LOCATION, SIZE AND SPECIES OF ALL TREES 8 INCH CALIPER OR GREATER WITHIN THE LOD LINE AND WITHIN 20 FEET BEYOND THE LOD LINE				
2	SHADE TREES AND SHADE TREE EASEMENTS				
3	SHOW ALL TREES 8 INCH CALIPER OR GREATER TO BE REMOVED MARKED WITH AN "X"				
4	IF NO TREES ARE TO BE REMOVED, PROVIDE A NOTE THAT STATES NO TREES ARE TO BE REMOVED.				
5	<b>LOCATION , SIZE AND SPECIES OR REPLACEMENT TREES AS REQUIRED.</b>				
	A. TREE 8"-24" CALIPER SHALL BE REPLACED AT A RATIO OF 1 TO 1				
	B. TREES GREATER THAN 24" CALIPER AND LESS THAN 36" CALIPER WILL BE REPLACED AT A RATIO OF 2 TO 1				
	C. TREES GREATER THAN 36" CALIPER WILL BE REPLACED AT A RATIO OF 3 TO 1				
	D. REPLACEMENT DECIDUOUS TREES SHALL BE AT LEAST 3" CALIPER				
	E. REPLACEMENT CONIFEROUS TREES SHALL BE AT LEAST 8 FEET IN HEIGHT				
	F. REPLACEMENT TREES SHALL BE A MAXIMUM OF 50% CONIFEROUS				
<b>X. CONSTRUCTION DETAILS</b>					
1	DRIVEWAY - PROVIDE CROSS SECTION WITH MATERIALS AND CROSS SLOPE				
2	RETAINING WALLS				
3	CURBING - GRANITE/BELGIAN BLOCK OR CONCRETE AS REQUIRED				
4	CONCRETE SIDEWALKS				
5	DRIVEWAY APRONS				
6	SEEPAGE PITS OR DRY WELLS				
7	DRAINAGE SWALES				
8	SEWER CONNECTION AND CLEAN-OUT - TOWNSHIP STANDARD DETAIL				
9	WATER CONNECTION AND CURB BOX - TOWNSHIP STANDARD DETAIL				
10	UTILITY TRENCH- TOWNSHIP STANDARD DETAIL				
11	PAVEMENT TRENCH REPAIR- TOWNSHIP STANDARD DETAIL				
<b>XI. OTHER APPROVALS</b>					
1	SPECIAL FLOOD HAZARD AREA PERMIT IS REQUIRED FOR WORK WITHIN THE FLOOD ZONE				
2	COUNTY OF PASSAIC PERMITS ARE REQUIRED FOR ANY WORK ON PASSAIC COUNTY ROADWAYS				
3	NJDOT PERMITS ARE REQUIRED FOR ANY WORK ON STATE HIGHWAYS				
4	IF DISTURBANCE IS GREATER THAN 5000 SQUARE FEET, A HUDSON-ESSEX-PASSAIC CONSERVATION CERTIFICATE IS REQUIRED				



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5	<b>NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION</b>				
	A. WETLANDS OPEN WATER FILL PERMIT AND LURP NUMBER				
	B. WETLANDS TRANSITION AREA WAIVER AND LURP NUMBER				
	C. FLOOD HAZARD AREA PERMIT AND LURP NUMBER				
	D. TREATMENT WORKS APPROVAL				
	E. PERMIT-BY-RULE SUBMITTAL LETTER				
<b>XII. OTHER COMMENTS</b>					