

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.

Township Code may be found here: <https://ecode360.com/MO4095>

Engineering permit applications are here: <https://twp.montgomery.nj.us/departments/engineering/permitting/>

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

REVIEW*				
<small>*Plans, reports, certifications to be signed/sealed by NJ Licensed Professional Engineer, Land Surveyor, Architect, and/or Landscape Architect, as allowed by law</small>				
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 (LOD) and area in square feet and acres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Proposed grading (<i>see Code 16-5.2z</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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 Township Soil Disturbance permit required if LOD > 1500 SF and < 5000 SF OR Somerset Union Soil Conservation District approval required if LOD ≥ 5,000 SF	<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 a condition 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 (≥15%), critical soils; development in critical areas are subject to review (<i>Code 16-6.4</i>) Critical Area review checklist may be obtained from Zoning Officer, fees may apply.	<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 permit may apply; restrictions on newly paved roads (Code 11-1.2aa)	<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 (see Code Chapter 12); 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 (deed records and dedications may apply, Code 16-5.2u): <ul style="list-style-type: none"> • Certain 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 (Code 16-4.2d[13]) • Major Development (Code 16-5.2) • Minor Development (Code 16-5.2) 	<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"/>
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"/>

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No.	Item Submitted	Yes	No	N/A
30	Location of retaining walls with top/bottom of wall elevations, materials, plantings, safety barriers, profiles, cross sections, details, design calculations by PE (16-5.2z4.(f))	<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.) (16-5.14a11)	<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 or Zoning Board (16-10.3b(2))	<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, or milestone listed in the agreement when applicable)</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." (note to be modified as applicable to site)	<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, curbing, roadway, or other public infrastructure 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"/>

Name of Preparer (please indicate owner, contractor, etc.)
Date

Preparer Contact Information (please include email address)

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For internal use only:

ENGINEERING DEPARTMENT PERMITS OR OUTSIDE AGENCY APPROVALS https://twp.montgomery.nj.us/departments/engineering/permitting/		
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	Driveway Permit	<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>(> 1,500 SF and <5,000 SF LOD):</i>	<input type="checkbox"/>
5	Soil Disturbance permit exemption <i>(certain disturbance ≤ 1,500 SF):</i>	<input type="checkbox"/>
6	Somerset-Union Soil Conservation District Approval <i>(≥5,000 SF LOD):</i>	<input type="checkbox"/>
7	Delaware & Raritan Canal Commission Approval:	<input type="checkbox"/>
8	NJDEP Approvals:	<input type="checkbox"/>
9	NJDOT:	<input type="checkbox"/>
10	Somerset County:	<input type="checkbox"/>
11	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