

Date: \_\_\_\_\_

Permit#: GR - \_\_\_\_\_

# Borough of Kenilworth

Department of Public Works and Engineering

Application for "Grading" Permit

**SPOT ELEVATIONS ARE REQUIRED TO DEMONSTRATE PROPER DRAINAGE  
ROOF LEADERS ARE REQUIRES TO BE SHOWN ON PLANS AND SHALL CONNECT TO CURB**

A grading plan is a requirement for "breaking ground" in the Borough of Kenilworth. Property should be graded so as to minimize impacts to adjoining property to the satisfaction of the Borough Engineer and any field revisions requested by the Borough Engineer should be addressed prior to the issuance of the Certificate of Occupancy. The Borough Engineer reserves the right to require a grading plan.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Block/Lot: \_\_\_\_\_ Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Describe Work /Reason for Work: \_\_\_\_\_

Approximate Area (Square Feet) to be Re-Graded: \_\_\_\_\_

Contractor(s) Performing the Work:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone No. \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Date for Work to Begin: \_\_\_\_\_

Application shall be accompanied by four (4) sets of plans, signed and sealed by a licensed engineer or licensed land surveyor, indicating the following:

1. All Buildings and Lots within one hundred (100') feet of the property on which a change in grade is proposed.
2. The location of the portion of the municipal storm sewer system serving the property, including grade elevations, inverts, and size and type of pipes.
3. Existing topography with spot elevations, contours at one (1') foot intervals and flow of surface water from the property to the municipal storm sewer system.
4. Proposed topography with spot elevations, contours at one (1') foot intervals and flow of surface water from the property to the municipal storm sewer system.
5. Elevations of all ground level windows, doors and openings of buildings on the property.

If, during the course of work any variation is required, an amended plan shall be filed for approval with the Borough Engineer.

Date: \_\_\_\_\_

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The written certification of a licensed engineer or licensed land surveyor indicating that the change of grade has been completed in accordance with the application must be submitted not less than thirty (30) days after completion. Failure to furnish this certification shall be deemed a violation of application approval and shall be subject to penalty. A Certificate of Occupancy shall not be issued prior to the furnishing of the certification.  
Application for "Grading" Permit

Denial of a permit application may be appealed to the Planning Board of the Borough of Kenilworth upon conditions set forth in Chapter 112-7 "Appeals" of the Revised Ordinances of the Borough of Kenilworth.

By applying for a grading permit, the Undersigned hereby agrees as follows:

1. That all required fees, charges and deposits will be paid before work is started.
2. Work will not interfere with proper drainage of the street. Positive drainage along property frontage is required.
3. All work will be protected in a manner approved by the Borough Engineer and Kenilworth Police Traffic Bureau.
4. All grading shall be completed in compliance with current Residential Site Improvement Standards (RSIS).
5. All excavated materials will be carted away and disposed of per local and federal guidelines.
6. No change in grade shall interfere with the natural drainage of the general area surrounding the property.
7. No change in grade shall interfere with the riparian or drainage rights or easements of other property owners.
8. No change in grade shall interfere with lateral supports or slopes.
9. No change in grade shall cause an unreasonable accumulation or flow of surface water upon or over any property.
10. No change in grade shall create or aggravate any condition detrimental to the public health and safety.
11. To indemnify and save harmless the Borough of Kenilworth from and against any and all loss, costs or damages incurred by reason of any damage to any property, injury to any person, or any loss of like resulting from any negligence of the applicant, his agents, servants or employees in performing the work covered by this permit.
12. **Call Before You Dig – 1-800-272-1000** for utility locations. By signing this application, you acknowledge that you have called the number above.
13. **Failure to request a final inspection and release of deposit within one year of the date of this permit without written extension of time from the Borough Engineer, shall result in a voiding of the permit and forfeiture of the deposit and permit fees.**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Date: \_\_\_\_\_

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**OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE**

**Fees and Deposits:**

Permit Application Fee	\$50.00	Check/Cash _____
Engineering Reviews_(as necessary)		
Initial Grading/Drainage Review	\$150.00	Check/Cash _____
Final Certificate of Occupancy Review	\$150.00	Check/Cash _____
As-built Inspection Fees (per occurrence)	\$100.00	Check/Cash _____

**Note: Extra fees will be incurred as a result of repeated inspections that are required to ensure compliance.**

**Application Approval to Start Construction:**

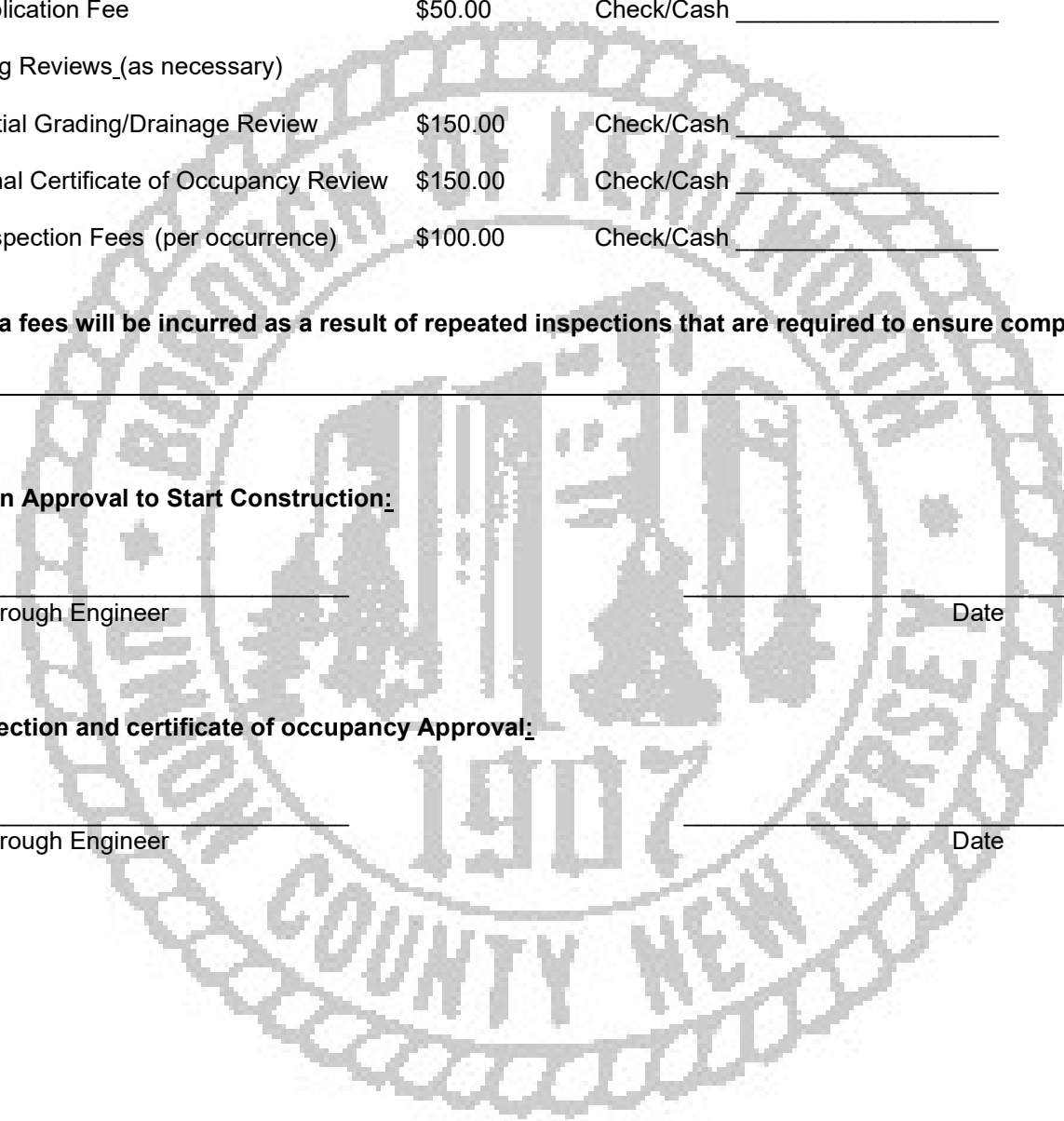
\_\_\_\_\_

Borough Engineer Date

**Final Inspection and certificate of occupancy Approval:**

\_\_\_\_\_

Borough Engineer Date



Date: \_\_\_\_\_

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### Application for "Grading" Permit To be completed by the Kenilworth Police Department

No permit shall be issued unless the application therefore has been endorsed thereon in writing with the approval of the Supervisor of the Traffic Bureau in the Police Department of the Borough of Kenilworth (Ordinance # 96-16).

A. Does the proposed excavation require Police assistance? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Does the proposed excavation require road closure? Yes \_\_\_\_\_ No \_\_\_\_\_

C. Does proposed excavation require overnight warning devices? Yes \_\_\_\_\_ No \_\_\_\_\_

D. Please list emergency phone numbers #1 \_\_\_\_\_

#2 \_\_\_\_\_

E. Remarks by Police Traffic Bureau  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval of Police Traffic Supervisor \_\_\_\_\_

\_\_\_\_\_ Date

### ZONING APPROVAL

Approval of Zoning Officer \_\_\_\_\_

\_\_\_\_\_ Date

**Borough of Kenilworth**  
**Office of the Borough Engineer**  
**Standards and Guidelines in Preparing a Grading Plan**  
**For Construction of Additions, Sheds, Garages, Pools, Driveways, Etc.**

The construction of additions, garages, sheds (exceeding 100 sq. ft.), pools, driveways, etc. require review by the Borough Engineer for proper grading and storm water management. A detailed proposed grading plan prepared by a Professional Engineer is required and must be submitted for review and approval prior to the sign off for construction to the Building Department. The following information should be shown on a copy of the property survey of record:

- 1 Existing and proposed distances to all property lines (side, front and rear) additionally, the building envelope (setbacks) shall be clearly indicated with dashed lines.
- 2 Show adjoining lot buildings and approximated distance from property line.
- 3 Show any nearby streams or watercourses to the property. (flood hazard areas)
- 4 Borough slope standards of 2% minimum and 12% maximum must be maintained a minimum of 20 feet around the proposed addition, garage, shed, driveway and in all disturbed areas. The limit of disturbance shall be clearly indicated.
- 5 Show any driveway expansion and proposed slopes. Indicate if driveway edging, (curb, timber, etc.) is proposed. Slopes from new edging to existing grade must meet Borough standards of 2% minimum 12% maximum. Driveway must be sloped toward the roadway to prevent additional runoff to adjoining lots.
- 6 Show roof leader discharge points and methods to prevent their flow to adjoining lots (i.e. underdrain to storm systems, swale, etc.), positive drainage must be maintained across property frontage.
- 7 Under no circumstances is runoff from sump pumps or leader drains to be allowed through the curb because it causes undue ponding downstream of the subject property.
- 8 Show existing grading of slopes around proposed addition, garage, shed, etc. and path of water runoff flow. Swales, berms, inlet systems, etc. either existing or proposed must be shown to prevent runoff to adjoining lots. Indicate on the plan if the swale, berm or inlet is existing or proposed. Grades shall be shown by spot elevations to the nearest one hundredth of a foot at all corners and breakpoints. Contours may be used elsewhere. An assumed datum is allowed.
- 9 Show impervious surface calculation meeting Borough code for the zone.
- 10 Furnish copy of approved Zoning Permit.
- 11 Provide a signed statement regarding the disposition of excess excavated earth, which quantifies the extent of the regrading and/or placement of fill.

For projects of minor impact, a waiver of the professionally prepared grading/site plan may be considered. To make this determination the applicant shall provide as much of the above information as possible and can support the request for waiver with photographs and a narrative. As a guide, the following applications will be considered though not necessarily guaranteed that a waiver will be granted.

1. House addition less than 300 sq. ft. but not more than 50% of the existing dwelling and in excess of 10 feet to a property line.
2. Driveways without curbing or edging.
3. Garages or sheds in excess of 75' from the nearest structure or property line.