

**LOT GRADING PLAN & DRIVEWAY APRON APPLICATION
AND
SITE INSPECTION REQUEST FORM**

To: Township of Elk Construction Department Date: _____
680 Whig Lane
Monroeville, New Jersey 08343

Work Site:
 Block: _____ **Lot:** _____

Work Site Address: _____

Submit the following:

- 1) Completed Grading Plan/Site inspection Application
- 2) Completed grading plan “checklist”
- 3) Plans, provide 3 sets of signed, sealed plans (NJ licensed professional)
- 4) Fees, application and escrow

As-Built Topographic Survey, is required for Final inspection by Township Engineer at completion of the project - Provide 2, signed & sealed sets (NJ licensed professional). Ordinance § (96-66M. (7)(c).

Applicant: _____

Address: _____

Phone#: _____ Fax#: _____ email: _____

Applicant’s Engineer/Surveyor: _____

Address: _____

Phone#: _____ Fax#: _____ *email, **Required:** _____

ORDINANCE O – 13 – 2025

AN ORDINANCE OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK,
COUNTY OF GLOUCESTER, STATE OF NEW JERSEY AMENDING CHAPTER 96 ENTITLED
“UNIFIED DEVELOPMENT” AT ARTICLE IX “ZONING DISTRICTS AND REGULATIONS”
OF THE CODE OF THE TOWNSHIP OF ELK

WHEREAS, the Mayor and Committee, Township of Elk, have determined that amendments to Chapter 96 entitled “Unified Development” at Article IX entitled “Zoning Districts and Regulations” are necessary; and

WHEREAS, in all other respects Chapter 96 entitled “Unified Development” shall remain in full force and effect.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Committee of the Township of Elk, in the County of Gloucester and State of New Jersey, and it is hereby enacted and ordained by the authority of same as follows:

Section 1.

§96-66 entitled “General” at Paragraph M(1) entitled “Grading Plan” be and is hereby repealed and replaced with the following:

M. Grading plan.

- (1) Review and approval of grading plan required. A building permit shall not be issued until a grading plan has been reviewed and approved by the Township Engineer in accordance with the provisions of this subsection. Expressly excluded from the requirements set forth herein is for any building, accessory structure and/or addition to existing building or structure located on any farm that satisfies the eligibility criteria for differential property taxation pursuant to the Farmland Assessment Act, N.J.S.A. 54:4-23.1 et seq. Prior to the issuance of a building permit, the Township Engineer will issue a written opinion to the Township Committee indicating that the proposed farm building, accessory structure and/or addition to existing building or structures does not encroach upon any existing setback requirements and/or is not detrimental to the public welfare. The applicant shall pay an escrow fee of \$750 for the engineer's review and inspection for the initial site inspection. The fee for the initial review and inspection shall not exceed \$750 to the applicant, unless subsequent site inspections are required.

Section 2.

§ 96-66 entitled “General” at Paragraph M(8) entitled “Permit and review fees” be and is hereby repealed and replaced with the following:

- (8) Permit and review fees. The person to whom this subsection applies must pay the following fees to the Township for application, review and inspection of the site.
 - (a) An application fee of \$100 shall be paid for each individual lot grading or as-built grading plan submitted for approval to the Construction Code Office.
 - (b) A lump sum lot grading review and inspection escrow fee in the amount of \$1,500 shall be paid at the time of the application and submission of each lot grading plan. (This escrow will be for the review, revision, and inspections of each lot grading plan and as-built plan submitted.) This escrow will be tracked by both the Construction Office and the Township Engineer. If the escrow balance falls below \$300, the Township Engineer and/or the

- Construction Department will notify the applicant requesting the posting of additional escrow based on the stage/phase of work completed.
- (c) Release of the lot grading review and inspection escrow will be determined, in writing, by the Township Engineer, within 30 days after final letter of approval of the as-built plans and issuance of the final certificate of occupancy by the Construction Code Official.

Section 3.

Severability.

Should any section, clause, sentence, phrase or provision of this Ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

Section 4.

Repealer.

All prior Ordinances or parts of Ordinances inconsistent with this Ordinance be and the same are hereby repealed to the extent of such inconsistencies.

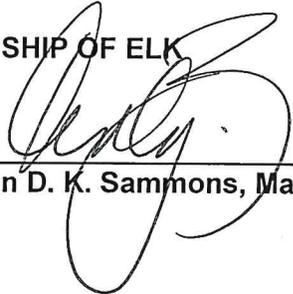
Section 5.

When effective.

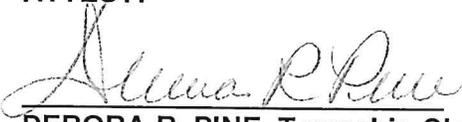
This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

INTRODUCTION ROLL CALL VOTE						
COMMITTEE MEMBER	Motion	Second	AYE	NAY	ABSTAIN	ABSENT
Cammarata		✓	✓			
Cowan	✓		✓			
Lucas						✓
Rambo			✓			
Sammons			✓			

TOWNSHIP OF ELK


 Carolyn D. K. Sammons, Mayor

ATTEST:


 DEBORA R. PINE, Township Clerk

FINAL ADOPTION ROLL CALL VOTE						
COMMITTEE MEMBER	Motion to Adopt	Second	AYE	NAY	ABSTAIN	ABSENT
Cammarata			✓			
Cowan			✓			
Lucas	✓		✓			
Rambo		✓	✓			
Sammons			✓			

NOTICE

The Ordinance published herein was introduced and passed upon first reading at a meeting of the Mayor and Committee of the Township of Elk, in the County of Gloucester and State of New Jersey, held on April 15, 2025. It will be further considered for final passage, after public hearing hereon, at a meeting of said Mayor and Committee to be held in the Township Municipal Building on May 1, 2025, at 7:00 P.M. During the week prior and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office at the said Municipal Building, 680 Whig Lane, Monroeville, New Jersey, to the members of the general public who shall request the same.


DEBORA R. PINE, TOWNSHIP CLERK

O-13-2025