

PLOT PLAN CHECKLIST

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Borough of Bay Head

83 Bridge Avenue, Bay Head, NJ 08742

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OWNER NAME: _____ APPLICANT NAME: _____

BLOCK: _____ LOT: _____

STREET ADDRESS OF SITE: _____

PREPARER'S NAME : _____

Item No.	Plot Plan - Item Required	Applicant Checklist		For Borough Use Only	
		Yes	No	Yes	No
1	Shall be prepared by the appropriate licensed professional. Boundary or topographic surveys used for reference shall be prepared by a licensed PLS.				
2	Shall be provided on sheets no smaller than 8-1/2" x 11" or greater than 24" x 36".				
3	Shall be drawn at a scale fitting the sheet size but adequate for all information shown to be legible.				
4	Property lines shown, length in feet and hundredths, bearings in degrees, minutes and seconds.				
5	Area of parcel in square feet to the nearest hundredth.				
6	Key map showing location of parcel to be considered in relation to surrounding area within two hundred feet (200'). This map shall identify zone boundaries if they exist within 200 feet.				
7	Title block containing lot and block number; name, license number, signature and seal of preparer; date prepared and date of last revision.				
8	Scale of map (written and graphic), north arrow with reference meridian, Block and Lot numbers of all adjoining properties.				
9	Identify all existing and proposed principal structures, accessory structures (including pools, decks, equipment platforms, cabanas, sheds), rinse areas, recharge basins, decks, chimneys, bay windows and any other use or structure defined by the Code and provide dimensions for each structure. A separate signed and sealed survey of the property may be provided to document location of existing principal and accessory structures provided said survey documents conditions as of the date of plot plan submission and has been prepared within the prior 10 year period. This separate survey will not be acceptable for site elevations.				
10	Identify all setback dimensions from all property lines to all proposed principal structures, accessory structures, recharge basins, decks, chimneys, bay windows and any other uses or structures defined by the Code.				
11	Provide surveyed spot elevations by a Professional Land Surveyor of entire site at locations necessary to support the design and insure Code compliance. Spot elevations shall be provided along all property lines at 20 foot intervals and along street centerline if to be used for Building Height measurements. A reference plane representing the average preconstruction ground level adjoining the building and/or accessory structure(s) at the exterior walls per Code shall be identified. Elevations shall be NAVD 1988 and benchmark shall be identified.				
12	Existing and proposed centerline, gutter and top of curb elevations along the roadway. Include existing and proposed sidewalk and driveway grades. Identify construction access point from Township right-of-way. Identify with elevations all street drainage systems within fifty feet (50') of the property.				
13	Location of wetlands, wetland buffers, riparian areas, floodplains and any other environmental constraints on the property, with backup documentation from the approving agency. Provide FEMA flood information and Base Flood Elevation (<i>attach Flood Elevation Certificate if available</i>)				
14	Soil boring demonstrating the depth seasonal high water table when recharge basins are part of the proposed design.				

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15	Overall limit of disturbance. Soil Erosion & Sediment Control Permit Approval (if required).				
16	Location of existing and proposed utility lines. Plan must show connection points. <i>Any work within right-of-way requires a road opening permit.</i>				
17	Location of railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the parcel.				
18	Existing and proposed zoning setbacks and dimensions depicted graphically on plan.				
19	Location of easements or rights of way including power lines.				
20	Location and description of property corner monuments whether set or to be set (if applicable).				
21	Include construction details for all curb, sidewalk, pavement repair, and driveway aprons.				
22	The post-construction grade at the property line shall not exceed the ground level of those adjoining properties. The site shall be graded so that stormwater either remains contained on the property in question or flows toward the street rather than toward the adjoining properties. Provide a note on the plan stating that an as-built survey of all site grading provided by a Professional Land Surveyor to demonstrate compliance with the approved plot plan.				
23	Plot Plan shall demonstrate that stormwater runoff flows beneath any deck shall be toward the street or is retained on the property and does not flow onto the adjacent properties.				
24	Height of each deck shall be shown and shall be measured in accordance with 147-6.H(1)				
25	All roof leader locations, roof leader discharge points and direction of discharge all roof leader discharges shall be shown.				
26	Proposed retaining walls shall be shown along with all proposed construction details, property setbacks, elevations at top and bottom of wall with identification of any portion of the wall being over thirty inches (30") in height and drainage patterns above and below the wall. Walls shall not obstruct the functionality of any drainage swale Provide rails/guards in accordance with Building Code.				
27	Provide a chart showing the zone and bulk standards for the Zone in which the lot is located (<i>Code Appendix A</i>), the bulk dimensions for the existing and bulk dimensions proposed conditions for the lot. Include all principal and accessory buildings and uses, including decks (<i>12" or less above grade and more than 12" above grade</i>), pools, shed, garages, pool equipment enclosures and platforms and utility platforms. Include Building Coverage and Lot Coverage.				
28	Provide diagrams detailing the computation of proposed Building Coverage areas and Lot Coverage areas as defined by the Code.				
29	Provide dimensions for eaves and overhangs, chimneys, bay widows, stairs				
30	Demonstrate how proposed on-site recharge basins will function and the basis of the design recharge volume. Any pipe discharges through the curb shall be subject to approval by the Bay Head Public Works, Ocean County Public Works or NJDOT. Evidence that such through-curb discharges are permissible at the location shown shall be provided with this submission.				
31	Provide in-ground pool coping elevations and all dimensions from surrounding walkways to buildings, setbacks, other structures, etc. shall be				
32	Pool equipment shall comply with designated setbacks for this accessory structure.				
34	Location of pool backwash discharge location graphically depicted on the plan.				

NOTE: For any item(s) NOT provided please provide a reason below: