



# TOWNSHIP OF HOWELL

## DEPARTMENT OF COMMUNITY DEVELOPMENT & LAND USE DIVISION OF ENGINEERING

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### PLOT PLAN CHECKLIST

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ SITE ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_

Item No.	Plot Plan - Item Required	Applicant Checklist		For Township Use Only		
		Yes	N/A	Yes	No	N/A
1	Plans provided on sheets no smaller than 8-1/2" x 11" or greater than 24" x 36".					
2	Plan drawn to scale, no larger than 1"=40'.					
3	Property lines shown, length in feet and hundredths, bearings in degrees, minutes and seconds.					
4	Area of parcel in square feet and acres, both to the nearest hundredth.					
5	Key map showing location of parcel to be considered in relation to surrounding area, within two hundred feet (200') (if applicable).					
6	Title block containing name of applicant, preparer, lot and block number, date prepared, date of last amendment and zoning district.					
7	Scale of map, both written and graphic.					
8	North arrow giving reference meridian.					
9	Names of property owners within two hundred feet (200') of subject property (if applicable).					
10	Topography of the site and at least fifty feet (50') around the improvements or property lines based on project. All elevations based on NAVD 1988 with source noted.					
11	Existing contours showing the natural drainage of the land. Proposed contours demonstrating there are no impacts to adjacent parcels when complete. Flow arrows shall be provided to help depict the direction of storm water runoff.					
12	Spot grades to supplement contours. Any high or low points must be shown for drainage review purposes. Include spot elevations at property corners, building corners, septic systems, etc. Provide basement, garage and finished floor elevations.					
13	Soil boring demonstrating the basement is at least two feet (2') above the seasonal high water table.					
14	Existing and proposed drainage swales, structures, basins and pipes must be shown including pipe size, type and slope. Show downspout locations. All drainage systems within fifty feet (50') of the property must be shown.					
15	Location of wetlands, wetland buffers, riparian areas, floodplains and any other environmental constraints on the property, with backup documentation from the approving agency.					
16	Location of existing and proposed structures and their setbacks from existing and proposed property lines. Overall limit of disturbance.					
17	Existing and proposed zoning setbacks and dimensions depicted graphically on plan.					
18	Location of easements or rights of way including power lines.					
19	Location of railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the parcel.					
20	Location of existing and proposed utility lines. Plan must show connection points. (Any work within right-of-way will require a road opening permit.)					
21	Location of existing and proposed wells and septic systems.					
22	Proposed septic approval from the Monmouth County Board of Health (if applicable).					
23	Location and description of monuments whether set or to be set (if applicable).					
24	Location, names and widths of all existing streets within two hundred feet (200') of the parcel.					
25	Street composition & width adjacent to the parcel.					
26	Existing and proposed centerline, gutter and top of curb elevations along the roadway. Include construction access point from Township right-of-way.					
27	Proposed roadway and curb details (if applicable).					
28	Existing and proposed sidewalk and driveway grades (if applicable).					
29	Proposed sidewalk and driveway details.					
30	Soil Erosion & Sediment Control Permit Approval (if required).					

Item No.	In-ground Swimming Pool - Additional Items Required	Applicant Checklist		For Township Use Only		
		Yes	N/A	Yes	No	N/A
1	No change in grade shall take place within five feet (5') of the property line.					
2	In-ground pool coping elevation and all dimensions from surrounding walkways to buildings, setbacks, other structures, etc.					
3	Pool equipment shall be placed at least ten feet (10') from any property line.					
4	Waterline shall be at least ten feet (10') from any property line unless a walkway, patio, deck, etc. is installed adjacent to the pool, then the ten foot (10') setback should be measured from the furthest edge of that item away from the waterline.					
5	Pool shall be placed at least six feet (6') from the residential dwelling. Provide cross-section drawings of the pool and any adjacent structure if the pool is within twelve feet (12') of that structure.					
6	Location of pool backwash discharge location graphically depicted on the plan.					

Item No.	Retaining Wall - Additional Items Required	Applicant Checklist		For Township Use Only		
		Yes	N/A	Yes	No	N/A
1	Proposed grades on top and bottom of wall including drainage patterns above and below the wall.					
2	If segmental block, provide name of manufacturer, specifications and details of the block and geotechnical fabric.					
3	If over thirty inches (30") high, provide design details and calculations.					
4	If over thirty inches (30") high, provide guard in accordance with IBC.					
5	Provide cross section detail of wall.					
6	No wall shall be placed within five feet (5') of the property line.					
7	The base of the wall shall not be greater than a four-to-one (4:1) slope from the property line.					
8	Walls shall be at least ten feet (10') from any swale area.					

Engineer's Name: \_\_\_\_\_ NJ Lic. #: \_\_\_\_\_  
(please print)

Engineer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Seal

**TOWNSHIP OF HOWELL – DIVISION OF ENGINEERING**  
 (For Official Use Only, to be completed by Township Officials)

**APPROVED**

Comments / Special Conditions: \_\_\_\_\_

**DENIED**

Comments / Reason for Denial: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

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