

**Township of Lawrence Engineering Department**  
**PLOT PLAN REQUIREMENT CHECKLIST**

**Project Name:** \_\_\_\_\_  
**Appl. No:** \_\_\_\_\_  
**Street Address** \_\_\_\_\_  
**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_  
**Checked By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Lot Size:** \_\_\_\_\_

The list below outlines items that must be shown at a minimum. A lot grading plan (plot plan) should be at a sufficiently large scale and show enough detail that the exact grading of the lot, including the shape and slope of swales and embankments, can be completed. There may be certain site conditions that require additional details to fully define how the grading must be done. The plan must be signed and sealed by a licensed NJ professional engineer. A \$250 review fee is required if the lot is not part of a subdivision with posted review fees.

**A. EXISTING SITE CONDITIONS**

1. Maximum scale of 1" = 50'; 1" = 20' preferred.
2. The plan should include the entire lot plus an overlap onto adjacent lots (minimum 20' wide or to the houses on the adjacent lots).
3. General site conditions must be labeled (wooded, meadow, cultivated fields, etc.) and wetlands and/or floodplains within 100' of subject lot. Label any flood elevations affecting the lot.
4. Contour lines at 1' intervals, except in areas steeper than 10%.
5. Spot elevations must be labeled at:
  - a. Top of curb and/or edge of pavement every 50' maximum.
  - b. Property corners.
  - c. High and low points.
  - d. Drainage inlets (grate and invert) and storm sewers.

**B. PROPOSED SITE CONDITIONS**

1. Consistent with approved subdivision plan.
2. Consistent with approved plot plans or as-built grading plans for adjacent lots.
3. Proposed grading must be shown on the entire lot (unless it is labeled "to remain undisturbed").
4. Proposed house:
  - a. Setbacks (zone requirements and actual setbacks labeled).
  - b. Outside of easements.
  - c. Location of doorways.
  - d. Basement or slab construction labeled.
  - e. All floor elevations labeled.
  - f. Minimum first floor elevations.
    - 8" above garage floor.
    - 24" above finished grade with basements.
    - 8" above finished grade without basements.
  - g. Above flood elevations in stream or detention basin.

5. Driveway:
  - a. Minimum 5' from property line (dimensioned).
  - b. Minimum 40' from street intersection.
  - c. Paved or concrete driveway apron (10' minimum).
  - d. Minimum slope 1.5%.
  - e. Maximum slope 10%. If slope exceeds 4%, then leveling areas of 4% must be installed for the first 20' at the roadway and at the garage.
  - f. Maneuverable for vehicles without encroaching on easements.
  - g. The centerlines of any separate drives must be spaced a minimum of 65' apart.
6. Contour lines at 1' intervals except in areas steeper than 10%.
7. Spot elevations at:
  - a. All building corners.
  - b. Driveway corners and changes in grade.
  - c. High and low points.
  - d. Corners of septic disposal areas and at septic tanks (where applicable).
8. Any easements and utilities.
9. Drainage leaving the lot should not impact neighbors:
  - a. Any water leaving the lot must be directed to an approved constructed swale or drainage system. Show any necessary swale work on this plan.
  - b. Swales on other lots (including swales along side lines extending half onto the adjacent lot) that are not already constructed must be shown and labeled on this plot plan to be constructed as part of this plot plan grading.
10. Lot grading standards:
  - a. Minimum 6" drop in first 20' from house, then 2% overland.
  - b. Maximum 5:1 lawns.
11. Swales:
  - a. Minimum one percent (1%).
  - b. No swales or excessive lot grading over septic fields.
  - c. No swales over walkways or driveways.
  - d. Swales minimum 20' from house.
  - e. Minimum depth of swale shall be 8".
12. Other details:
  - a. Retaining wall details and stability calculations (if over three feet high) with typical section.
  - b. Soil erosion control details, notes and schedules.
  - c. If infill development, appropriate construction details (ie., sidewalk, apron, etc.).