



# APPLICATION FOR STEEP SLOPE PERMIT

## BOROUGH OF HIGHLANDS

DEPARTMENT OF BUILDINGS & HOUSING

151 NAVESINK AVE., HIGHLANDS, NJ 07732

PHONE: 732-872-1224, EXT. 223

[www.highlandsnj.gov](http://www.highlandsnj.gov)

**Informational page only. Not to be submitted with Application**

### WHAT IS A STEEP SLOPE and WHY DOES IT MATTER?

There are certain areas within the Borough of Highlands that due to the slope of the land present unusual and dangerous hazards to surrounding properties. These areas are commonly referred to as “**Steep Slopes**” or slump blocks. Catastrophic and sudden failure to the slope is not uncommon, which could cause severe injuries and damage to structures. The purpose of regulating these slope areas is to limit soil loss, erosion, excessive stormwater runoff, the degradation of surface water and to maintain the natural topography, drainage patterns of land, and to ensure the integrity of the slope. [Click HERE for our Steep Slope Home Page](#)

**All construction work and land disturbance conducted in a Steep Slope area is regulated.**

**SCAN or CLICK THE QR CODE TO DETERMINE IF YOUR PROPERTY IS IN A STEEP SLOPE.** Type your address in the search bar and view under WARNINGS

See [Ordinance 21-84B\[B\]](#) for exceptions



**The following work/disturbance is EXEMPT from the Steep Slope Ordinance and does NOT need an Application. See the full [Ordinance 21-84B\[B\]](#) for detailed exceptions**

1. Work in an area that contains no slopes greater than 10%, nor any slope greater than 15% within 100 feet, and the work or disturbance is: Soil disturbance of five cubic yards or less; Change in impervious ground cover of 200 square feet or less; Removal of five trees or less, having a circumference of up to 20 inches each, measured at four feet above the ground; Removal or disturbance of vegetation covering 200 square feet or less.

2. Contains no slopes greater than 15%, nor any slope greater than 20% within 100 feet; and the work or disturbance is: Soil disturbance of three cubic yards or less; Change in impervious ground cover of 100 square feet or less; Removal of three trees or less, having a circumference of up to 20 inches each, measured at four feet above the ground; Removal or disturbance of vegetation covering 100 square feet or less.

3. Contains slopes greater than 15% and the work or disturbance is: Soil disturbance of one cubic yard or less; Change in impervious ground cover of 25 square feet or less; Removal of one tree, having a circumference of up to 20 inches measured at four feet above the ground; Removal or disturbance of vegetation covering 25 square feet or less.

*All items described above in 1, 2 and 3 represent a cumulative total per lot, per calendar year.*

4. Inspection for tree trimming: In slope areas of greater than 15%, no tree trimming shall take place prior to an inspection and a determination by the Tree Commissioner. Permit is required pursuant to [Ordinance 22-1](#).

5. Additions to a single-family residence shall be exempt from the lot coverage, impervious coverage and lot disturbance provisions of this section if the following conditions exist: The size of any one-story addition, deck, patio or excavation is less than 200 square feet. Soil logs and testing for future subsurface disposal systems shall not be exempted; That no slope greater than 10% exists within 20 feet of the area to be disturbed; The applicant provides plans or a written statement describing soil erosion and stabilization measures which will be used as part of construction; A final inspection fee of the equivalent of one hour of the Borough Engineer's time is posted prior to the issuance of the permit.



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Applicant must allow  
a minimum of 3-4  
weeks for review  
and processing

**THIS APPLICATION IS TO BE FILED WITH THE OFFICE OF THE CONSTRUCTION OFFICIAL  
ALONG WITH THE REQUIRED FEE OF \$425**

Pursuant to [Ordinance 21-84B](#), properties within the areas of Highlands south of Shore Drive and the Highlands-Sea Bright Bridge, including Blocks 1 through 29, inclusive, Blocks 34 through 38, inclusive, Blocks 40, 60, and 61, and Blocks 103 through 120, inclusive, (Tax Assessment Map of the Borough of Highlands) is known as the "SLOPE AREA", and is subject to the regulations therein.

**THIS APPLICATION FOR STEEP SLOPE PERMIT MUST BE COMPLETED AND A PERMIT ISSUED PRIOR  
TO ANY WORK BEING CONDUCTED IN THOSE AREAS. PROPERTY OWNERS ARE SUBJECT TO  
SIGNIFICANT PENALTIES FOR WORKING IN A STEEP SLOPE WITHOUT A PERMIT**

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROJECT SITE DETAILS** BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**PROPOSED DESCRIPTION OF DEVELOPMENT / IMPROVEMENTS** (Example: New dwelling, swimming pool, retaining walls, etc.)

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### THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION:

- ☐ TWO (2) COPIES OF THIS COMPLETED REQUEST FORM
- ☐ TWO (2) COPIES OF ENGINEERED STEEP SLOPE PLAN WITH TOPOGRAPHY, STEEP SLOPE CALCULATIONS & APPLICABLE DETAILS
- ☐ TWO (2) COPIES OF ARCHITECTURAL PLANS (FOUNDATION & 1st FLOOR PLANS, APPLICABLE DETAILS)
- ☐ TWO (2) COPIES OF COMPLETED STEEP SLOPE PLAN PREPARATION CHECKLIST
- ☐ \$425.00 ENGINEERING REVIEW FEE, RESUBMITTALS REQUIRE A \$175.00 REVIEW FEE.  
(Checks made payable to the "Borough of Highlands")
- ☐ SUPPORTING DOCUMENTATION PER CHECKLIST
- ☐ TWO (2) COPIES OF TOPOGRAPHIC AS-BUILT SURVEY AT COMPLETION OF PROJECT
- ☐ COLOR PHOTOGRAPHS OF ENTIRE INFILTRATION SYSTEM INSTALLATION ARE REQUIRED

**PLEASE ANSWER THE FOLLOWING**

Yes [ ] or No [ ] Was the subject lot/property created by Subdivision Approval within the last 20 years?

*If yes, provide copies of the Board Resolution and set of approved mappings.*

Yes [ ] or No [ ] Has the proposed work required approval from the Land Use Board for a variance, site plan, subdivision?

*If yes, provide copies of the Board Resolution and set of approved mappings*

Yes [ ] or No [ ] Does the property contain any easements, right-of-way or other restrictions?

Yes [ ] or No [ ] Is the property located in the 100-year floodplain?

*If yes, approval from the Building Department is required prior to issuance of construction permits. Additionally, a NJDEP Flood Hazard Permit may be required.*

Yes [ ] or No [ ] Is the property situated within 50' of any ponds, streams, brooks, marshes, river, lakes, bogs, ditches, creeks, swamps, etc. or other low lying areas?

*If you answered yes, you must contact the NJDEP to obtain clearance/approval. If you are unsure you should contact the NJDEP to clarify applicability. Violations of wetlands and other environmentally sensitive areas could result in fines imposed by the State of NJ. The phone number for the NJDEP is (609) 777-0454.*

Yes [ ] or No [ ] Is the property located within 300 ft. of the mean high water line or any area regulated by the NJ Department of Environmental Protection?

*If you answered yes, you must contact the NJDEP to obtain clearance/approval. If you are unsure you should contact the NJDEP to clarify applicability. Violations in environmentally sensitive areas could result in fines imposed by the State of NJ. The phone number for the NJDEP is (609) 777-0454.*

Yes [ ] or No [ ] Is the property located within a Special Flood Hazard Zone?

Prior to issuance of any building permits, the applicant must comply with N.J.A.C. Title Chapter 13, Flood Hazard Area (FHA) Control Rules, where applicable. The applicant may obtain an Applicability Determination from the NJDEP if it is not clear what FHA permit is required, if any. If the project is subject to a General or Individual Permit from the New Jersey Department of Environmental Protection or the applicant obtains an Applicability Determination or issues a permit-By-Rule Notice, the applicant must provide the Borough with copies of the documents with the steep slope plan application. If the applicant believes the project is subject to a Permit-By-Rule, the applicant must provide a letter documenting the basis for that relief.

**NOTES TO APPLICANT:**

**ALLOW MINIMUM THREE TO FOUR WEEKS FOR REVIEW AND PROCESSING OF APPLICATION ONCE COMPLETE.**

**AN APPLICATION THAT IS NOT COMPLETE WILL NOT BE ACCEPTED AND MAY RESULT IN A PERMIT DENIAL.**

**IT IS YOUR RESPONSIBILITY TO COMPLY WITH ANY CONDITIONS OF THE REVIEW LETTER.**

**IF A REVISION TO THE PLAN IS REQUIRED AND / OR APPLICATION IS DENIED, AN ADDITIONAL \$175.00 FEE MUST BE SUBMITTED WITH THE REVISED PLAN. REVISED PLANS MUST HAVE REVISION DATE ACCORDINGLY.**

# **STEEP SLOPE PERMIT PREPARATION CHECKLIST**

**\*\*\* THIS CHECKLIST MUST BE COMPLETED AND ATTACHED TO THE STEEP SLOPE PLAN \*\*\***

- ☐ Existing boundary, location and topographic survey information is prepared by a NJ Licensed Land Surveyor and duly referenced on the steep slope plan.
- ☐ Steep Slope plan is entitled "Steep Slope Plan" and prepared by a NJ Licensed Professional Engineer.
- ☐ Topographic map showing existing contours at two-foot intervals, sufficient existing and proposed spot elevations for the subject property as well as adjacent properties (minimum 25 ft. overlap) to identify existing drainage patterns. Spot elevations are provided on the property, at building corners, along property lines, at property corners, 25 ft. overlap onto adjacent properties, curb, gutters, top and bottom wall, etc. Failure to provide overlapping topographic data including spot elevations may result in the denial of the application.
- ☐ Areas clearly identified showing the following, as measured between ten-foot contour lines: Area 1, 30% or greater; Area 2, 20% but less than 30%; Area 3, 15% but less than 20%; Area 4, less than 15%.
- ☐ Calculation, in square footage and acres, of amount of area in the various slope categories listed above. All applications shall contain calculations demonstrating compliance with Subsections E(1) through E(4) of Section 21- 84B.
- ☐ Statement of proposed work. Type and location of construction activity, including the amount of site grading, and depth of such grading. Calculation of amount of site grading, to include a cut-and-fill balance sheet, including cross sections, and indicating, where applicable, the volume of and source of off-site fill.
- ☐ Length, steepness and surface roughness of exposed slopes.
- ☐ Resistance of soil to compaction and stability of soil aggregates.
- ☐ High water table, water infiltration capacity and capacity of soil profile.
- ☐ Chemical, physical and biological nature of subsurface soils.
- ☐ The area and density of woodlands and forest, within the construction site and on contiguous lands for a distance of 200 feet, or such other distance as deemed appropriate by the Borough Engineer. All significant tree specimens four inches or greater in diameter, measured at four feet above the ground; all dogwood, American holly, and mountain laurel; and all other vegetation on slopes 15% or greater shall be indicated on the application plans as well as physically marked on the construction site.
- ☐ Location of construction access roads.
- ☐ The extent of impervious surface to be constructed.
- ☐ Indicated existing and proposed utility connections, including water, gas, sewer & electric.
- ☐ A minimum of 2% pitch away from all building foundations is provided. Swales are labeled and include spot elevations and highpoints. Proposed site grading will not negatively affect adjacent properties.

- ☐ Finished floor elevation, garage floor elevation (at overhead doors & at rear of garage), crawlspace floor elevation, and basement floor elevation are provided where applicable.
- ☐ Extent and erosion potential of exposed soils and the time period of exposure of erodible soils during construction. Limit of disturbance, silt fence location, and a silt fence detail are provided on the plan. Notes provided regarding seeding and stabilization. Limit of disturbance line includes utility trenching in roadway.
- ☐ Note is placed on plans stating that "silt fencing to be placed around the area of disturbance and left in place until the property is permanently stabilized."
- ☐ A copy of the Freehold Soil Conservation District approval, (for projects disturbing 5,000 sq. ft. or more) or exemption letter is provided.
- ☐ Architectural plans are provided (at a minimum, the foundation and first floor plans need to be provided, along with elevation views). Dimensions of buildings must be shown on the Steep Slope Plan.
- ☐ Zoning chart providing bulk zoning requirements provided on the plan indicating required, existing and proposed information, including lot area and existing & proposed impervious coverage in square feet. Each impervious coverage item must be listed separately in square feet. ***Impervious cover includes all walks, driveways, buildings, patios, walls, pads, decks and stone areas for steep slope plans and drywell sizing.***
- ☐ Provide construction details for sidewalk, curb, driveway, driveway apron, retaining walls and drywells, where applicable.
- ☐ A drywell must be provided for all projects to mitigate increases in ***impervious cover***. Roof leaders must be piped to proposed drywell or runoff collected via yard grates and piping per applicable design. Locations of drywells, downspouts, pipe sizes, pipe slopes and inverts, and grates must be provided. A drywell detail must be provided along with supporting drainage calculations and a permeability test to confirm proper sizing. Drywell must be sufficiently sized to store 1.25 inches times the net-increased impervious area. Clean stone has an acceptable void ratio of 0.30. Locations of yard grates must also be shown on the plan, where applicable.
- ☐ For construction of in-ground swimming pools the steep slope plan must include:
  - ☐ Location of Pool filters and equipment, and screened from view. Location of Pool backwash discharge.
  - ☐ Spot elevations along edges of pool (corners) and patio.
  - ☐ Delineation of pool fence enclosure, including type, height, and provide safety latch.
  - ☐ Drywell provided to mitigate net-increase in impervious coverage.
- ☐ Copies of approvals from all relevant outside agencies have been provided (Land Use Board, NJDEP, Monmouth County Planning Board, Freehold Soil Conservation District, etc.). Resolutions of approval and related engineering/planning letters and approved plans referenced are attached with submittal.

**FAILURE TO PROVIDE THE ABOVE LISTED ITEMS MAY RESULT IN STEEP SLOPE PERMIT APPLICATION DENIAL.**

## **PREPARER'S CERTIFICATION OF SUBMITTALS**

I hereby certify that ☐ I am the owner of the property;

or

☐ I have permission from the property owner to submit the application for steep slope permit review.

Furthermore, I certify to the best of my knowledge all information contained within this application is correct; and the survey/steep slope plan provided is accurate and shows all existing and proposed improvements drawn to scale and with setbacks indicated; In addition, I grant permission to the Borough of Highlands and their agents to come onto the subject property for the purposes of conducting inspections related to this application.

\_\_\_\_\_  
[Printed Name & Title]

\_\_\_\_\_  
[Signature]

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### **ADDITIONAL NOTE TO APPLICANT / OWNER**

#### **The Following Mapping is Required for all Steep Slope Plan & Swimming Pool Projects:**

- An As-Built Topographic Survey is required to be submitted at **completion** of site-work and prior to receiving a Certificate of Occupancy. A minimum of three (3) sealed copies must be provided.
- The As-built Topographic Survey must depict, at a minimum, the following information:

As-built contours provided at a two-foot contour interval with vertical datum indicated. **Topographic As-built survey is required to be prepared and submitted to the Borough Engineer for review and approval prior to receiving a Certificate of Occupancy.** If necessary the applicant will be required to correct any deficiencies at the discretion of the Borough Engineer. As-Built Survey must be in conformance with requirements as listed on Request for Steep Slope Plan Review Application & Checklist. As-built survey must include contours and spot elevations on the property, along property lines, top and bottom curb elevations, with 25 ft. overlap onto adjacent properties and sufficient spot elevations to determine slope of driveway, apron, sidewalks, swales, and pitch away from building foundations. Recharge system and related yard drains and piping must be shown on the As-built survey. Additionally, extensive spot elevations must be shown to confirm runoff patterns, elevations and that no runoff flows toward adjacent lots. Spot elevations must be provided at building corners, swales, swale highpoint, driveway, downspouts, driveway apron, and along curb. Location of all downspouts and yard drain piping to drywells must be shown on the plan. Any septic tank, subsurface disposal field and wells must be shown. If necessary the applicant will be required to correct any deficiencies at the discretion of the Borough Engineer. Failure to provide sufficient spot elevations may result in denial. Additionally, footprint of disturbance must be shown. Allow minimum ten (10) days for review and processing of As-built mappings and supporting documents. The Survey must be prepared by a NJ Licensed Land Surveyor.