

**New Jersey Department of Environmental Protection
Water Quality Management Plan
Site Specific Amendment & Revision Application
Checklist for Administrative Completeness
Form E**

Below are the submission requirements for an administratively complete application for a Site Specific Water Quality Management Plan Amendment or Revision. Please read each section and check each area after you have fully completed or compiled the information for each applicable requirement.

Specify Type of Water Quality Management Plan Modification Being Requested

☐ **Amendment application**

Type: ☐ **Site Specific Amendment (pursuant to N.J.A.C. 7:15)**

☐ **Site Specific Amendment (eligible with definition at P.L. 203, c. 203)**

- ☐ Sewer service area change for a project or activity having a wastewater planning flow of less than 20,000 gallons per day or less than 100 acres in size.
- ☐ Where the WMP agency has submitted only that portion of a WMP designating sewer service area and the proposed development or activity is for installation of individual subsurface sewage disposal facilities having a wastewater planning flow of 8,000 gallons per day or greater and less than 20,000 gallons per day and meets the technical requirements for eligibility for a NJPDES Discharge to Ground Water permit

☐ **Revision application**

Type: ☐ **Revision (pursuant to N.J.A.C. 7:15-3.5)**

☐ **Revision (eligible with section 8 of P.L. 203, c. 203)**

- ☐ Where the WMP agency has submitted only that portion of a WMP designating sewer service area and the proposed development or activity is for installation of individual subsurface sewage disposal facilities having a wastewater planning flow greater than 2,000 gallons per day and less than 8,000 gallons per day and meets the technical requirements for eligibility for a NJPDES Discharge to Ground Water permit

- ☐ 1. Completed copy of this Checklist
- ☐ 2. Completed Amendment & Revision Application Form – FORM A
- ☐ 3. Completed Site Specific Amendment & Revision Application Form – FORM B
 - A Pre-Application Meeting was held on _____ or was
 - ☐ Not Requested.
- ☐ 3. An 8 1/5" x11" topographic map with project boundaries delineated
- ☐ 4. Project description
- ☐ 5. Projected wastewater flow calculated pursuant to applicable regulation:
 - ☐ N.J.A.C. 7:14A-23.3 (to be used to calculate the design flow for all DSW & DGW facilities which utilize advanced sewage treatment systems to treat sanitary sewage prior to discharge)

**New Jersey Department of Environmental Protection
Water Quality Management Plan
Site Specific Amendment & Revision Application
Checklist for Administrative Completeness
Form E**

- ☐ N.J.A.C. 7:9A-7.4 4 (to be used to calculate the design flow for all facilities which utilize individual subsurface sewage disposal systems to manage their sanitary sewage)
- ☐ 6. Folded hard copy site plan with title, scale, and north arrow, signed and sealed by a NJ licensed engineer, showing: (If submitting an application proposal pursuant to P.L. 2011, c.203, a hard copy land survey, with title, scale, and north arrow, signed and sealed by a NJ licensed land surveyor or landscape architect may be submitted in lieu of the site plan. If necessary, a site plan will be requested.)
 - ☐ project site boundaries
 - ☐ lot lines (block and lot numbers identified, acreage specified)
 - ☐ all existing and proposed structures (Application proposals submitted pursuant to P.L. 2011, c.203 need not include proposed structures)
 - ☐ all existing and proposed impervious surface (e.g. roads, parking) (Application proposals submitted pursuant to P.L. 2011, c.203 need not include proposed structures)
 - ☐ water features (streams, intermittent streams, ponds, etc.)
 - ☐ wetlands as approved by a valid Letter Of Interpretation (LOI) or as mapped under the Wetlands Act of 1970
 - ☐ wetlands buffer delineation as identified by a valid LOI
 - ☐ riparian buffers (300', 150', 50' in accordance with N.J.A.C. 7:15-5.25(g)2 of both on-site and off-site waterways)
 - ☐ flood prone areas as defined at N.J.A.C. 7:15-5.17(a)3
 - ☐ areas identified as habitat for threatened or endangered species (Rank 3, 4, or 5) on the most recent Landscape Project maps
 - ☐ Natural Heritage Priority Site areas
 - ☐ areas of steep slopes ($\geq 20\%$)
 - ☐ Coastal Fringe, Coastal Rural, and Coastal Environmentally Sensitive Planning Areas as defined on the CAFRA Planning Map
 - ☐ beaches, coastal high hazard areas and dunes as defined at N.J.A.C. 7:E-3.22, 3.18 and 3.116 respectively
 - ☐ Environmentally Sensitive Areas (ESAs) protected by Federal 201 grant limitations
- ☐ 7. Digital shapefile of proposed sewer service area compliant with N.J.A.C. 7:15-5.24 and 5.25(h). Digital map submittals must be consistent with the Department GIS Mapping and Digital Data Standards.
- ☐ 8. Evidence of notification and offer of consultation with affected governmental agencies as required under N.J.A.C. 7:15-5.22, including but not limited to:
 - ☐ Designated Planning Agency (DPA)
 - ☐ Wastewater Management Planning (WMP) Agency
 - ☐ Municipal Governing Bodies
 - ☐ Municipal Planning Boards
 - ☐ County Planning Boards
 - ☐ Sewerage Authorities/Municipal Authorities/Joint Meetings/PVSC

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Water Quality Management Plan
Site Specific Amendment & Revision Application
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- ☐ New Jersey Meadowlands/Delaware River Basin Commission
- ☐ Pinelands Commission/Highlands Council
- ☐ Water Purveyors
- ☐ 9. Documentation that application was submitted to all affected Designated Planning Agencies (DPA):
 - ☐ DPA with adopted procedures: Submit approval/recommendation of the DPA advisory entity (WRA, PAC, etc.). Note: This is not the final Board of Chosen Freeholders/County Executive decision but rather the preliminary recommendation/approval of the entity advisory to the Board of Chosen Freeholders/County Executive. (This is applicable to Atlantic, Cape May, Lower Raritan/Middlesex, Mercer, Monmouth, & Sussex WQM Planning Areas)
 - ☐ DPA without adopted procedures: Submit proof of submittal to DPA of proposed application. Submit any comments received. (This is applicable to Ocean and Tri-County WQM Planning Areas)
 - ☐ No DPA exists for the project area. (This is applicable to Lower Delaware, Northeast, Upper Delaware, and Upper Raritan WQM Planning Areas)
- ☐ 10. Documentation that application was submitted to all affected WMP Agencies. Submit any comments received from the WMP Agencies.
- ☐ 11. If applicable to the project site submit the following:
 - ☐ Pinelands Area: Pinelands Certificate of Filing, Public Development Approval or comments from the Pinelands Commission in response to a request seeking comments on the proposed application.
 - ☐ Highlands Region: Documentation demonstrating submittal to the Highlands Council seeking comments on the proposed application. Submit any comments received from the Highlands Council.
 - ☐ CAFRA Area: If project is proposing activity within areas of beach, coastal high hazard areas, or dunes, provide a CAFRA permit issued by the Department for a specific site and use approved under N.J.A.C. 7:7E.
- ☐ 12. If the project/activity is proposing to include ESAs that would otherwise be excluded under N.J.A.C. 7:15-5.24(b) from being a sewer service area, provide:
 - ☐ documentation that the proposed development/activity is designed to accommodate center based development and is an element of an endorsed plan approved by the State Planning Commission where it complies with N.J.A.C. 7:15-5.24(h)1 and 2
 - ☐ documentation that the ESA is included to allow infill (as defined at N.J.A.C. 7:15-1.5) development
 - ☐ documentation that the ESA is not critical to a population of endangered or threatened species
- ☐ 13. If any of the following ESAs are applicable to the project site submit:
 - ☐ Wetlands - Approved and currently valid LOI letter and map survey or valid Freshwater Wetlands Permit authorizing activity within the wetlands area
 - ☐ Landscape Project Rank 3, 4, or 5 habitat- Letter of determination from Division of Land Use Regulation regarding Habitat Suitability Determination (HSD) Application [see N.J.A.C. 7:15-5.26 for requirements of a HSD application]
 - ☐ Natural Heritage Priority Site – Letter and map from the Natural Heritage Program issued within the last six months of the date of application stating that the proposed sewer service

**New Jersey Department of Environmental Protection
Water Quality Management Plan
Site Specific Amendment & Revision Application
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area does not adversely impact any rare plant species or ecological communities identified within the Natural Heritage Priority Site.

- ☐ Riparian Zone (as defined at N.J.A.C. 7:15-5.25(g) – Demonstration that the project/activity will not be in the riparian zone established at N.J.A.C. 7:15- 5.25(g)2. If any disturbance within the riparian zone is proposed, provide all applicable Department approvals allowing such disturbance.
- ☐ 201 Grant Conditions - Mapping revision or grant condition issued by the US EPA for a project or site otherwise subject to a 201 grant condition prohibiting extension of sewers into ESAs
- ☐ Steep Slopes ($\geq 20\%$) - Demonstration that new disturbance is not located in areas with a steep slope. If any disturbance is located within a steep slope area provide the following pursuant to N.J.A.C. 7:15-5.25(h)6:
 - ☐ demonstration that the disturbance is for redevelopment within the limits of existing impervious surfaces
 - ☐ demonstration that the new disturbance is necessary to protect public health, safety or welfare; to protect an environmental benefit; to prevent extraordinary hardship as per N.J.A.C. 7:15-5.25(h)6ii
- ☐ 14. Identification of water supply and assessment of existing water availability/capacity [see N.J.A.C. 7:15-5.25(h)3]
- ☐ 15. Submit Stormwater Management documentation [see N.J.A.C. 7:15-5.25(h)4]:
 - ☐ proof that the project/activity is exempt from N.J.A.C. 7:8
 - ☐ Site specific design documentation demonstrating compliance with N.J.A.C. 7:8 (If submitting an application proposal pursuant to P.L. 2011, c.203, which directs there shall be a presumption that an engineered subdivision or site plan is not required, this information need not be submitted as such a review cannot be completed in the absence of engineered site plans. The county and local governments are responsible for review and implementation of the Stormwater Management rules (N.J.A.C. 7:8).)
 - ☐ proof of municipal waiver or variance in accordance with N.J.A.C. 7:8 through a municipal mitigation plan
- ☐ 16. Submit documentation demonstrating compliance with the nitrate planning standard of 2 mg/L [see N.J.A.C. 7:15-5.25(h)2]. (If submitting a new or expanded DGW proposal application pursuant to P.L. 2011, C.203, this requirement does not apply.)
- ☐ 17. Four complete copies of the above information. Each item is to be separated with an attached colored cover sheet labeling the item.

This form should be submitted along with the Amendment & Revision Application Form – FORM A and the Site Specific Amendment & Revision Application Form – FORM B.

Additional information may be required upon technical review by the NJDEP.

SEND COMPLETED FORMS WITH REQUIRED ATTACHMENTS TO:

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
LAND USE MANAGEMENT
DIVISION OF COASTAL & LAND USE PLANNING
401 E. STATE ST., PO BOX 420
MC-401-07C
TRENTON, NJ 08625-0420**