



APPLICATION COMPLETENESS CHECKLIST NJPDDES/Discharge of Residuals Category Z – Residual Transfer Facilities

TO HELP US PROCESS YOUR APPLICATION MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW

This checklist is provided to you as guidance for completing an application for a new permit, renewal, revocation and reissuance, or modification under Category Z. Should you have any questions please contact the Bureau of Pretreatment and Residuals at (609) 633-3823. Be sure to read all instructions and answer all questions when filling out the application forms. If an item is not applicable enter "N/A" or a similarly appropriate response.

- FORM NJPDDES - 1 (INSTRUCTIONS ARE PROVIDED WITH THE FORM)**
- FORM R CATEGORY Z – RESIDUAL TRANSFER FACILITIES**
- STATEMENT OF CONSISTENCY WITH DISTRICT SLUDGE OR SOLID WASTE MANAGEMENT PLAN (IF APPLICABLE)**
- APPLICANTS PROPOSING: 1) A NEW DISCHARGE OR ACTIVITY; 2) AN INCREASE IN RESIDUALS; 3) OR A CHANGE IN LOCATION OR METHOD OF DISCHARGE SHALL SUBMIT TO THE DEPARTMENT PROOF OF APPLICATION SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY**
 - In accordance with N.J.A.C. 7:14A-4.3(a)13, prior to submitting an application to the Department, submit a copy of the application to the affected sewerage entity(ies) and municipality along with a written notice (by certified mail return receipt requested or by other means which allows verification of the fact and date of receipt) that the sewerage entity(ies) and municipality must submit to the Department written comments regarding or objections to the proposed discharge or activity within 30 days of receipt of said notice. These comments will be considered by the Department in determining whether to issue a draft permit in accordance with N.J.A.C. 7:14A-15.6.
 - Submit to the Department copies of the signed and dated notices that were sent to the affected sewerage entity(ies) and municipality and copies of the dated certified mail return receipts or other means of verification of receipt.

NEW DISCHARGERS - PRE-APPLICATION MEETING

New dischargers should contact the Bureau of Pretreatment and Residuals at (609) 633-3823 to schedule **a pre-application meeting** to determine specific technical requirements.

MODIFICATION TO EXISTING PERMITS

Applicants applying for a modification to their existing permits shall contact the Bureau of Pretreatment and Residuals at (609) 633-3823 to determine the appropriate application form requirements.

COMPLETE AND SUBMIT ONE ORIGINAL AND ONE COPY OF THE APPLICATION TO:

Mail Code 401-02B
Bureau of Pretreatment and Residuals
Permit Administration Section
Division of Water Quality
P.O. Box 420
Trenton, New Jersey 08625-0420

Please note: Additional technical information based on the site specific conditions may be required by the Department pursuant to N.J.A.C. 7:14A-4.3(e).