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**REQUEST FOR AUTHORIZATION (RFA) CHECKLIST  
UNDER MUNICIPAL STORMWATER GENERAL PERMITS**  
Category R9 - Tier A Municipal Stormwater General Permit  
Category R10 - Tier B Municipal Stormwater General Permit  
Category R11 - Public Complex Stormwater General Permit  
Category R12 - Highway Agency Stormwater General Permit

**TO HELP US PROCES YOUR RFA MORE EFFICIENTLY PLEASE PROVIDE ALL ITEMS LISTED BELOW.**

This checklist is provided to you as guidance for completing a Request for Authorization (RFA) under:

- NJPDES permit NJ0141852 (Tier A Municipal Stormwater General Permit);
- NJPDES permit NJ0141861 (Tier B Municipal Stormwater General Permit);
- NJPDES permit NJ0141879 (Public Complex Stormwater General Permit);
- NJPDES permit NJ0141887 (Highway Agency Stormwater General Permit)

Should you have any questions, please contact the Bureau of Nonpoint Pollution Control at (609) 633-7021. Please read all instructions and answer all questions when filling out the following RFA forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.

- APPROPRIATE RFA FORM** (Each municipal stormwater general permit has its own RFA form) Instructions are provided with the form.
- USGS TOPOGRAPHICAL MAP (Public Complex only)**. The map should be an 8.5" x 11" copy of a portion of the US Geological Survey topographic map, 7.5 minute quadrangle series. The Public Complex must have its boundaries marked distinctly on the map. Also, the name of the specific quadrangle(s) must be indicated on the face of the map.
- HIGHWAY AGENCY INVENTORY (Highway Agency only)**. A Highway Agency *must* provide a list of the locations of any maintenance facilities, service stations, or rest stops on property owned or operated by the Highway Agency.
- HIGHWAY AGENCY MAP (Highway Agency only)**. If a Highway Agency is submitting an RFA for a smaller region then a map must be included identifying that region.

**COMPLETE AND SUBMIT THE ORIGINAL RFA FORM TO:**

**Mail Code 401-02B  
Permit Administration Section  
Division of Water Quality  
401 E. State St.  
P.O. Box 420  
Trenton, New Jersey 08625-0420**

**NEW JERSEY DEPARTMENT OF  
ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY**

**NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM  
REQUEST FOR AUTHORIZATION**

**Highway Agency Stormwater General Permit  
NJ0141887**

*Refer to Instructions and the appropriate Completeness Checklist and provide all applicable information. Please Print or Type. (Attach additional sheets if necessary)*

<b>1. Highway Agency Information</b>		
Name of Highway Agency _____		
Mailing Address (main) _____		
City or Town _____ State _____ Zip Code _____		
<b>2. Name and/or Title of Stormwater Program Coordinator</b> _____		
Mailing Address (if different from above) _____		
City or Town _____ State _____ Zip Code _____		
Telephone( ) _____ FAX( ) _____ E-Mail _____		
<b>3. Highway Agency Inventory (maintenance yards, rest stops, and service areas)</b>		
The Highway Agency <i>must</i> include a list of any maintenance facilities, rest stops, or service areas owned and operated by the Highway Agency.		
<b>4. Highway Agency Region (if applicable)</b>		
If the Highway Agency is submitting RFAs for a separate region(s) include the following:		
Name of Highway Agency Region _____		
Mailing Address _____		
City or Town _____ State _____ Zip Code _____		
<b>5. Highway Agency Status (c\ YW_ one)</b> Federal                      State                      County                      Interstate Other		
<b>6. Other NJPDES Stormwater Permits Held by Highway Agency</b>		
<b>Discharge Activity (Category) Codes</b>	<b>Permit Number</b>	<b>Expiration Date</b>

## 7. RFA Certification

I certify under penalty of law that this Request for Authorization and all attached documents were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. As far as I know, the Highway Agency submitting this RFA may be eligible for authorization under Part I, Section A.2 of the permit.

I certify that I am aware that the Highway Agency Stormwater General Permit requires that the Highway Agency develop, implement, and enforce a stormwater program I acknowledge that this stormwater program must include the implementation of Best Management Practices (BMPs), measurable goals and implementation schedules as specified in the Statewide Basic Requirements (SBRs) that are listed in the permit.

I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information.

**Signature for Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print or Type Name** \_\_\_\_\_

**Print or Type Title** \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING FORM RFA - Highway Agency

Use this form for any Request for Authorization (RFA) under this NJPDES stormwater general permit. This form is not to be used for administrative updates or revocation. Forms are available through the Bureau of Permit Management at (609) 984-4428 or at [www.state.nj.us/dep/dwq/forms.htm](http://www.state.nj.us/dep/dwq/forms.htm).

### 1. Highway Agency Information

- Provide the name, as it is legally referred to, of your Highway Agency.
- Provide the mailing address, telephone number, FAX number and E-Mail address for the Highway Agency.

### 2. Name and/or Title of Stormwater Program Coordinator

- Provide the name and/or title, mailing address, city or town, State and zip code of the Stormwater Program Coordinator.
- Provide Telephone, FAX numbers and E-mail address of Stormwater Program Coordinator.
- The Stormwater Program Coordinator of the Highway Agency is the person who will submit any reports or certifications required by this permit and to whom the Department shall send all correspondence concerning this permit. The same Stormwater Program Coordinator may be identified for multiple smaller regions.

### 3. Highway Agency Inventory

- Provide a list of the locations of any maintenance facilities, rest stops, or service areas owned or operated by the Highway Agency.

### 4. Highway Agency Region (if applicable)

- If the Highway Agency is dividing their system into smaller regions and is submitting an RFA for a smaller region, include the name of the Highway Agency Region, mailing address, city or town, State and zip code, and a map of the Highway Agency showing the boundaries of the smaller region(s).

### 5. Highway Agency Status

- Circle one.

### 6. Other NJPDES Stormwater Permits Held by Highway Agency

- If the Highway Agency has other NJPDES Stormwater Permits, list them in the space provided. This information is for NJPDES stormwater permits issued to the Highway Agency.

## 7. Who Must Sign:

A Responsible Official is defined in N.J.A.C. 7:14A – 4.9 as follows:

For a corporation: A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities, provided:

- (1) The manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of recommending major capital investment, initiating and directing comprehensive measures to assure long term compliance with environmental laws and regulations, and ensuring that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; or
- (2) The authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: A general partner or the proprietor.

For a government agency: A ranking elected official; or the chief executive officer of the agency; or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator); or a duly authorized representative.