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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 PROCESS 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 Unit  
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**

**Public Complex Stormwater General Permit  
NJ0141879**

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

<b>1. Public Complex Information</b>		
Name of Public Complex _____		
Mailing Address _____		
Name of Operating Entity (Name of Public Agency) _____		
Mailing Address _____		
City or Town _____ State _____ Zip Code _____		
Name of Operating Entity contact _____		
Telephone ( ) _____ FAX( ) _____ E-Mail _____		
<b>2. Location of Public Complex</b>		
Street Address/Location _____		
Municipality(ies) _____ County(ies) _____		
<b>3. Name and/or Title of Stormwater Program Coordinator</b> _____		
Mailing Address _____		
City or Town _____ State _____ Zip Code _____		
Telephone( ) _____ FAX( ) _____ E-Mail _____		
<b>4. Other NJPDES Stormwater Permits for the Public Complex:</b>		
<b>Discharge Activity (Category) Codes</b>	<b>.....Permit Number</b>	<b>.....Expiration Date</b>

<b>5. RFA Certification</b>
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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 Public Complex 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 Public Complex Stormwater General Permit requires that the Public Complex develop, implement, and enforce a stormwater program. I acknowledge that this stormwater program must include the implementation of Best Management Practices, 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 - Public Complex.**

**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 CZJW 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. Public Complex Information**

- Provide the name, as it is legally referred to, of your Public Complex.
- Provide the mailing address of the Public Complex.
- Provide the name, as it is legally referred to, of the operating entity (name of the county, State, Federal, interstate, or other agency).
- Provide the mailing address of the main office of the operating entity, including the street, state and zip code.
- Name of a contact person at the operating entity, and the telephone number, FAX number and E-mail address of that person.

### **2. Location of Public Complex**

- Provide the location of the Public Complex. Street number and name must be used (PO Box #'s are not acceptable). Use the municipality and county where the Public Complex is physically located. Do not use local or neighborhood names.

### **3. Name and/or Title of the Stormwater Program Coordinator**

- Provide name and/or title of the Stormwater Program Coordinator.
- Provide the mailing address including city or town, state and zip code.
- Provide the telephone number, FAX and E-mail address of the Stormwater Program Coordinator.
- The Stormwater Program Coordinator of the Public Complex 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.

### **4. Other NJPDES Stormwater Permits for the Public Complex.**

- List the discharge (category) codes, permit numbers and the expiration dates of any stormwater permits for the Public Complex.

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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.