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*Celebrating 30 Years of Preserving Farmland
and
Protecting the Right to Farm*

August 4, 2014

To: CADB Administrators
From: Susan E. Payne
Re: Model Site-Specific AMP Review Checklist

The State Agriculture Development Committee (SADC) has developed the attached Model Site-Specific AMP Review Checklist to assist county agriculture development boards (CADBs) in evaluating site-specific agricultural management practice (SSAMP) requests pursuant to recently adopted amendments to the Right to Farm (RTF) Act procedural rules. The new rules at N.J.A.C. 2:76-2.3 through 2.5 and 2.7 through 2.10 were published in the *New Jersey Register* on April 7, 2014. A courtesy copy is available at <http://nj.gov/agriculture/sadc/ruleprop/recentlyadoptedrules.html>.

Under the SSAMP review process set forth in the rules, once a CADB determines that a farm meets the RTF Act's initial eligibility criteria, the CADB proceeds to review the substance of the SSAMP application. Pursuant to N.J.A.C. 2:76-2.3(h), a CADB may request that a farm provide information to support an SSAMP request using a checklist that the CADB has adopted. The SADC developed the attached model checklist to assist CADBs in that process.

The SADC's model checklist was designed to cover a wide range of review possibilities – from simple SSAMP requests to the more complex. Based on the nature and scope of the SSAMP request before them, CADBs would tailor the checklist to request from an applicant only those items of information applicable to the Board's evaluation of that particular request.

We hope the model checklist is helpful to CADBs in evaluating SSAMP requests and in developing their own checklists. If you have any questions about the model checklist, please contact David Kimmel, Agricultural Resource Specialist, at (609) 984-2504.

Model SSAMP Review Checklist

SSAMP Determinations – Overall process

Pursuant to N.J.A.C. 2:76-2.3, a commercial farm owner or operator may request a site-specific agricultural management practice (SSAMP) determination from the County Agriculture Development Board (CADB). In counties where no CADB exists, a commercial farm owner or operator may submit an SSAMP request to the State Agriculture Development Committee (SADC) pursuant to N.J.A.C. 2:76-2.4.

The process begins when an SSAMP application is filed with the CADB requesting a determination whether the farm's operation constitutes a generally accepted agricultural operation or practice. The farm owner's initial submission also includes information regarding the eligibility criteria found in the Right to Farm Act, N.J.S.A. 4:1C-1 et seq.

If the CADB determines that the farm is a commercial farm pursuant to N.J.S.A. 4:1C-3 and that the operation or practice under review is included in the activities permitted by N.J.S.A. 4:1C-9, then the CADB proceeds with reviewing the substance of the application. To assist with this review, the CADB may request that the commercial farm provide information using a review checklist the CADB has adopted. The CADB has the discretion to waive, reduce, or determine the nonapplicability of any items on its checklist.

(The same review process applies to the SADC, when reviewing SSAMP requests in counties where no CADB exists.)

SSAMP Review Checklist – Sections

The model checklist includes three sections:

- General Submission Requirements
- Site Plan Elements
- Additional Studies and Plans (if applicable)

Model SSAMP Review Checklist

General Submission Requirements:

Item Description	Status					
	CADB Position		Applicant Action		CADB Position	
	Item Required	Item Not Required or N/A	Item Submitted	Waiver Sought	Complete	Waiver Granted
1. Schedule of municipal zoning requirements, including lot area and dimensions (width and depth), yard setbacks, uses, building coverage, and parking						
2. List of requested municipal zoning or design exceptions and a detailed statement why they should be granted						
3. Application form and plan(s) submitted to municipal planning board, and any municipal resolutions or engineering and planning reports received in response						
4. Application form and plan(s) submitted to county planning board if site is located on a county road, if development will affect county drainage, or if development will result in greater than one acre of impervious surface. Include also any county resolutions or engineering and planning reports received in response.						
5. List of all relevant State and Federal Permits required, applied for, or obtained						
6. Application form and plan(s) submitted to NJDOT if access directly to a State Highway is proposed. Applicant shall submit copies of any permits issued by NJDOT						
7. If located in the Pinelands Region, documents submitted to the Pinelands Commission with request for a Certificate of Filing, Notice of Filing, Certificate of Compliance, or other notification that the development complies with Pinelands Comprehensive Management Plan requirements						
8. If located in the Highlands Region, documents submitted as part of a Highlands Council Consistency Determination, municipal determination of Highlands Exemption, NJDEP Highlands Applicability Determination, Highlands Resource Area Determination or Highlands Preservation Area Approval, or other notification that the proposal is exempt from Highlands regulation or otherwise compliant with the Highlands Regional Master Plan						
9. Application form and plan(s) submitted to County Soil Conservation District						
10. Names and addresses of witnesses, if any, and their expertise						
11. NJDEP Letter Of Interpretation or Letter Of Exemption where wetlands are thought to exist on site or on contiguous property owned by the applicant						
12. Flood hazard area applicability determination regarding proposed activities						
13. Other						
Notes:						

Model SSAMP Review Checklist

Site Plan Elements:

Depending on the nature of the SSAMP application, a review of site plan elements may be necessary through an informal or formal site plan. Formal site plans shall be prepared to scale by a New Jersey licensed Professional Engineer or registered Architect based on survey, deed description, tax map, or similarly reasonable accurate data as determined by the CADB. The entire property in question shall be shown. If it is not possible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted. The site plan shall clearly show the conditions on and adjacent to the site at the time of application and the appearance and function of any proposed uses or buildings which are the subject of the SSAMP application. At a minimum, the site plan shall contain the information below unless waived by the CADB. In making decisions to waive, reduce, or determine the nonapplicability of site plan elements or other checklist items, the CADB will consider relevant site specific elements, e.g., the farm's setting and surroundings, the scale and intensity of the proposed operation(s) or practice(s), the type and use of the public road on which the operation or practice is located, and when applicable, the minimum level of improvement necessary to protect public health and safety.

Item Description	Status					
	CADB Position		Applicant Action		CADB Position	
	Item Required	Item Not Required or N/A	Item Submitted	Waiver Sought	Complete	Waiver Granted Incomplete
1. Name and address of commercial farm owner and/or operator						
2. Name, signature, license number, seal, and address of professional involved in preparation of plan						
3. Title block denoting date of preparation, date(s) of revision(s), tax map sheet, county, municipality, block and lot, and street location						
4. If survey required, property lines shown with length in feet and hundredths, and bearings in degrees, minutes and seconds; prepared by a New Jersey Licensed Land Surveyor						
5. Each block and lot numbered in conformity with the municipal tax map						
6. Zoning district in which each parcel is located						
7. Names and addresses of all property owners within 200 feet of subject property						
8. Scale of map, both written and graphic						
9. North arrow						
10. Key map showing location of tract in relation to surrounding area						
11. Acreage of the commercial farm parcel(s) to the nearest tenth of an acre						
12. Contours to determine the natural drainage of the land. Contours shall be at 2 foot intervals (for up to 10% grades) and at 5 foot intervals (for over 10% grades)						
13. Location and description of survey monuments whether set or to be set						
14. Natural and artificial watercourses, streams, shorelines and water boundaries, and encroachment lines						
15. Boundary and extent of wooded areas, steep slopes, flood plains, and other significant physical/environmental features						

Model SSAMP Review Checklist

Site Plan Elements (cont'd):

Item Description	Status						
	CADB Position		Applicant Action		CADB Position		
	Item Required	Item Not Required or N/A	Item Submitted	Waiver Sought	Complete	Waiver Granted	Incomplete
16. Soil types as per the NRCS Soil Survey Geographic Database (SSURGO), indicating:							
a. Important Farmland Soil Classification (Prime, Statewide, Statewide if drained, Local, Unique or Other)							
b. Agricultural Land Capability Classification & Subclass							
c. Suitability for irrigation							
d. Erosion hazard							
e. Limitation for septic tank absorption field							
f. Limitations for dwellings with / without basements							
g. Hydric Rating							
h. Depth to water table							
i. Slope							
j. Soil depth to bedrock and/or restrictive layers of soil							
k. Permeability of the soil by layers							
l. Limitation for local roads and streets							
17. Location and extent of areas to be disturbed by grading and construction							
18. Location of existing or proposed easements, rights of way, or dedications including power lines and farmland preservation exception areas							
19. Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains, and other man-made installations							
20. Location and dimensions of any existing or proposed uses or structures (including wells and septic systems) with all setbacks dimensioned, including any buildings or structures to be removed							
21. When applicant intends to use a conventional septic disposal system, include the location of test pits, test results, and approximate location of the intended disposal field							
22. Location and dimensions of proposed utility layouts, such as sewers, storm drains, drainage basins, or other water conservation devices and/or structures, water, gas, communications, and electric, showing feasible connections to existing or proposed utility systems							
23. Location, dimensions, and names of all existing and proposed streets abutting and within 200' of the property							
24. Locations, dimensions, and arrangement of all ingress and egress areas, off-street parking areas, methods of separating traffic, and loading and unloading areas							
25. Parking detail showing spaces (dimensions and surface), aisle width, islands, curb cuts, sidewalks, access areas, and dimensions. Indicate whether areas are or will be permanently or temporarily devoted to parking.							

Model SSAMP Review Checklist

Site Plan Elements (cont'd):

Item Description	Status					
	CADB Position		Applicant Action		CADB Position	
	Item Required	Item Not Required or N/A	Item Submitted	Waiver Sought	Complete	Waiver Granted
26. Location and dimensions of driveways adjacent to and opposite the property, and street intersections						
27. Location of traffic control devices including lights, signs, pavement markings, parking prohibitions, and fire lanes						
28. Sight triangles						
29. Demonstration of compliance with barrier-free subcode requirements, N.J.A.C. 5:23-7.1 et seq.						
30. Lighting details, including location, type, height, direction, intensity, and area of illumination						
31. Sign locations, type and intended use, square footage, and setbacks from paved street right of way (if on-farm direct marketing-related, see N.J.A.C. 2:76-2A.13(g))						
32. Location of containers for solid waste, including recyclables, and design/detail of containers						
33. Location and extent of existing and proposed landscaping, buffering, and screening, indicating names of plants and trees and dimensions						
34. Location of nearest existing and proposed fire hydrant within 500 feet of property						
35. Other:						
Notes:						

Model SSAMP Review Checklist

Additional Studies and Plans (if applicable):

Item Description	Status					
	CADB Position		Applicant Action		CADB Position	
	Item Required	Item Not Required or N/A	Item Submitted	Waiver Sought	Complete	CADB Position Waiver Granted Incomplete
1. Soil Erosion and Sediment Control Plan						
2. Stormwater Management / Drainage plan showing location, size, elevation, drainage calculations, and profiles of all proposed and existing storm drains, drainage swales, and recharge and retention basins or other water conservation devices and/or structures and streams						
3. Farm conservation plan prepared by the United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS) and approved by the soil conservation district, or documents showing active efforts to obtain a farm conservation plan in a timely manner						
4. Traffic impact study prepared, signed, and sealed by a registered professional engineer of New Jersey						
5. Event management plan prepared in accordance with N.J.A.C. 2:76-2A.13(n) or a special events permit, or its equivalent, from the municipality						
6. Preliminary architectural floor plans and/or elevations prepared by a licensed architect						
7. Other detailed structural, mechanical, or electrical systems plans						
6. Review showing evaluation of N.J.A.C. 2:76-2B.3(c) for equine operations						
8. Other:						
Notes:						