

NEW RESIDENTIAL CONSTRUCTION OFF-SITE CONDITIONS DISCLOSURE
RESPONSIBILITIES OF OWNERS

5:38-3.1 Submission of lists by owners

- (a) Owners shall submit the following information on each off-site conditions that is an electric transformer substation, sewer pump station, or a public wastewater facility located within a municipality:
1. The name(s), address(es), and phone number(s) of the person(s) responsible for any such conditions, with name and title of an accessible official to answer questions about the facility;
 2. The name of municipality, street address, if assigned, block and lot number(s) or other relevant identifier of the subject condition, and a sequential reference number;
 3. The New Jersey Department of Environmental Protection identification number, if assigned; and
 4. A brief description of the subject off-site conditions (for example, electric transformer substation, sewage treatment plant, sewage pumping station, etc.).
- (b) Forms available from the Department of Community Affairs shall be used for these purposes. Facsimiles that contain the same information may also be used by owners. These forms are incorporated herein by reference as chapter Appendices A and B.

5:38-3.2 Submission of maps in lieu of lists by owners

- (a) Owner shall submit maps, in accordance with this section, for each off- site conditions that is an underground gas transmission line, sewer trunk line, or electric utility transmission line.
- (b) Maps shall be of one of the following types:
1. Those that meet the Geographic Information System (GIS) standard of the New Jersey Department of Environmental Protection, as described in N.J.A.C. 7:1D Appendix A "Mapping and Digital Data Standards," and where the base maps are supplemented with additional information that show place and road names that permit users to readily locate and identify properties. Owners are encouraged to utilize these maps wherever possible;
 2. Color originals or black and white copies of United States Geological Survey (USGS) Quadrangle Topographical Maps (as revised), 1:24,000 scale (one inch = 2,000 feet);
 3. Municipal tax map drawings prepared pursuant to N.J.S.A. 54:1-15 et seq.; or

4. Subject to the approval of the Department of Community Affairs, proprietary maps or drawings at a scale, that include geographic place and road names that permit users to readily locate and identify properties.
- (c) All maps are to be reproduced on 24 inch by 36 inch sheets, or in accordance with other similar United States Geological Survey standards.
- (d) If tax map drawings are utilized:
1. Standard 24 inch by 36 inch sheets shall be utilized, unless the municipality has smaller, appropriately scaled sheets available;
 2. The owner shall obtain copies of tax map key sheets and individual sheets of the areas in each municipality where facilities are located; and
 3. The owner shall include the required information on both the key map and individual tax maps sheets.
- (e) Each map sheet is to include:
1. A dark, solid, dashed or patterned line that clearly indicates the route of the off-site condition. Lines are to be at least one-sixteenth of an inch wide;
 2. A key indicating the scale of the map;
 3. The type of facility shown by the line or lines;
 4. The name(s) of the owner(s) and a phone number and address from where additional information can be obtained;
 5. A disclaimer stating that the maps are only to be used for reference purposes and not for specific siting of facilities and that siting information is available from the owner or by calling the New Jersey One-Call Utility Service at (800) 272-1000 or (908) 232-9570; and
 6. When USGS maps or maps showing regions larger than a single municipality are utilized, all off-site conditions of the owner that are within the coverage of the map shall be shown, regardless of the municipality in which the map is filed.

5:38-3.3 Submission of information generally

- (a) Lists and maps submitted to municipalities shall be updated annually with new information, if necessary, on off-site conditions that shall be accurate as of August 31 of every year. As necessary, updated lists and maps shall be submitted to the clerk of each municipality not later than September 30 of each year.
- (b) Nothing in this chapter shall be deemed to preclude the municipality, at its own expense, from consolidating map information from individual owners onto a single map or maps, as long as individual types of facilities are keyed and displayed differently, and lists of operators, phone numbers, and addresses are included. The municipal engineer shall certify to the accuracy of any such consolidated map.