



**APPLICATION COMPLETENESS CHECKLIST**  
**NJPDES/Significant Indirect User Permit**  
Category L – Discharge to POTW

VQJ GNRWURTQEGU[ QWT' CRRNE CVKQP 'HQTG'GHHEKGP VN[ ' :RNGCUG'RTQXF G'CNN'KGO UNKUVGF 'DGNQY .

This checklist is provided to you as guidance for completing an application for an individual NJPDES/SIU permit (category L). Should you have any questions, please contact the Bureau of Surface Water and Pretreatment Permitting at (609) 292-4860. Be sure to read all instructions and to answer all questions when filling out the application forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.

- FORM NJPDES – 1** Instructions are provided with the form.
- TECHNICAL FORM L** Instructions are provided with the form. Be sure to indicate commencement date of discharge under Item 4.
- RESIDUALS APPLICATION FORM R GENERATOR - INDUSTRIAL** Contact the Bureau of Ground Water, Residuals and Permit Administration at (609) 984-4428 with questions.

IN ADDITION TO THE ABOVE, APPLICANTS PROPOSING: 1) A NEW DISCHARGE; 2) AN INCREASE IN PERMITTED FLOW WITH OR WITHOUT AN ASSOCIATED INCREASE IN LOADING FOR AN EXISTING DISCHARGE; OR 3) A CHANGE IN NATURE OF POLLUTANTS DISCHARGED, SHALL SUBMIT THE FOLLOWING:

- FORM WQM 003** Instructions are provided with the form.
- EVIDENCE OF PERMIT APPLICATION SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY**

Submit copies of the signed and dated notices that were sent along with the application to the affected sewerage entity(ies) and municipality via “Certified Mail-Return Receipt Requested” or by other means, and copies of the dated certified mail return receipts or other means of verification of receipts.

**NOTE: Prior to submitting an application to the Department,** submit the following to the affected sewerage entity(ies) and municipality in accordance with N.J.A.C. 7:14A-4.3(a)13:

1. A copy of the permit application.
2. A written notice (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 shall be considered by the Department in determining whether to issue a draft permit in accordance with N.J.A.C. 7:14A-15.6.



**CONSISTENCY DETERMINATION**

Submit evidence that a Water Quality Management Plan (WQMP) amendment approval, or favorable consistency determination has been applied for and received; or indicate the reasons, otherwise.

**NOTE:** Renewal or modifications of existing permitted activities that do not propose significant modifications as determined by the Department, as well as ground water remediation projects, do not require a formal consistency determination review, but shall not conflict with WQMP Plans.

**NEW DISCHARGERS: PRE-APPLICATION MEETING**

New dischargers should contact the Bureau of Surface Water and Pretreatment Permitting to schedule a **pre-application meeting** to determine the need for further technical requirements.

**MODIFICATION TO EXISTING PERMITS:**

Applicants applying for a modification to their existing permit shall contact the Bureau of Surface Water and Pretreatment Permitting to determine the appropriate module(s) of the application package required depending on the type of modification. All forms indicated here may not be needed for all types of modifications. If the applicant can demonstrate that a pre-application meeting is needed, one will be scheduled.

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

Mail Code 401-02B  
Director, Ground Water, Residuals and Permit Administration  
Department of Environmental Protection  
Division of Water Quality  
P.O. Box 420  
Trenton, New Jersey 08625-0420

**Please note that additional technical information based on site specific conditions may be required by the Department pursuant to N.J.A.C. 7:14A-2.12(b) and N.J.A.C. 7:14A-4.3(e).**