



**APPLICATION/RFA COMPLETENESS CHECKLIST
Individual & General NJPDES Discharge to
Ground Water Permits (DGW)**

This checklist specifies the forms and related items to be submitted for both Individual and General New Jersey Pollutant Discharge Elimination System - Discharge to Ground Water (NJPDES-DGW) permit applications and Requests For Authorization (RFAs). TABLE 1 is for individual permit applications and TABLE 2 is for RFAs under general permits. Following the tables is a summary of the forms and items.

Please read all instructions and answer all applicable questions when filling out the forms. If a question is not applicable, enter "N/A" or a similarly appropriate response. If you have questions concerning your application/RFA, please contact the Bureau of Nonpoint Pollution Control at (609) 633-7021 or (609) 292-0407.

If you would like to do business electronically please complete and submit the "Agreement To Do Business Electronically" form that is included with the NJPDES-1 form.

**TABLE 1
INDIVIDUAL NJPDES-DGW PERMIT APPLICATIONS**

Permit Action Requested	New Application		Renewal	Modification - or - Revoke/Reissue
	New Discharge	Existing Unpermitted Discharge		
FORMS/ITEMS				
1. NJPDES-1 Form	✓	✓	✓	✓
2. Site Plan	✓	✓	✓	1
3. Topo Map	✓	✓	✓	1
4. Line Drawing	✓	✓	✓	1
5. Local Notice	✓	2	2	2
6. Consistency Determination	✓	2	3	3
7. Form R	✓	✓	✓	1
8. Technical Report	✓	✓	2	1

Footnotes:

- ¹. Please call your case manager to determine the information needed. Please include in your correspondence with the application what you were told was required and by whom.
- ². If you are proposing an increase in flow or a change of disposal location and/or method, this item is required.
- ³. See item 6 under "Forms/Items Summary".
- ⁴. Do not complete Form R if your facility has been issued a SQAR General Notice of Authorization.

**TABLE 2
GENERAL PERMIT RFAS**

Type of General Permit	T1 Sanitary Subsurface Disposal)		I1 (Stormwater Basins/SLF)		I2 (Potable WTP Basins/Drying Beds)		LSI (Lined Surface Impoundment)		K2 (Dental Facilities Onsite Wastewater Treatment Systems)	
	New	Renewal ¹	New	Renewal	New	Renewal ¹	New	Renewal ¹	New	Renewal ¹
FORMS/ITEMS										
1. NJPDES-1 Form	✓		✓	✓	✓		✓			⁴
2. Site Plan	✓		✓	✓	✓		✓		✓	
3. Topo Map	✓				✓		✓			
4. Line Drawing			✓		✓		✓			
5. Local Notice			✓							
6. Consistency Determination					³					
7. Form R					✓					
8. Technical Report			³		³					
9. P. E. Certification Form					²					
10. T1 Facility Information	✓									
11. Location Map									✓	

Footnotes:

¹ Renewal is automatic – renewal application is not required.

² Required only for lined basins.

³ Please call the Bureau of Nonpoint Pollution Control at (609) 633-7021 or (609) 292-0407 for a determination. Provide a statement on the application cover letter if an exemption from these requirements was granted including the name of the staff member granting the exemption.

⁴ The APPLICANT(S)/OPERATING ENTITY(IES) must be the owner of the sewage disposal system. If the owner of the sewage disposal system is not the dentist/dental facility, the Department strongly recommends that the dentist/dental facility be a co-permittee. To become a co-permittee, the dentist/dental facility must identify this intent in a letter addressed to the Department and carbon copied to the owner of the sewage disposal system. This letter must be submitted with the application.

FORMS/ITEMS SUMMARY

- 1. NJPDES – 1 FORM:** Complete all applicable items. Instructions are provided on the form. (Note: Item 5. Please briefly state as clearly as possible why you are applying. For example, for an individual permit for new construction, state the nature of facility, the square footage of the buildings, the maximum daily population the facility is designed to serve, type and size of proposed disposal system, design flows, etc. Provide as much descriptive information on the discharge and the source of the discharge as possible.)
- 2. SITE PLAN:** Show the property boundaries. Include all items as detailed in the Technical Manual.
- 3. TOPOGRAPHIC MAP:** A USGS topographic map or a copy of the applicable portion (7.5 minute quadrangle series on which an outline of the site is drawn and serves as a focal point for an area that represents 1 mile beyond the property boundary of the facility.)

4. **LINE DRAWING:** Include a line drawing of the wastewater flow through the facility showing all treatment units and disposal areas. Include a residual management flow schematic where applicable.
5. **LOCAL NOTICE – 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 receipt.

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. The Department shall consider these comments in determining whether to issue a draft permit in accordance with N.J.A.C. 7:14A-15.6.
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 modification 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.
7. **FORM R – PART A (RESIDUALS):** Instructions are provided with the form. (Note: your facility’s residual use or residual disposal practices may require the completion of additional sections of Form R. If this is the case, you will be provided with the necessary form.)
8. **TECHNICAL REPORT:** Please refer to the Technical Manual for the complete description of the technical requirements for your type of application/RFA and compile the information in a report entitled "NJPDDES-DGW Permit Application/RFA - Technical Report".
9. **P. E. CERTIFICATION FORM:** Include the signed and sealed certification form that demonstrates the integrity and non-permeability of the liner.
10. **T1 FACILITY INFORMATION:** Include the signed and sealed (if necessary) form to allow the Department to calculate the appropriate wastewater flow volume.
11. **LOCATION MAP:** Include a map depicting the location of the facility, which could include an 8.5” x 11” USGS 7.5 minute quadrangle topographic map with the property clearly identified or a copy of an 8.5” x 11” local street map with the property clearly identified.

COMPLETE AND SUBMIT APPLICATION/RFA TO:

Mail Code 401-02B
Permit Administration Section
Division of Water Quality
PO Box 420
Trenton, NJ 08625-0420

Or

dwq_pas@dep.nj.gov

Note: If you are going to submit your application electronically, you must fill out and submit the “Agreement To Do Business Electronically” form that is included with the NJPDDES-1 Form. You must fill out the “Agreement To Do Business Electronically” form each time you Renew or Modify your permit.