



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
MAIL CODE 401-04Q  
DIVISION OF WATER SUPPLY & GEOSCIENCE  
**BUREAU OF WATER ALLOCATION & WELL PERMITTING**  
P.O. BOX 420  
TRENTON, NEW JERSEY 08625-0420  
(609) 984-6831



**HIGHLANDS WATER PROTECTION AND PLANNING ACT**  
**HIGHLANDS WATER ALLOCATION APPLICATION**  
**NEW OR MAJOR MODIFICATIONS**

***PLEASE READ THE INSTRUCTIONS ON PAGES 14-16 BEFORE COMPLETING THIS APPLICATION FORM.***  
***Provide all requested information, as applicable.***

This application is for: (check appropriate box)

- Existing Diversion, not previously permitted
- New Diversion, not previously permitted
- Modification of existing Permit No. \_\_\_\_\_ Activity No. (if known) \_\_\_\_\_

**A. LOCATION AND PROPERTY INFORMATION**

The Department is now maintaining a single database of regulated sites. The following information will prevent unnecessary duplication of data.

**1. ACTUAL DIVERSION LOCATION**

Name of Facility Application is for (For facilities pending or under construction, please use the proposed facility name)

\_\_\_\_\_

Street Address/Location (or nearest cross streets if no address is available; P.O. Boxes are not acceptable)

\_\_\_\_\_

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_+\_\_\_\_\_

Municipality \_\_\_\_\_ Does the Facility span multiple municipalities? Yes  No

County \_\_\_\_\_ Does the Facility span multiple counties? Yes  No

Are one or more diversion sources located within the Highlands Preservation Area? Yes  No

Will the requested diversion be used to serve a development within the Highlands Preservation Area? Yes  No

**2. PROPERTY/LAND OWNERS(S) INFORMATION**

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_+

Organization Type:  Authority/District/Commission  Municipal  County  State  
(Check one)  Commercial/Industry  Individually Owned  Utility  Corporation  
 Investor (Non-BPU)  Investor (BPU)  Other \_\_\_\_\_

**3. APPLICANT/OPERATING ENTITY(IES) \***

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_+

**CONTACT INFORMATION**

Application Contact (contact at the above address for all application matters):

If an agent has been authorized under the certification section of the application to act as the agent/representative in all matters pertaining to the application, please check here:

If an agent has not been authorized, provide an Application Contact:

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Report Form Recipient/Permit Contact (contact at the above address for permit information and monitoring reports):

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

**4. RESPONSIBLE ENTITY/ORGANIZATION**

If the responsible organization is the Applicant located in No. 3 above, check here:

If the responsible organization is different from the Applicant in No. 3 above, complete the following:

Organization Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_+

Fax ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Organization Type:  Authority/District/Commission  Municipal  County  State  
(Check one)  Commercial/Industry  Individually Owned  Utility  Corporation  
 Investor (Non-BPU)  Investor (BPU)  Other \_\_\_\_\_

**5. BILLING CONTACT**

Billing should go to mailing address of:

Responsible Entity/Organization address in No. 4  Applicant/Operating Entities address in No. 3

Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

**6. OTHER PERMITS/AGENCIES**

Provide the following for any other state, local or federal permit that has been applied for in relation to this project.

Permit Type	Application No./ Permit No./Relevant DEP No.	Application Date	Application Status
● HPAA; Emergency HPAA approval			
● Highlands Applicability & WQMP Consistency Determination			
● Water Quality Management Plan Amendment			
● Safe Drinking Water System/Potable Water Supply Well or Intake			
● Hazardous Waste Management Program			
● Land Use Permits (Freshwater Wetlands, etc.)			
● Relevant Environmental Permits – Including Federal, State, & Local Approvals – Specify:			

Is the project located in the Delaware River Basin? \_\_\_Yes \_\_\_No

If Yes, you must submit a copy of this Water Allocation Permit application to the Delaware River Basin Commission, as approval from this agency may also be required.

The Delaware River Basin Commission can be contacted at (609) 883-9500.

## B. CERTIFICATIONS

In cases where the official required to sign Certification 1 below is the same person as the official required to sign the Certification 2 below, only Certification 1 need be signed. In all other cases, both certifications shall be completed.

### 1. HIGHEST RANKING INDIVIDUAL OF FACILITY

This certification is to be signed by the highest-ranking individual at the facility with overall responsibility for that facility.

*I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information, including fines and/or imprisonment.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

### 2. HIGHEST RANKING INDIVIDUAL

This certification shall be signed as follows:

- (a) For a corporation, by a principal executive officer of at least the level of vice president; or
- (b) For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- (c) For a municipality, State, Federal or other public agency, by either the principal executive officer ranking elected official.

*I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information. I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information, including the possibility of fines and/or imprisonment.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

**3. APPLICANT'S AGENT (IF APPLICABLE)**

I, the Applicant/Owner \_\_\_\_\_ or Applicant/Operator (when the owner of the facility and the operator of the facility are distinct parties) \_\_\_\_\_ or Co-permittee (if applicable) \_\_\_\_\_ authorize to act as my agent/representative in all matters pertaining to my application the following person:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company/Employer \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Occupation/Profession \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant/Owner)

\_\_\_\_\_  
(Signature of Applicant/Owner)

\_\_\_\_\_  
(Signature of Co-permittee)

AGENT'S CERTIFICATION

Sworn before me  
this \_\_\_\_\_ day of  
\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

I agree to serve as agent for the above mentioned applicant

\_\_\_\_\_  
(Signature of Agent)

**4. STATEMENT OF PREPARER OF PLANS, SPECIFICATIONS, SURVEYORS OR TECHNICAL REPORT (IF APPLICABLE)**

*I hereby certify that the engineering plans, specifications and engineer's report applicable to this project comply with the current rules and regulations of the State Department of Environmental Protection with the exceptions as noted.*

\_\_\_\_\_  
(Signature of Engineer)

\_\_\_\_\_  
Type: Name and Date

\_\_\_\_\_  
Position, Name of Firm

PROFESSIONAL ENGINEER'S  
EMBOSSSED SEAL

### C. REQUIRED SUBMITTALS/ APPLICATION ATTACHMENTS

Check to ensure the following are included with the application:

Included		
<input type="checkbox"/>	1.	Permit Application Fee
<input type="checkbox"/>	2.	Proof of Meter Calibration for each source
<input type="checkbox"/>	3.	Technical Report
<input type="checkbox"/>	4.	Aquifer Test Analysis/ Hydrogeologic/Hydrologic Report <i>If not required, please indicate why: _____</i>
<input type="checkbox"/>	5.	Water Conservation and Drought Management Plan <i>If not required, please indicate why: _____</i>
<input type="checkbox"/>	6.	Information supporting Future Demands Projections listed in Section E.1.
<input type="checkbox"/>	7.	GIS mapping as required in Section F.
<input type="checkbox"/>	8.	<b>Send a PDF version of this application and attachments to: <a href="mailto:waterallocation@dep.nj.gov">waterallocation@dep.nj.gov</a></b>

### D. DIVERSION REQUEST AND DIVERSION SOURCE INFORMATION

1. Present Allocation:

a. Groundwater: \_\_\_\_\_ million gallons of water per month at a maximum rate of \_\_\_\_\_ gallons per minute.

If Groundwater sources are in two or more Aquifers, please note the present Aquifer Specific Allocation:

Aquifer/Formation Name	Present Allocation (million gallons)	
	Per Month (mgm)	Per Year (mgy)

b. Surface water: \_\_\_\_\_ million gallons of water per month at a maximum rate of \_\_\_\_\_ gallons per minute.

c. All sources: \_\_\_\_\_ million gallons of water per month at a maximum rate of \_\_\_\_\_ gallons per minute.

d. All sources: \_\_\_\_\_ million gallons of water per year.

2. Requested Allocation:

a. Groundwater: \_\_\_\_\_ million gallons of water per month at a maximum rate of \_\_\_\_\_ gallons per minute.

If Groundwater sources are in two or more Aquifers, please note the requested Aquifer Specific Allocation:

Aquifer/Formation Name	Requested Allocation (million gallons)	
	Per Month (mgm)	Per Year (mgy)

b. Surface water: \_\_\_\_\_ million gallons of water per month at a maximum rate of \_\_\_\_\_ gallons per minute.<sup>1</sup>

c. All sources: \_\_\_\_\_ million gallons of water per month at a maximum rate of \_\_\_\_\_ gallons per minute.

d. All sources: \_\_\_\_\_ million gallons of water per year.

**Note:** Monthly allocations are established based upon the maximum withdrawal expected during any one month (31 days) of the calendar year.

<sup>1</sup> If source specific surface water allocations are requested, please attach requests as necessary.

3. Diversion to be used for \_\_\_\_\_.

4. Complete the following for each existing and proposed diversion source:

**a. Groundwater (wells)**

State Well Permit No. (mandatory <sup>1</sup> )	Well Local Name	Location Description	Existing (E) Proposed (P)	Proposed Maximum Withdrawal Rate (million gallons)	
				Per Month	Per Year

**b. Surface water (streams, reservoirs, ponds)**

Intake Subject Item Identification No. <sup>2</sup>	Intake Local Name	Location Description	Existing (E) Proposed (P)	Proposed Maximum Withdrawal Rate (million gallons)	
				Per Month	Per Year

5. Complete Addendum A and B for each existing and proposed diversion source.

<sup>1</sup> State Well Permit No. is mandatory for existing wells (see instructions).

<sup>2</sup> Intake Subject Item Identification No. is the identification number assigned to the intake by the DEP. For existing, approved sources, this number can be found on the Pre-Printed Monitoring Report Forms or the existing permit.

6. Complete the following for each existing and proposed surface water diversion:

Nearest USGS Gaging Station*	Drainage Area Above Gage (sq. miles)	FLOW AT GAGE (cfs)				
		Maximum	Minimum	Mean	Annual Average	MA7CD10

(\*) The United States Geological Survey (USGS) can be contacted at (609) 771-3900.

## E. WATER USE

1. The current and projected average and peak water demands in million of gallons for 5 year intervals are as follows for demands within and outside the HPA:

WATER DEMAND	AVERAGE DEMAND						PEAK DEMAND			
	Daily		Monthly		Annual		Daily		Monthly	
	Within HPA	Outside HPA	Within HPA	Outside HPA	Within HPA	Outside HPA	Within HPA	Outside HPA	Within HPA	Outside HPA
Current Demand										
5 Year Projections										
10 Year Projections										
15 Year Projections										

2. Present annual average water use for demands within and outside the HPA:

WATER USE	Self Supplied				Other Sources		Total (mgd)		Estimated Consumptive Use <sup>1</sup> (%)	
	Ground (mgd)		Surface (mgd)		Within HPA	Outside HPA	Within HPA	Outside HPA	Within HPA	Outside HPA
	Within HPA	Outside HPA	Within HPA	Outside HPA	Within HPA	Outside HPA	Within HPA	Outside HPA	Within HPA	Outside HPA
Domestic Supply										
Industrial Process										
Industrial Cooling										
Irrigation										
Commercial										
Remediation										
Other										
Total Water Use										

<sup>1</sup> Consumptive use is water withdrawn that is not returned to the surface or ground waters at or near the point from which it was taken without substantial diminution in quantity or substantial impairment of quality.



3. The water, after use for above purposes stated in D3, will discharge into \_\_\_\_\_  
 (Name of Stream, Sewage System, or Subsurface Disposal System). For wastewater discharged directly by the facility or via a sewerage system to treatment plant, provide the location of the plant and its NJPDES Permit Number. Location: \_\_\_\_\_  
 NJPDES Permit No. \_\_\_\_\_
4. For non-potable diversions, what is the source of water for sanitary use? \_\_\_\_\_

## F. MAPPING REQUIREMENTS

1. Enclose GIS mapping (digital and paper copies) depicting the location of the following:

Included		
<input type="checkbox"/>	a.	Each existing and proposed withdrawal source such as: well, pond or stream.
<input type="checkbox"/>	b.	All permitted and certified diversions <u>within a one-mile radius</u> , for proposed diversions from a water table aquifer. <i>If not required, indicate why:</i> _____
<input type="checkbox"/>	c.	All permitted and certified diversions <u>within a five mile radius</u> , for proposed diversions from a confined or semi-confined aquifer. <i>If not required, indicate why:</i> _____
<input type="checkbox"/>	d.	All water supply wells in the same or interconnected aquifer <u>within the radius of influence of the proposed diversion</u> .
<input type="checkbox"/>	e.	Landfills and groundwater contamination sites <u>within twice the radius of influence of the proposed diversion, up to one mile</u> .
<input type="checkbox"/>	f.	All upstream and downstream surface water diversions. (surface water applications only) <i>If not required, indicate why:</i> _____
<input type="checkbox"/>	g.	All upstream and downstream wastewater discharges to surface waters. (surface water applications only) <i>If not required, indicate why:</i> _____
<input type="checkbox"/>	h.	All freshwater wetlands within the radius of influence of all proposed wells in an unconfined formation. All wetlands at the site for proposed wells in a confined or semi-confined aquifer. Threatened & endangered species must be identified.
<input type="checkbox"/>	i.	Existing, approved and planned service areas - for public water systems.
<input type="checkbox"/>	j.	Franchise boundary - for investor owned public water systems.
<input type="checkbox"/>	k.	Property boundary delineation – for non-public water supply uses and/or public water supplies where distinct project(s) or developments can be identified at the time of application.

2. Associated Required Summary Tables for Mapping :

Included		
<input type="checkbox"/>	a.	For Items 1 b, c, & d, provide a <b>summary table</b> with the owner's name, well permit number, well depth, pump capacity and setting, geological formation and the distance from the applicant's withdrawal sources. <b><u>DO NOT SUBMIT COPIES OF INDIVIDUAL WELL RECORDS.</u></b>
<input type="checkbox"/>	b.	For Item 1 e, provide a summary table with the site name, geological formations impacted, and the distance from the applicant's withdrawal sources.
<input type="checkbox"/>	c.	For Items 1 f & g, provide a summary table with the name, amount of water diverted or discharged, NJPDES Permit Number, and the distance from the applicant's withdrawal sources. <i>If not required, indicate why:</i> _____

## G. IRRIGATION

Complete if water is to be used for irrigation purposes.

1. Check to ensure the following is included:

Included	
<input type="checkbox"/>	Attach a copy of the Agricultural Extension Service recommendation as to the rates of application, total amounts of water required, and soil types to which water is to be applied. The Rutgers Cooperative Extension Service can be contacted at (732) 932-9711 ext. 129.
<input type="checkbox"/>	Attach a diagram of the irrigation system piping between the diversion sources, any storage ponds and wet wells, up to the irrigation system distribution piping. Include the position of all water meters.

2. Irrigation is to be used for (e.g. golf course, landscape, grounds maintenance):

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3. Describe the types of grasses, acreage and maximum need for each in extreme dry weather, in gallons per week.

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4. Describe the irrigation system (type, capacity of nozzles in gpm, maximum number of nozzles operating at one time, average and maximum irrigation time in hours per day, how diversion is metered, how the ponds are fed.):

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5. Is there any treated wastewater used for irrigation (explain response in Technical Report)? Yes  No

6. Provide details as to whether plants/grass are a low water using variety. If low water using varieties are not being used, explain why.

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## H. PUBLIC WATER/SUPPLY SYSTEMS

Complete only if diversion is for public water supply.

1. The following is required for all Public Water Supply Applications:

Included	
<input type="checkbox"/>	A list of all developments (commercial, industrial and residential) to be served by the requested increase that are currently under construction or have preliminary or final Planning Board approval. The list shall include a detailed description of the anticipated water need for each project and the estimated construction completion date.
<input type="checkbox"/>	Estimated water demand for each area delineated under Section F1, items i and j. (Also refer to N.J.A.C. 7:10-11.5)
<input type="checkbox"/>	Provide a list of all <b>contracts</b> with other municipalities or water companies to supply or purchase water. Provide copies of the all contracts not previously approved by the Bureau.
<input type="checkbox"/>	List of <b>all interconnections</b> , size of each interconnection, and the water system serviced.

2. Population
  - a. Population supplied at the time of application: \_\_\_\_\_
  - b. Provide source or basis as to how figure in 2a. was determined : \_\_\_\_\_
  - c. The population supplied is projected to be \_\_\_\_\_ by the year \_\_\_\_\_. The method used to calculate the population is (or include in attached report): \_\_\_\_\_

3. Quantity or percentage of water supplied during the last calendar year for the following:

	Annual	Maximum Month
Total	_____	_____
Domestic	_____	_____
Commercial	_____	_____
Industrial	_____	_____
Other	_____	_____

4. Quantity or percentage of unaccounted-for water (as defined by N.J.A.C. 7:19-6.2): \_\_\_\_\_ for \_\_\_\_\_ (Year), of a total water production of \_\_\_\_\_ million gallons.
5. Number of Service Taps: Domestic \_\_\_\_\_ Commercial and Industrial \_\_\_\_\_  
 Number of Meters: Domestic \_\_\_\_\_ Commercial and Industrial \_\_\_\_\_
6. Capacity of Plant (gallons daily) \_\_\_\_\_
7. Total System Storage (million gallons) \_\_\_\_\_

## I. AQUIFER TESTING

1. This section applies to the following types of Water Allocation permit applications for groundwater diversions:
  - a. New diversion sources
  - b. Request for an increase in monthly and/or annual allocation
  - c. Request for an increase in pump capacity for an existing source (well)
2. All applicants required to perform an aquifer test as a part of an application should follow procedures established in "Hydrogeologic Testing and Reporting Procedures in Support of New Jersey Water Allocation Permit Applications" (TM12-2). A copy of this technical memo is available at [http://www.nj.gov/dep/watersupply/a\\_allocat.html](http://www.nj.gov/dep/watersupply/a_allocat.html) . All testing procedures, analysis, and reports must be in conformance with the Bureau's guidelines.
3. It is recommended that the applicant submit a hydrogeologic test proposal for all testing prior to submission of a complete application. Approved test proposals, fieldwork, and analysis submitted with an application will expedite the review of the application. Information on the contents of a complete proposal and final report can be found in Tables 1 and 4 of the guidelines document noted in number 2 above.

Any aquifer test that is conducted without prior approval by the Bureau is done so "at risk" by the applicant. The Bureau may not accept the test results and/or may require additional tests to be performed.

**ADDENDUM A**  
**SOURCE DATA FOR GROUNDWATER (WELLS)**

Complete Well information for all existing and proposed sources. This information is mandatory. Refer to instructions for acceptable values. Please reference the same State Well Permit Numbers and Well Names as referenced in Section D of the application. Attach additional copies of addendum as needed.

State Well Permit No.		State Well Permit No.	
Well Local Name		Well Local Name	
Date Drilled		Date Drilled	
Total Finished Depth (feet) (include tailpiece if any)		Total Finished Depth (feet) (include tailpiece if any)	
Depth to Top of Open Hole Interval or Screen (feet)		Depth to Top of Open Hole Interval or Screen (feet)	
Depth to Bottom of Open Hole Interval or Screen (feet)		Depth to Bottom of Open Hole Interval or Screen (feet)	
Rated Pump Capacity (gpm)		Rated Pump Capacity (gpm)	
Yield (gpm)		Yield (gpm)	
Aquifer/Geological Formation		Aquifer/Geological Formation	
<b>Elevation Information:</b>		<b>Elevation Information:</b>	
Site Elevation		Site Elevation	
Elevation System Description	<b>FEET ABOVE SEA LEVEL</b>	Elevation System Description	<b>FEET ABOVE SEA LEVEL</b>
Elevation Method Description		Elevation Method Description	
Absolute Elevation Accuracy		Absolute Elevation Accuracy	
Absolute Elevation Accuracy Units (feet or meters)		Absolute Elevation Accuracy Units (feet or meters)	
<b>Locational Information:</b>		<b>Locational Information:</b>	
X coordinate (e.g. Longitude) of well center		X coordinate (e.g. Longitude) of well center	
Y coordinate (e.g. Latitude) of well center		Y coordinate (e.g. Latitude) of well center	
Coordinate System Code and Description		Coordinate System Code and Description	
Coordinate Method Description	<b>GPS</b>	Coordinate Method Description	<b>GPS</b>
Absolute Location Accuracy		Absolute Location Accuracy	
Accuracy Units (feet or meters)		Accuracy Units (feet or meters)	
Located in HPA	Yes <input type="checkbox"/> No <input type="checkbox"/>	Located in HPA	Yes <input type="checkbox"/> No <input type="checkbox"/>

## ADDENDUM B

### SOURCE DATA FOR SURFACE WATER (STREAMS, RESERVOIRS, PONDS)

Complete Intake information for all existing and proposed sources. This information is mandatory. Refer to instructions for acceptable values. Please reference the same Source Intake ID and Intake Local Name as referenced in Section D of the application. Attach additional copies of addendum as needed:

<b>Source Intake SI ID (if already permitted)</b>		<b>Source Intake SI ID (if already permitted)</b>	
<b>Intake Local Name</b>		<b>Intake Local Name</b>	
<b>Rated Pump Capacity (gpm)</b>		<b>Rated Pump Capacity (gpm)</b>	
<b>MA7CD10 (cfs) at intake opening</b>		<b>MA7CD10 (cfs) at intake opening</b>	
<b>Requested Passing Flow (cfs)</b>		<b>Requested Passing Flow (cfs)</b>	
<b>Surface Water Quality Classification</b>		<b>Surface Water Quality Classification</b>	
<b>Drainage Area Above Intake (square miles)</b>		<b>Drainage Area Above Intake (square miles)</b>	
<b>Locational Information:</b>		<b>Locational Information:</b>	
<b>X coordinate (e.g. Longitude) of intake opening</b>		<b>X coordinate (e.g. Longitude) of intake opening</b>	
<b>Y coordinate (e.g. Latitude) of intake opening</b>		<b>Y coordinate (e.g. Latitude) of intake opening</b>	
<b>Coordinate System Code and Description</b>		<b>Coordinate System Code and Description</b>	
<b>Coordinate Method Description</b>	<b>GPS</b>	<b>Coordinate Method Description</b>	<b>GPS</b>
<b>Absolute Location Accuracy</b>		<b>Absolute Location Accuracy</b>	
<b>Accuracy Units (feet or meters)</b>		<b>Accuracy Units (feet or meters)</b>	
<b>Located in HPA</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Located in HPA</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## INSTRUCTIONS FOR COMPLETING BWA-001HL

### 1. GENERAL INSTRUCTIONS

This form includes nine sections, A through I and Addenda A and B. Section G applies to irrigation water users (other than Agricultural/Horticultural water users certified by the County Agricultural Agent under N.J.A.C. 7:20A-1 et seq.). Section H applies to Public Water Suppliers. Section I establishes the types of ground water diversions that require aquifer tests. Addenda A and B apply to each individual diversion source for all applicants. **All applicable sections must be completed or the application will be returned.**

Applications must reference valid State Well Permit Numbers and wells must be permitted for their intended use. A well search can be scheduled by the applicant or performed by the Department for a fee. **Applications without valid State Well Permit Numbers for existing wells will be returned.**

All information required by the regulations under N.J.A.C. 7:19-2.2 must be addressed in this application.

#### A. Site Location Information

1. Actual Diversion Location - Provide the Name of the Facility of which the application is for, the physical street address or nearest cross streets of the diversion location. Attach additional sheets if more than one physical location applies.
2. Property/Land Owners – Provide the legal name for the owner of the property/land on which the diversion is located.
3. Applicant/Operating Entity(ies) – Provide the name, as it is legally referred to, of the operating entity of the subject facility. The operating entity is the firm, public agency, individual, or other entity which has the primary management and decision making authority over any part of the facility/site.

The Application Contact is the individual responsible for all aspects/inquiries regarding the application. Check the Agent box if an Agent has been designated in Section B3 of the Application. The Report Form Recipient/Permit Contact is the designated individual responsible for completing Quarterly Monitoring Report Forms. All Monitoring Report Forms will be mailed to the Report Form Recipient/Permit Contact designated at the Operating Entities address.

4. Responsible Entity/Organization – The person, company, or corporation financially responsible for the activity relating to the diversion and has overall legal responsibility of the activities occurring at the site. The organization liable or accountable for overall facility operations. The responsible entity may be the same as the Applicant/Operating Entity noted in Section A3. If so, check the appropriate box provided. If not, provide the requested information for the Responsible Entity
5. Billing Contact – Check the box of the appropriate address (either the Responsible Entity/Organization or the Applicant/Operating Entity) and indicate the individual contact for all billing inquiries.
6. Other Permits – Provide information for all other permits applied to in relation to the project and diversion activities, as indicated.

#### B. Certifications – Provide Certifications as indicated in Section B.

#### C. Required Submittals/Application Attachments

1. For new or modification applications the appropriate application processing fee shall be paid with submission of the application. Refer to the Instructions, Section 3, for fee schedule.
2. All diversion sources must be metered prior to treatment. Submit evidence to demonstrate that the flow meter for each source has been calibrated within the past five years. Also include the type of meter for each source. Evidence of meter calibration is not required for proposed new sources (meters must be installed on all approved new sources, however). If the diversion is not metered at each source prior to treatment, please indicate why.
3. Include a technical report with appropriate maps, charts, calculations, etc., that substantiates (a) the necessity for the proposed supply and (b) that the diversion of the quantity of water requested will not unduly interfere with other existing supplies and is not likely to exceed the natural replenishment of the water resources or render them unfit for use by the intrusion of salt water, by contamination, or from any other cause.

For new or modified surface water diversions only, the technical report must include appropriate maps, hydrological calculations including flow duration curves and hydrographs, charts, etc. demonstrating that the stream or reservoir will provide sufficient yield of water for the requested allocation and that the requested diversion will not unduly interfere with upstream and downstream diversions and discharges.

For any requested diversion that impacts or has the potential to impact any Highlands open water that is a surface water body, the technical report must include a demonstration that the diversion will protect ecological uses, will maintain existing water quality and will maintain existing stream base flows.

4. For applications for non-potable uses that are greater than 50% consumptive, documentation must be submitted to demonstrate that the diversion will not result in a net increase in this type of use within the sub-drainage area (HUC-14) in accordance with NJAC 7:38-3.2(f).
5. For new or modified ground water diversions, a hydrogeologic report or aquifer test, or both, may be required. Refer to Section I for criteria to determine whether such technical data is required. Two copies of the hydrogeologic report shall be submitted.
6. A completed Water Conservation and Drought Management Plan. Separate instructions and worksheets for completing the plan should be obtained by contacting the Bureau of Water Allocation & Well Permitting. A Conservation Plan is not required if the application is for ground water remediation, sand and gravel mining, or where diverted water is returned in undiminished quantity to its source.
7. Supporting information that shows how the future demands were determined in Section E.1. of the application.

For Sections D through I, please provide all information as requested in the section.

## 2. INSTRUCTIONS FOR COMPLETING ADDENDA A AND B

The following tables provide the acceptable values for completing Addenda A and B.

Elevation Method Description
DEP program database
Digital image
GPS
Hard copy match
Licensed Surveyor
Topographic Map
Plot Plan
Proposed Elevation-Digital Image
Proposed Elevation-Hard Copy Map

Coordinate System Code	Coordinate System Description <sup>1,2</sup>
22	Lat/Long (NAD27) – Decimal Degrees
21	Lat/Long (NAD83) – Decimal Degrees
20	Lat/Long (NAD83) – DMS
01	New Jersey State Plane 83 – USFEET

<sup>1</sup> GPS units can usually be set to display a variety of coordinate systems. New Jersey State Plane 83 – USFEET is the State standard.

<sup>2</sup> Prior to May, 2005, coordinates obtained from BWA are likely to be Lat/Long (NAD27) – DMS. After that date, coordinates obtained from BWA are provided in New Jersey State Plane 83- USFEET.

Absolute accuracy for both elevation and location is the uncertainty in feet of the measurement. Modern GPS units can provide this number.

### 3. PERMIT APPLICATION FEE SCHEDULES

From the following tables, determine the size of the allocation requested in terms of class, based upon the maximum monthly allocation (from all sources) requested.

- Class 1: From 1.55 mgm to less than 15.5 mgm
- Class 2: From 15.5 mgm to less than 31 mgm
- Class 3: From 31 mgm to less than 62 mgm
- Class 4: From 62 mgm to less than 155 mgm
- Class 5: From 155 mgm to less than 310 mgm
- Class 6: From 310 mgm and above

Find the proper fee in the following schedules according to the class (based on the requested rate above) and source of water for the intended diversion. An applicant with both surface and groundwater sources is assessed at the ground water rate.

- An applicant for a new or modified permit may pay the application fee in full in accordance with the following schedule:

Initial Fees / Modification Fees:		Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
i.	Surface water diversions	\$5745	\$6470	\$8345	\$14385	\$15715	\$17050
ii.	Ground water diversions	\$7190	\$8070	\$10425	\$17980	\$19585	\$20915
iii.	Ground and surface water diversions in which waters are returned undiminished to the source	\$3430	\$4590	\$5745	\$6905	\$7970	\$9040

- An applicant for a new or modified permit may pay the application fee in three installments pursuant to N.J.S.A. 13:1D-124, in accordance with the following schedule:

Initial Fees/ Modification Fees:			Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
i.	Surface water diversions	(1)	\$1915	\$2155	\$2780	\$4795	\$5235	\$5680
		(2)	\$1915	\$2155	\$2780	\$4795	\$5235	\$5680
		(3)	\$1915	\$2160	\$2785	\$4795	\$5245	\$5690
	TOTALS			\$5745	\$6470	\$8345	\$14385	\$15715
ii.	Ground water diversions	(1)	\$2395	\$2690	\$3475	\$5990	\$6525	\$6970
		(2)	\$2395	\$2690	\$3475	\$5990	\$6525	\$6970
		(3)	\$2400	\$2690	\$3475	\$6000	\$6535	\$6975
	TOTALS			\$7190	\$8070	\$10425	\$17980	\$19585
iii.	Ground and surface water diversions in which waters are returned undiminished to the source	(1)	\$1140	\$1530	\$1915	\$2300	\$2655	\$3010
		(2)	\$1140	\$1530	\$1915	\$2300	\$2655	\$3010
		(3)	\$1150	\$1530	\$1915	\$2305	\$2660	\$3020
	TOTALS			\$3430	\$4590	\$5745	\$6905	\$7970

- NOTE:**
- (1) - First installment (due with application)
  - (2) - Second installment (due 20 days after notice of administrative completeness)
  - (3) - Third installment (due 20 days after notice of Department's final decision)

Please note that payment of the application fee in installments will delay the permitting process, as additional time is necessary for billing, payment processing and various administrative tasks associated with this option.

Please make checks payable to: "Treasurer, State of New Jersey". If you need assistance with determination of the fee, call the Bureau of Water Allocation & Well Permitting at (609) 984-6831.