



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 ALLOCATION CHECKLIST FOR ADMINISTRATIVE
COMPLETENESS
For Applications (New or Major Modifications)
within the Highlands Region**

- ___ 1. **Highlands Council letter of consistency with Highlands Regional Master Plan.**

- ___ 2. **Completed Application Form BWA-001HL**

- ___ 3. **Technical/Hydrogeological/Hydrological Report - Prepared as outlined in NJAC 7:19-2.2 and NJAC 7:38-3.2. Also see BWA Application Form instructions and Appendix D on page 102 of TM-12, found at <http://www.njgeology.org/pricelst/tmemo/tm12-2.pdf>.**

- ___ 4. **Application review fee calculated as per NJAC 7:38-10.2(g). Note: The fee must be based on the allocation amount requested in item D.2.c. on the BWA-001HL Application Form.**

- ___ 5. **Mapping required by NJAC 7:38-9.5(b) – GIS format and paper copy**

- ___ 6. **Highlands Applicability & WQMP Consistency Determination**

Highlands Water Protection and Planning Act Regulations (N.J.A.C. 7:38)
Highlands Water Allocation Application – New or Major Modifications
Checklist for Administrative and Technical Completeness

These are the submission requirements for those projects regulated under the Highlands Water Protection and Planning Act Regulations and requiring water allocation approval. Those projects with at least one source located within the Highlands Preservation Area or who intend to serve areas within the Highlands Preservation Area are required to complete BWA-001HL. The allocation decision will be included in the Department's Highlands Approval document.

Applicant Application / Permit No.

A. Location and Property Information – Form BWA-001HL

___ Items 1- 6 Complete

B. Certifications

- ___ 1,2 Highest ranking individual
- ___ 3,4 Additional certifications as necessary

C. Required Submittals

- ___ 1. Permit application fee
- ___ 2. Meter calibration for each source
- ___ 3. Technical Report
- ___ 4. Hydrogeological Report/Hydrological Report as applicable
- ___ 5. Water Conservation and Drought Management Plan
- ___ 6. Future demand projections (within and outside of the HPA) with supporting information for public water systems; including % consumptive/depletive
 - a. ___ Existing service area
 - b. ___ Approved service area
 - c. ___ Planned service area

D. Diversion Request and Diversion Source Information

- ___ 1. Current allocation source location, aquifer/surface water, amount allocated by source in mgy, mgm, gpm
- ___ 2. Requested allocation source location, aquifer/surface water, amount requested by source in mgy, mgm, gpm
- ___ 3. Diversion use
 - a. ___ If non-potable, >50% consumptive – Documentation of no net increase in HUC-14
 - 1. ___ Beneficial reuse of reclaimed water
 - 2. ___ Permanent termination of existing, equivalent non-potable, >50% consumptive use in HUC-14
 - 3. ___ Groundwater recharge
 - b. ___ Amount of unused water – percent of total allocated (Permit modifications only)
- ___ 4. Diversion source identification and proposed withdrawals
- ___ 5. Addendum A and B completed including source location(s) reported in GPS
- ___ 6. Stream flow information

E. Water Use

- ___ 1. Current and projected water demand table completed

Highlands Water Protection and Planning Act Regulations (N.J.A.C. 7:38)
Highlands Water Allocation Application – New or Major Modifications
Checklist for Administrative and Technical Completeness

- 2. Present annual average water use table completed
- 3. Discharge/NJPDES Information
- 4. Sanitary source identified

F. Mapping

- 1. All mapping in digital and paper copy GIS format and source locations in GPS format
 - a. All withdrawal sources
 - b. Existing, approved, planned service areas and franchise area for investor owned utilities
 - c. $\geq 50,000$ gpd diversions identified to: 1 mile unconfined (groundwater diversion)
 - d. $\geq 50,000$ gpd diversions identified to: 5 miles confined/semi-confined (groundwater diversion)
 - e. $< 50,000$ gpd wells in same aquifer identified w/in radius of influence (groundwater diversion)
 - f. All upstream and downstream surface water diversions
 - g. All upstream and downstream waste water discharges to the surface water body
 - h. Possible contamination sites identified within twice the radius of influence
 - i. Freshwater wetlands within the radius of influence
 - 1. T&E habitat identified within affected wetlands
 - j. Non-public water supplies and/or public water supplies where distinct project is identified, property delineation

- 2. Summary Tables
 - a. Summary tables for diversion sources and water supply wells
 - b. Summary for landfills/contaminated sites
 - c. Summary of upstream and downstream surface water diversions and discharges

G. Irrigation (if applicable)

- 1. Agricultural Extension Service water use recommendation
- 2. Diagram of irrigation system
- 3. Description of irrigation system
- 4. Grass/Shrub varieties, acreage, and projected water need
 - a. Drought resistant varieties documentation

H. Public Supply Systems (if applicable)

- 1. Required submittals
 - a. Identification of developments with demands
 - b. GIS mapping of location (if proposed demand in HPA, requires exemption or waiver letter from Department)
 - c. List of contracts
 - d. List of interconnections
- 2. Population estimates for area/projects served
- 3. Daily consumption
- 4. Water use summary table complete
- 5. Unaccounted for water
- 6. Number of service taps/meters
- 7. Plant capacity
- 8. System storage