



**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER SUPPLY AND GEOSCIENCE
BUREAU OF WATER SYSTEM ENGINEERING
CHECKLIST FOR ADMINISTRATIVE COMPLETENESS
Permit Application to Construct/Modify/Operate Public Water Works Facilities
(N.J.A.C. 7:10-11.5)**

Water Purveyor

PWSID#

These are the submission requirements for an administratively complete application package for a Permit Application to Construct/Modify/Operate Public Water Works Facilities or State Certification of 50 or more Realty Improvements. For Simplified Water Main Extensions, use Form PA-10B instead.

A. Planning Area Applicability

1. Is project activity located in an area designated as one of the following? Please check one.
- | | |
|--|---|
| <input type="checkbox"/> Highlands Preservation Area; (Complete PA-05PA) | <input type="checkbox"/> Highlands Planning Area; |
| <input type="checkbox"/> Pinelands Planning Area; (Complete PA-05PA) | <input type="checkbox"/> None |

2. Applicable to all permit applications.

Is the project activity consistent with the Area-wide Water Quality Management Plan (AWQMP)?

Yes or No

If no, a Safe Drinking Water permit cannot be issued by the Bureau of Water System Engineering. The permit application will be returned to the applicant.

B. Safe Drinking Water Program Specific Administrative Review

The following information is required to be submitted as part of a complete application package. Indicate which of the following items are included with the permit application.

- 1. Completed Standard Application Form to Construct/ Modify/ Operate Public Water Works Facilities or 50 or more Realty Improvements, Form PA-01
- 2. Completed Technical Review Form(s) bearing the signature and seal of a New Jersey Professional Engineer (See Forms Listed on Pages 3 and 4 of 4)
- 3. Engineer's Report bearing the signature of a New Jersey Licensed Professional Engineer prepared as outlined at N.J.A.C. 7:10-11.5(d) and including the potential impacts of changes on distribution system water quality. Specify here the section of the Report that covers:

Description of project: _____

Description of existing system: _____

Impact on distribution water quality: _____

4. One (1) set of Technical Specifications bearing the signature and seal of a New Jersey Licensed Professional Engineer prepared as outlined at N.J.A.C. 7:10-11.5(h).
Specify here the section of the Specifications that covers:
(1) Materials Specifications _____ and (2) Disinfection _____

5. One (1) set of plans bearing the signature and seal of a New Jersey Licensed Professional Engineer prepared as outlined at N.J.A.C. 7:10-11.5(i). Any endorsement shall be Water Supply specific. Endorsements such as "Final for Sewer" are not acceptable for safe drinking water applications.

Plans shall include construction drawings in sufficient detail to facilitate examination of and comprehension of the proposed water system. Therefore, any submission particularly water main extension applications, that includes additional drawings which do not facilitate comprehension of the proposed water system are unlikely to comply with this requirement. Be advised that such applications will be determined Administratively Incomplete for the failure to submit adequate drawings and the drawings will be returned for correction.

6. As per N.J.A.C. 7:10-11.5(n), effective September 1, 2018, the application shall include an electronic copy, in pdf format, of the: Engineer's Report; Technical Specifications; Application including Technical Review Forms and plans. These electronic documents are submitted on CD with the application or will send by email (administratively deficient until received)

7. Total estimated cost of construction of the proposed water system (where applicable include engineering and legal fees, land acquisition, and the estimated cost of all water related infrastructure); and the proposed water system infrastructure pursuant to N.J.A.C. 7:10-11.5(d)9.

8. PA-01C – Fee Calculation form -Permit application review fee to be calculated as per N.J.A.C. 7:10-15.3

9. Check made payable to "Treasurer, State of New Jersey" for the full application review fee.

10. Include a check mark to verify that the GIS map submitted with this application includes the existing and proposed:
 Water system sources Treatment Distribution Distribution facilities Water service area

Or enter the date (in the last 12 months) when the GIS mapping was submitted: _____

As outlined at N.J.A.C. 7:10-11.5(c)6 – digital GIS data submittals shall conform to "Mapping & Digital Data Standards" http://www.nj.gov/dep/gis/assets/NJDEP_GIS_Spatial_Data_Standards_2013.pdf

11. PA-05E form - For all applications that will include a new demand on the water system, a firm source capacity and allocation analysis must be submitted.

If the firm source capacity and water allocation analysis does not demonstrate that the water system has the ability to serve the proposed project, the permit application will be returned to the applicant.

NOTES:

All application documents are public records. Drawings and documents marked 'Proprietary/confidential' or with other similar restrictions shall not be submitted, or will be returned as administratively deficient, without prior written approval of the Bureau.

Permit Applications shall not be accepted by the Bureau if there are any outstanding Annual Operation Fees.

These forms are revised periodically and in order to avoid the application being deemed Administrative Deficient for using outdated forms, download the most current form from the Division's website (http://www.nj.gov/dep/watersupply/dws_const.html) for each application submittal. Any submitted form that is more than six months out of date will not be accepted.

D. List of Applicable Technical Review Forms

The following table provides a guide as to the technical review forms to be provided for each permit application type. Indicate on page 4 the forms that are enclosed.

The latest versions of the forms are available at: http://www.state.nj.us/dep/watersupply/dws_const.html

Form	New Source			Treatment	Water main Ext.	Simplified WMC	Master Permit	Distribution		New Public water system
	Ground water	Surface water	Interconnect					Storage	Pump	
PA-01	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PA-01C	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes
PA 05	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes
PA 05E					Yes	Yes	Yes			Yes
PA 05PA	A1	A1	A1	A1	A1		A1	A1	A1	A1
PA 06				Yes						Yes
PA 06WQ	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
PA 07	Yes									
PA 08		Yes								
PA 08A		Yes								
PA 08B		Yes								
PA 09				If applicable					Yes	
PA 10			Yes		Yes					Yes
PA 10A							Yes			
PA 10B						Yes				
PA 10DET					Yes					
PA 11								Yes		
PA 12				Yes						
PA 12CC				If CC						
PA 13				If applicable						
PA 14				If applicable						
PA 15A				If applicable						
PA 15F				If applicable						
PA 15G				If applicable						
PA 15H				If applicable						
PA 16				Yes						
PA 17				If applicable						
PA 18										Yes
DWS-GWR 4log				4 log						
Well Vulnerability Questionnaire	Yes									

Greyed Out rows are currently under development.

- Yes = Form is required and omission will result in application being Administratively Deficient.
- A1 = Dependent on the answer to question A1 on page 1
- If Applicable = Dependent on the type of treatment / equipment.
- If CC = Form is required if treatment process is for mitigating corrosion (such as lead, iron, copper), within the distribution system with or without a lead/copper Action Level exceedance.
- 4 log = This certification form is required if 4 log virus certification under the Ground Water Rule is required as part of the treatment plant permit.

E. Technical Review Forms Enclosed

Indicate with a check mark (✓) which Technical Review Forms have been completed for this project:

- PA-05 Checklist for Administrative Completeness (N.J.A.C. 7:10-11.5) - required for all applications
- PA-05E Firm Capacity and Water Allocation Analysis (N.J.A.C. 7:10-11.5(e))
- PA-05PA Planning Control Area Criteria (N.J.A.C. 7:10-11.5)
- PA-06 General Treatment Requirements (N.J.A.C. 7:10-11.6)
- PA-06WQ Water Quality Impacts (40 CFR 141.90(a)(3)) *{under development}*
- PA-07 Wells (N.J.A.C. 7:10-11.7)
- PA-08 Surface Water Supplies (N.J.A.C. 7:10-11.8)
- PA-08A Surface Water Treatment Rule (N.J.A.C. 7:10-9.1 et seq.)
- PA-08B Surface Water Supplies Watershed Monitoring (N.J.A.C. 7:10-11.8)
- PA-09 Pumping Stations (N.J.A.C. 7:10-11.9)
- PA-10 Distribution Systems (N.J.A.C. 7:10-11.10)
- PA-10A Master Permit for Water Main Construction (N.J.A.C. 7:10-11.10(a)1)
- PA-10B Simplified Water Main Certification (N.J.A.C. 7:10-11.10(b)1)
- PA-10DET Determination of Permit Requirements for Water Main Construction (N.J.A.C. 7:10-11.10)
- PA-11 Distribution Storage (N.J.A.C. 7:10-11.11)
- PA-12 Chemical Handling and Feeding (N.J.A.C. 7:10-11.12)
- PA-12CC Corrosion Control (40 CFR 141.80) *{under development}*
- PA-13 Pretreatment (N.J.A.C. 7:10-11.13)
- PA-14 Filtration (N.J.A.C. 7:10-11.14)
- PA-15A Aeration (N.J.A.C. 7:10-11.15(a))
- PA-15F Fluoridation (N.J.A.C. 7:10-11.15(f))
- PA-15G Packed Column Aeration (N.J.A.C. 7:10-11.15(g))
- PA-15H Granular Activated Carbon Contactors (N.J.A.C. 7:10-11.15(h))
- PA-16 Chlorination (N.J.A.C. 7:10-11.16)
- PA-17 Ozone Generation and Feeding (N.J.A.C. 7:10-11.16(i))
- PA-18 Technical, Managerial & Financial Capacity of New Public Community Water Systems (N.J.A.C. 7:10-13)
- DWS-GWR 4log Ground Water Rule 4log Virus Inactivation Certification (40 CFR 141.402(a))
- Well Vulnerability Questionnaire

I hereby certify that answers provided herein are accurate and reflective of the project being considered for approval.

Signature of Engineer
Professional Engineer's Embossed Seal

Date

N.J.P.E. #

Type or Print Name of Engineering Firm

