August 23, 1991

Janet Jessel
Senior Environmental Specialist
New Jersey Department of
Environmental Protection
Division of Water Resources
Bureau of Water Quality Planning
CN-029
Trenton, New Jersey 08625-0029

RE: Atlantic County Water Quality Management Plan Amendment Procedures

Dear Ms. Jessel:

Pursuant to our recent conversation, enclosed herewith you will find a copy of Atlantic County Ordinance No. 23 of 1991, whereby Atlantic County adopted water quality management plan amendment procedures revised in accordance with your office's instructions.

Very truly yours,

Anthony J. Pagano
Assistant County Counsel

/mlr
AN ORDINANCE REPEALING ORDINANCE #9 OF 1990 AND SUBSTITUTING THEREFORE A NEW CHAPTER 800, ATLANTIC COUNTY WATER QUALITY MANAGEMENT PLAN AMENDMENT PROCEDURES, TO BE INCLUDED IN CHAPTER 86 OF THE CODE OF THE COUNTY OF ATLANTIC.

WHEREAS, on March 13, 1990 the Board of Chosen Freeholders of the County of Atlantic adopted Ordinance #9 repealing all prior ordinances establishing Water Quality Management Plan Amendment Procedures, and substituted therefore a new Chapter 800, Water Quality Management Plan Amendment Procedures to be included in Chapter 86 of the Code of the County of Atlantic, and

WHEREAS, the County submitted the Amendment Procedures adopted by Ordinance #9 of 1990 to the New Jersey Department of Environmental Protection for their review and the New Jersey Department of Environmental Protection has directed that modifications, as set forth in Exhibit 1, be made to the current procedures pursuant to the authority vested in them to do so by N.J.A.C. 7:15-3.4, and

WHEREAS, the Board of Chosen Freeholders of the County of Atlantic, in compliance with regulations promulgated by the New Jersey Department of Environmental Protection, N.J.A.C. 7:15-3.4, now desires to repeal all prior Atlantic County Water Quality Management Plan Amendment Procedures and adopt new Atlantic County Water Quality Management Plan Amendment Procedures.

NOW, THEREFORE, BE IT ORDAINED by the Board of Chosen Freeholders of the County of Atlantic that:

1. Ordinance #9 adopted on March 13, 1990, adopting Water Quality Management Plan Amendment Procedures, is hereby repealed, except that the portion of Section 1 of Ordinance #9 of 1990 which saved from repeal Section 1 of Ordinance #25 adopted on September 24, 1985, which ratified the Atlantic County Water Quality Management Plan, shall remain in full force and effect, as shall any subsequent ordinances which modify the Atlantic County Water Quality Management Plan.

2. Chapter 800, Water Quality Management Plan Amendment Procedures, adopted by Ordinance #9 on March 13, 1990 as part of Chapter 86 of the Code of the County of Atlantic is hereby repealed. The remainder of Chapter 86 of the code of the County of Atlantic entitled "Atlantic County Land Development Standards", shall remain in full force and effect.

3. The Water Quality Management Plan Amendment Procedures attached hereto as Exhibit 1 are hereby adopted, and shall be included as Chapter 800 with Chapter 86 of the Code of the County of Atlantic.

4. All prior ordinances, or parts thereof, inconsistent with the provisions of this ordinance, are hereby repealed to the extent of such inconsistency.

5. A copy of the Amendment Procedures to the Atlantic County Water Quality Management Plan are attached hereto as Exhibit 1 and a copy of the entire Water Quality Management Plan and of the Amendment Procedures shall be and remain on file in the office of the Clerk of the Board of Chosen Freeholders from the date of introduction of this Ordinance and for so long as this Ordinance is in effect, for the use and examination of the public, and printed copies of this Ordinance and the Atlantic
County Water Quality Management Plan and Amendment Procedures thereto shall be made available to the citizens on request and for a reasonable fee.

6. If any section, paragraph, subdivision, clause or provision shall be judged invalid, such adjudication shall apply to the section, paragraph, subdivision, clause or provision so judged and the remainder of this ordinance shall be deemed valid and effective.

7. Any person convicted by a court of competent jurisdiction of a violation of this ordinance shall be liable for fine as set forth in N.J.S.A. 40:41A-101(b)(7), and any subsequent amendments thereto, which presently provides for a fine not to exceed $500 or imprisonment not to exceed 90 days in the County Jail, together with appropriate civil action.

8. This ordinance shall take effect after passage by the Board of Chosen Freeholders, approval by the County Executive, publication according to law, and approval by the New Jersey Department of Environmental Protection.

Thomas A. Somers, Clerk
Board of Chosen Freeholders

Richard E. Squires
County Executive
Dated: 7-8-91

APPROVED AS TO FORM:

John F. Caffey, Chairman
Board of Chosen Freeholders

Terry B. Bailey
County Counsel

NOTICE IS HEREBY GIVEN that a foregoing ordinance was introduced and passed first reading at a meeting of the Board of Chosen Freeholders of the County of Atlantic held on 6-18-91 and said ordinance will be further considered for passage and adoption at the public meeting held thereon at a meeting of the Board of Chosen Freeholders to be held at 201 Shore Road, Stillwater Building, Northfield, New Jersey on 7-2-91 at 4:00 p.m.

Quality Ord.
Ms. Ava J. Goldman, Department Head
Atlantic County Department of Regional Planning and Development
1333 Atlantic Avenue
Atlantic City, NJ 08401

Dear Ms. Goldman:

I am pleased to inform you that, as of the date of this letter, pursuant to the Statewide Water Quality Planning rules, N.J.A.C. 7:15-3.4, the Department of Environmental Protection has approved the Atlantic County Water Quality Management Plan Amendment Procedures dated May 14, 1991.

These procedures will become effective upon adoption as an ordinance by Atlantic County.

We would like to thank the staff of your office and the staff of the Division of Law for their efforts in the preparation of these procedures.

Sincerely,

Barry Chalofsky, P.P.
Acting Assistant Director
Division of Water Resources

C: Terry Dailey, Atlantic County Department of Law
Tony Pagano, Atlantic County Department of Law
I. ADMINISTRATIVE AND GENERAL PROVISIONS

A. Short Title

This Ordinance shall be known and may be cited as the "Atlantic County Water Quality Management Plan Amendment Procedures".

B. Purpose

The purpose of this Ordinance is to establish procedures for the review, approval and adoption of proposals to amend the Atlantic County Water Quality Management Plan.

C. Authority

The New Jersey Water Quality Planning Act (N.J.S.A. 58:11A-1, et seq.) authorizes the New Jersey Department of Environmental Protection and all agencies which have been designated to be "Areawide Planning Agencies" by the Governor to develop areawide Water Quality Management Plans.

The governing body of Atlantic County, which is comprised of the County Executive and the County Board of Chosen Freeholders, is the designated Areawide Planning Agency for Atlantic County.

Pursuant to the aforesaid Act and the New Jersey Optional County Charter Law (N.J.S.A. 40:41A-1) as effectuated by the Atlantic County Administrative Code, the governing body of Atlantic County has authority to prepare Water Quality Management Plans, and authority to prepare and effectuate administrative procedures governing amendments thereto.

The Statewide Water Quality Management Planning rules (N.J.A.C. 7:15) provide that areawide water quality management plans may be amended under appropriate circumstances by the Department of Environmental Protection or by the designated areawide planning agencies, provided that procedures for Water Quality Management Plan Amendment have been promulgated and approved in accordance with the regulations set forth in N.J.A.C. 7:15-3.4.
D. **Language**

1. The words "shall" and "must" are mandatory and not discretionary.

2. The words "should" and "may" are discretionary and not mandatory.

3. Words used in the singular shall include the plural and words used in the present tense shall include the future tense.

4. All references to the County herein shall refer to the County of Atlantic.

E. **Headings**

The several headings herein are provided for convenience only and are not part of the procedures.

F. **Repeal of Conflicting Resolutions and Ordinances**

All Resolutions or Ordinances, or parts of Resolutions or Ordinances, which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

G. **Severability**

If any provision of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such adjudication shall not affect the validity of this Ordinance as a whole or of any provisions hereof other than that which is specifically held to be invalid or unconstitutional.

H. **Effective Date**

This Ordinance shall take effect upon approval by the New Jersey Department of Environmental Protection.

II. **POLICIES**

A. **Atlantic County Water Quality Management Plan:**

   **Relationship to Federal, State, and Local Water Quality Management Policies**

   A Water Quality Management Plan for Atlantic County shall be maintained by Atlantic County in accordance
with the provisions of Section 208 of the Federal Clean Water Act, the New Jersey Water Quality Planning Act, and all other applicable Federal, State and County laws, rules and regulations, policies, and inter-agency agreements.

B. Coordination with Other Planning Agencies

Preparation of Plan Amendments shall be coordinated with the policies and activities of appropriate municipal, county, and regional planning agencies including the New Jersey Pinelands Commission, in accordance with N.J.A.C. 7:15-3.7, the New Jersey Division of Coastal Resources, in accordance with N.J.A.C. 7:15-3.6, County Master Plan Policies etc. Any conflicts between Atlantic County and any other designated planning agency shall be referred to the New Jersey Department of Environmental Protection for mediation.

C. Coordination with State Requirements

Provisions of the Atlantic County Water Quality Management Plan shall be consistent with state statutes, regulations and components of the Statewide Water Quality Management Plan identified under N.J.A.C. 7:15-3.1(f).

Water Quality Management Planning related documentation which is set forth in present and future 201 Facilities Plans (that are approved by the Department of Environmental Protection and United States Environmental Protection Agency after May 31, 1975) shall constitute amendments to the Atlantic County Water Quality Management Plan.

III. DEFINITIONS

A. ACWQMP - The Atlantic County Water Quality Management Plan, also known as the "areawide plan".

B. ACUA - The Atlantic County Utilities Authority, the 201 Facilities Planning Agency for Atlantic County.

C. Amendment - Formal change to the Atlantic County Water Quality Management Plan that has been approved and adopted or may be proposed pursuant to these procedures and N.J.A.C. 7:15-3.4. A Wastewater Management Plan (defined below) is one type of amendment.

E. **BWQP** - Bureau of Water Quality Planning, of the New Jersey Department of Environmental Protection, Division of Water Resources.

F. **Division of Planning** - The Atlantic County Division of Planning in the Atlantic County Department of Regional Planning and Development.

G. **DWR** - Division of Water Resources of the New Jersey Department of Environmental Protection.

H. **NJDEP** - The New Jersey Department of Environmental Protection.

I. **PAB** - The Atlantic County Planning Advisory Board.

J. **Person** - Any individual, corporation, company, partnership, firm, association or political subdivision of this State and any State, Federal or interstate agency.

K. **Petition to Amend** - A proposal seeking to amend the Atlantic County Water Quality Management Plan which satisfies the requirements set forth herein at Section IV. B.

L. **Sewer service area (SSA)** - An area which is defined and mapped in the Water Quality Management Plan and its adopted amendments as being appropriate for sewer service.

M. **201 Facilities Plan** - The plan for wastewater facilities prepared pursuant to section 201 of the Clean Water Act, 33 U.S.C. 1251 et seq.

N. **201 Facilities Planning Agency** - The Agency responsible for conducting 201 Facilities Planning pursuant to section 201 of the Clean Water Act, 33 U.S.C. 1251 et seq. In Atlantic County, this is the Atlantic County Utilities Authority.

O. **Wastewater Management Plan** - A written and graphic description of existing and future wastewater-related jurisdictions, wastewater service areas, selected environmental features and domestic treatment works, which is prepared pursuant to N.J.A.C. 7:15-5.1 et seq.

P. **Water Quality Management Plan (WQMP)** - An areawide plan (in this case for Atlantic County) created under sections 208 and 303(e) of the Federal Clean Water Act 33 U.S.C. Section 1251 et seq., and the Water Quality Planning Act, N.J.S.A. 58:11A-1 et seq. The initial plan addressed a wide range of water quality-related subjects and issues, including wastewater planning. Further planning is now done through amending the WQMP.
IV. AMENDMENT PROCEDURES

A. Who May Propose To Amend

1. The Atlantic County Division of Planning may propose to amend the ACWQMP or any interested person may submit a written documented petition to amend the ACWQMP.

2. The Atlantic County Division of Planning shall formally propose amendments to the ACWQMP upon determination by the Division of Planning that an amendment is necessary or desirable for various reasons such as:

(a) to implement or comply with applicable State or Federal laws;

(b) to respond to new circumstances;

(c) to improve the economic, social, or environmental impact of the ACWQMP; or

(d) to resolve issues disclosed through the NJDEP's consistency review procedure.

B. Components

Proposals to amend the ACWQMP shall be in writing and shall include, at a minimum:

1. A basis and background report as a briefing document for the Atlantic County Division of Planning, the PAB and the Atlantic County Board of Chosen Freeholders. The report shall include all relevant supporting documentation, including, but not limited to, maps, resolutions authorizing the application, correspondence, etc.

2. A description of the need for, basis and intended purpose(s) of the proposed amendment.

3. All information requested in the Atlantic County Water Quality Management Plan Amendment request check list which is annexed hereto as appendix A, as may be appropriate.

4. An identification of potentially significant beneficial and adverse impacts of the adoption of the proposed amendment to the quality of surface and/or groundwater resources.
5. Such other information as specified by the Division of Planning as required for the proper preparation, consideration, approval, and administration of the amendment.

6. Six (6) copies of the above components of the amendment proposal shall be submitted to the Planning Director of the Division of Planning, Atlantic County Department of Regional Planning and Development. Upon receiving the copies, the Division of Planning shall distribute copies of the amendment proposal to the PAB, Atlantic County Utilities Authority, Atlantic County Health Department and Atlantic County Law Department.

Simultaneously, six (6) copies of the amendment proposal shall be submitted by the applicant to the Bureau of Water Quality Planning in the Division of Water Resources, New Jersey Department of Environmental Protection, whose address at the time of this ordinance's adoption is CN 029 Trenton, NJ 08625.

C. Time for (Initial) Review by the Division of Planning

1. Within ninety (90) days of receiving an amendment proposal which includes all components listed in Section IV.B, the Division of Planning shall review such submission and prepare a fact sheet and staff analysis, as is set forth below in Section IV.D. Before the end of the 90 day period, and in cooperation with the NJDEP, the Division of Planning, by a written notification to the applicant, shall either: Request additional information and/or revisions to the submission; or, decide to proceed further upon the proposed amendment by recommending approval thereof; and proceeding to Public Notice, per Section IV.C; or recommend disapproval of the proposed amendment.

2. Upon submission of modifications to the petition to amend, or the submission of changes or additional information in response to written request by the Division of Planning or the NJDEP, the time for review will be ninety (90) days from such submission.

D. Division of Planning Staff Analysis:

1. To insure that the PAB will have time to act within the 90 day review period per Section IV.E, after the County receives an amendment proposal,
modifications to an amendment proposal or additional information, the Division of Planning shall prepare a Fact Sheet and Staff Analysis regarding all proposed amendments with a recommendation from the professional staff. The Fact Sheet and Staff Analysis shall, as may be appropriate, identify the project, provide adequate background, its relationship to other plans, and specifically to the Atlantic County Master Plan and ACWQMP and other relevant County plans, shall discuss the alternatives considered, a description of the method chosen and shall provide the staff recommendation to approve or disapprove the amendment and, if appropriate, wording for that amendment. The Fact Sheet and Staff Analysis shall be signed, dated and a copy shall be provided to the applicant and its experts, the NJDEP, PAB, ACUA, the Atlantic County Law Department and Atlantic County Board of Chosen Freeholders.

2. The NJDEP shall have the opportunity to complete its review of any proposed amendment and have made its decision to proceed prior to the publication of Public Notice as hereinafter provided in Section IV.G.

3. In the event that the NJDEP shall disapprove a petition to amend pursuant to Section IV.C and N.J.A.C. 7:15-3.4(d)2, then the Division of Planning shall include the findings and conclusions of the NJDEP within the Division of Planning Fact Sheet and Staff Analysis, in its presentation to the PAB, per Section IV.E. The application shall not proceed to public notice per Section IV.G.

E. Review By The PAB

Within the 90 day period set forth in Section IV.C, the amendment proposal shall be presented to the PAB for a review and consideration during a regularly scheduled PAB meeting occurring as soon as may be possible after the preparation of the Division of Planning Fact Sheet and Staff Analysis. The PAB shall consider the amendment proposal, along with the Fact Sheet and Staff Analysis, testimony submitted by the applicant or on behalf of the applicant, along with any testimony or comments offered by the general public. Based upon the testimony and recommendations the PAB shall adopt a resolution to the Board of Chosen Freeholders recommending
approval or disapproval of the amendment proposal, within fifteen days of the meeting.

F. Endorsement of Applications

1. As a part of each written notification of a decision to proceed delivered to an applicant under Section IV C above, the Division of Planning may identify, in cooperation with the NJDEP, a list of any governmental entities, sewerage agencies, and BPU-regulated sewer or water utilities whose endorsement of the proposed amendment shall be requested. Within fifteen days of receiving such notification, the petitioner shall submit by certified mail (return receipt requested) a copy of the proposed amendment to these parties, with a request that they endorse the proposed amendment within 60 days of their receipt of the request. An endorsement statement shall include a statement that the party concurs with, or does not object to the proposed amendment. The endorsement shall not be preliminary, conditional or otherwise tentative, and, if by a governing entity, shall be made by an appropriate resolution duly adopted by the governing body.

2. Where a party identified under this sub-section fails or refuses to act upon the request for endorsement, the reasons such failure or refusal to act, if known, shall be considered in the final review of the proposed amendment.

3. The applicant shall promptly forward to the Division of Planning copies of all endorsements and comments received, and a copy of all requests for endorsements (with certified mail return receipts) sent to all parties that failed to provide endorsements or comments within 60 days of their receipt of such request(s).

G. Public Notice of the Proposed Amendment; Public Hearing by the PAB:

If both the NJ DEP and the County have made a decision to proceed to Public Notice with the application, Public Notice shall be given, and a public hearing shall be held by the PAB, as specified below:

1. The NJ DEP shall cause public notice to be given in the New Jersey Register.
2. The applicant shall cause public notice to be given, at the applicant's expense, in two newspapers in general circulation in Atlantic County, one of which shall be the Atlantic City Press, which is the official newspaper of Atlantic County pursuant to N.J.S.A. 40:41A-142. The public notice shall be in a form provided by the BWQP, and shall be given concurrently with the notice appearing in the New Jersey Register.

The newspaper notice shall also include the date for a non-adversarial public hearing to be conducted by the PAB, described below in Section IV.G (5). The notice shall be given at least thirty (30) days prior to the PAB hearing.

3. Within 15 days after receipt of a decision to proceed under Section IV.C, above, the applicant shall deliver by certified mail or personal delivery, a copy of the notice to the ACUA and to such municipal clerks, designated management agencies and other parties significantly affected by the amendment as previously identified by the NJDEP, BWQP and County Division of Planning under Section IV.F (1) above, concerning Endorsements.

4. Upon publication of notice, interested persons, including but not limited to those from whom endorsements have been requested under Section IV.F (1) above, may submit written comments to the County Division of Planning. All comments shall be delivered within fifteen (15) days after the PAB hearing.

5. The amendment proposal shall be considered at a public hearing by the Planning Advisory Board, which hearing shall be held at the Board's regularly scheduled meeting as announced in the public notice.

The Public Hearing by the PAB shall be conducted in accordance with the requirements of the open Public Meetings Act. At the hearing, the PAB shall accept relevant testimony and evidence, including but not limited to: testimony from the applicant, any retained professional in the applicant's employ and any testimony which may be offered by members of the general public or other interested persons; written comment submitted pursuant to Section IV.G (4) above; endorsements made in response to endorsement request, or denials thereof; and, staff recommendations and testimony.
The County shall tape record the public hearing, and, upon NJDEP or Division of Planning request, the applicant shall, at its expense, secure a verbatim transcript of the hearing.

When the sixty (60) day endorsement period set forth in Section IV.F has ended, a summary of all testimony, evidence and comments presented to the PAB, including all written comments submitted within fifteen days after the Public Hearing and all responses to endorsement requests shall be prepared by the Division of Planning and submitted to the Atlantic County Board of Chosen Freeholders along with any ordinance considered in accordance with Section VI hereof.

6. Notwithstanding anything herein to the contrary, the application shall not be considered by the Planning Advisory Board or by the Atlantic County Board of Chosen Freeholders until the petitioner shall: i. provide all necessary endorsements or otherwise comply with Section IV.F (1)-(3) hereof; ii. arrange and pay for all publication of notices and mailings or deliveries of all notices; and iii. provide affidavits of service of all notices and endorsement requests, and provide proofs of publication to the Atlantic County Law Department.

V. Incorporation of the Amendment to the ACWQMP by the Atlantic County Board of Chosen Freeholders

An amendment shall be incorporated into the ACWQMP only upon adoption of an ordinance by the Atlantic County Board of Chosen Freeholders, and adoption of the Amendment by the Governor or his designee.

1. The amending ordinance shall be based upon the Fact Sheet and Staff Analysis, Planning Advisory Board resolution and record of the Planning Advisory Board hearing, written comments, responses to requests for endorsements, and such other reports, testimony or evidence as may be prepared or submitted pursuant to these procedures. An attested copy of the amending ordinance shall be certified to the governing body of every municipality in the County, by the Clerk of the Board of Chosen Freeholders.

2. The County shall, within fifteen days of adoption of an ordinance by the Board of Chosen Freeholders and approval by the County Executive submit an attested copy of the ordinance together with supporting documentation to the NJDEP BWQP, pursuant to N.J.A.C. 7:15-3.4(f).
3. Any ordinance amending the ACWQMP shall not take effect until the subsequent adoption of such amendment by the Governor or his designee pursuant to N.J.A.C. 7:15-3.4(f).

VI Amendments Exempted From These Procedures

A. Notwithstanding anything herein to the contrary, in accordance with N.J.A.C. 7:15-3.4 (c), (i) and (j), amendments which solely concern the following projects shall be processed only by the NJDEP pursuant to the procedures set forth at N.J.A.C. 7:15-3.4(g):

1. Amendments for projects or activities proposed, constructed, operated or conducted by the state of New Jersey, or by the Federal Government; or

2. Amendments for projects or activities that are regulated by the Solid Waste Management Act (N.J.S.A. 13:1E-1, et seq.); or

3. Amendments which address effluent limitations, schedules of compliance, total maximum daily loads, wasteload allocations, load allocations or listings of water quality limited segments.

B. Notwithstanding anything herein to the contrary, amendments which solely concern the following projects shall, upon the request of the applicant, NJDEP or the County, be processed by the NJDEP pursuant to the modified expedited procedure set forth at N.J.A.C. 7:15-3.4(h); otherwise they shall be processed by the County pursuant to the procedures set forth above in Sections IV and V.

1. Schools, health care facilities or correctional facilities, provided that such schools or facilities are publicly owned or operated;

2. New sewers or pumping stations to serve a project or activity that is partially within a future sewer service area depicted in the ACWQMP, provided that:

   i. The proposed waste water service area consists of no more than ten acres; and

   ii. The proposed sewer or pumping station will convey wastewater from such project or activity to the existing domestic treatment works whose sewer service area is depicted in the ACWQMP. In addition the applicant must obtain a resolution of endorsement from the owner or operator of each existing domestic treatment works affected by the amendment and submit this resolution with the amendment request;
iii. The proposed sewer or pumping station otherwise complies with the requirements set forth in N.J.A.C. 7:15-3.4(h).

VII. Miscellaneous

A. Appeal

Appeal of a WQMP amendment adoption or rejection by the Board of Chosen Freeholders shall be to a Court of competent jurisdiction.

B. State Regulation

Nothing herein shall be construed to abridge, limit or be in derogation of any power or responsibility vested in the NJDEP in its review of any amendment pursuant to N.J.A.C. 7:15-3.4 et seq.
1. Applicant: Plan Preparer
   Contact
   Address
   Telephone
   Contact
   Address
   Telephone

2. Project Location
   Municipality
   Block(s) and Lot(s) with tax map of parcel
   Street

3. Proposed Activity and Project Description
   Type and Intensity of Use
   Construction and Site Improvements

4. Site Characteristics
   Existing Conditions
   Environmental Features
   Neighborhood and Regional Setting

5. Wastewater Generation - Existing and Proposed
   Flow Amounts
   Source Characteristics (heavy metals, industrial, etc.)
   Processing and/or Disposal Method

6. Reason for Request

7. Consistency with Municipal, County and State Plans

8. Endorsements and Permits

9. Site Plans, Maps and Other Supporting Information