

Updated 10/11/16

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF PERMIT COORDINATION AND ENVIRONMENTAL REVIEW

PERMIT READINESS CHECKLIST

FOR PCER OFFICE USE ONLY

DATE RECEIVED ____

PRC ID NUMBER ____

Completion of this form will assist the Department in determining what permits might be needed to authorize a project and to insure that all appropriate programs attend a pre-application meeting. Please fill out the below form as completely as possible, noting any areas you are not sure of and including any information about the project and the site that might help the Department determine the permitting needs of the project.¹

1. Please complete the following questions if applicable and return to the Department with a **1 to 2 page narrative description of project, its function, and its benefits; as well as a site plan, maps, aerial photos, GIS shape files, etc.**

A. GENERAL INFORMATION

1. Name of Proposed Project ____
2. Consultant/Contact Information (if any) ____
3. Name/Address of Prospective Applicant ____
Address/tel./fax ____
Company Name ____
Address/tel./fax ____
4. Does the project have any existing NJDEP ID#s assigned? i.e., Case number, Program Interest (PI)#, Program ID#?

B. PROPOSED PROJECT LOCATION

Street Address/munic. ____
County ____ Zip Code ____
Block No. ____ Lot No. ____
X Coordinate in State Plane (project centroid) ____

¹ Please be advised that this form is not a permit application. To receive authorization, approval, or a permit to conduct regulated activities, a formal application must be filed and a formal permit or authorization issued by the appropriate Bureau within the Department prior to the conduct of regulated activity. This form is used solely for the Department's preliminary review and discussion of this project to determine what permits or authorizations may be needed to conduct the proposed activity. Any guidance offered to the applicant during this process is not binding on the Department or the applicant and a final response can only be rendered through the actual issuance of permits, approvals, or authorizations.

Y Coordinate in State Plane (project centroid) ___

C. PROPOSED ACTIVITY DESCRIPTION AND SCHEDULE

1. Project Type: ___ New Construction ___ Brownfield Redevelop. ___
Alternative Energy ___ Other (Please describe) ___
 - a) Estimated Schedule: Date permits needed or desired by, beginning construction date; construction completion, and operation of facility date: ___
 - b) Funding Source: Is any Federal Funding being used for this project? ___
State Funding over 1 million dollars? ___
Is funding secured at this time? ___ Is funding conditional? ___ If so, on what? ___
 - c) Is the project contingent on receiving the identified funding? ___
If yes, explain ___
 - d) What DEP permits do you think you need for this project? (The Department will confirm this through the PRC process). ___

2. For additional guidance on Department permits, please refer to the Permit Identification Form (PIF) which will be forwarded upon request. The PIF does not need to be filled out or submitted to the Department.
 - a) Which Department(s), Bureau(s), and staff have you contacted regarding your proposed project? _____
 - b) Are there any Department permits that will need to be modified as a result of this project. Please explain and identify the project reviewer of the permit to be modified.

 - c) Please identify any pre-permit actions or modifications you have applied for or obtained from the Department or other state agencies for this project:
 - 1) Water Quality Management Plan consistency _____
 - 2) Highlands Consistency _____
 - 3) Wetland Delineation (LOI) _____
 - 4) Tidelands Conveyance _____
 - 5) Flood Hazard Jurisdiction or determinations _____
 - 6) Water Allocation _____
 - 7) Site Remediation RAW, Remedial Action Permit – Soil and or Groundwater, NJPDES Discharge to Ground Water, NJPDES Discharge to Surface Water, No Further Action Response Action Outcome _____
 - 8) Landfill Disruption Approval _____
 - 9) Landfill Closure Plan _____
 - 10) Other _____

3. Please submit this Permit Readiness Checklist form, completed to the extent possible, electronically to Ruth.Foster@dep.nj.gov and Megan.Brunatti@dep.nj.gov and one (1) copy via mail² with the following items if available:

² Submit to: New Jersey Department of Environmental Protection
Office of Permit Coordination and Environmental Review
P.O. Box 420, Mail Code 07J
Trenton, New Jersey 08625
Street Location: 401 East State Street, 7th Floor East Wing
Telephone Number:(609) 292-3600

- (a) The completed Permit Readiness Checklist;
- (b) A description of the proposed project;
- (c) Any overarching regulatory or policy call(s) or guidance that the Department must make or make known prior to the receipt of the application to determine the project's feasibility, regulatory, or review process.
- (d) USGS map(s) with the site of the proposed project site boundaries clearly delineated (including the title of the USGS quadrangle sheet from which it was taken)³;
- (e) Aerial photos/GIS information regarding the site;
- (f) A site map including any known environmental features (wetlands, streams, buffers, etc⁴);
- (g) Site plans to the extent available;
- (h) Street map indicating the location of the proposed project;
- (i) Any other information that you think may be helpful to the Department in reviewing this project.
- (j) List of any local or regional governments or entities, their historical involvement in this project or site, identification of conflicts with DEP rules; with contact names and information whose attendance/input would be helpful in facilitating this project, ie Soil Conservation Districts, health departments, local zoning officials, etc.

D. The following are questions by Program to guide the Department in its determination of what permits may be needed to authorize this project. If the questions do not apply to the proposed project please indicate N/A. Please include any other information you think may be helpful for the Department to determine which permits are needed.

WATER AND WASTE WATER INFORMATION

DEP Safe Drinking Water Program (609) 292-5550
<http://www.nj.gov/dep/watersupply/>

Is the project located within an existing water purveyor service area? If yes, which one? _____

Will the project affect any land or water controlled by a Water Supply Authority or water purveyor in New Jersey? If so, please identify and explain. _____

Does the purveyor have adequate firm capacity and allocation to support project demand?

Do water pipes currently extend to the project location? _____

If not, is it located within a franchise area? _____

Does the project have an approved Safe Drinking Water main extension permit? _____

Will the project affect any land or water controlled by a Water Supply Authority or water purveyor in New Jersey? If so, please identify and explain. _____

Fax Number: (609) 292-1921

³ USGS maps may be purchased from NJDEP, Maps and Publications, P.O. Box 420, Trenton 08625-0420; (609) 777-1038

⁴ NJGIS information

DEP Water Allocation Program (609) 292-2957
<http://www.nj.gov/dep/watersupply>

Is the project seeking a new ground water allocation or modification? If yes, does the project have all necessary well location and safe drinking water permits? _____

Is the project located within an area of critical water supply concern? _____

Will this project have the capability to divert more than 100,000 gallons per day from a single source or a combination of surface or groundwater sources?

Will this project draw more than 100,000 gallons per day of ground or surface water for construction or operation?

WATER POLLUTION MANAGEMENT ELEMENT

DIVISION OF WATER QUALITY

Non-Point Pollution Control (609) 292-0407
http://www.nj.gov/dep/dwq/bnpc_home.htm

The **Bureau of Non-Point Pollution Control (BNPC)** is responsible for protecting and preserving the state's groundwater resources through the issuance of NJPDES Discharge to Groundwater Permits and is responsible for permitting industrial facilities and municipalities under NJPDES for discharges of stormwater to waters of the State.

Groundwater Section (609) 292-0407

This Program does not issue NJPDES-DGW permits for remediation operations.

The following definitions should be used to assist in identifying discharge activities:

Subsurface disposal system is any contrivance that introduces wastewater directly to the subsurface environment, such as, but not limited to: septic systems, recharge beds, trench systems, seepage pits, and dry wells.

Injection/recharge wells are constructed such that they are deeper than they are wide, receive effluent via gravity flow or pumping, and include dry wells and seepage pits.

Overland flow is the introduction of wastewater to the ground surface, over which the wastewater travels and eventually percolates or evaporates.

Industrial wastewater is any wastewater or discharge which is not sanitary or domestic in nature, including non-contact or contact cooling water, process wastewater, discharges from floor drains, air conditioner condensate, etc.

1. Will the project/facility have a sanitary wastewater design flow which discharges to groundwater in excess of 2,000 gallons per day? _____
2. Will the project/facility generate a discharge to groundwater of industrial wastewater in any quantity? _____
3. Will the project/facility involve the discharge to groundwater by any of the following activities or structures, or include as part of the design any of these activities or structures? _____

Please indicate which:

Upland CDF (Dredge Spoils) Spray Irrigation _____

Overland Flow Subsurface Disposal System (UIC) _____

Landfill Infiltration/Percolation Lagoon _____

Surface Impoundment _____

Please specify the source of wastewater for every structure identified above (e.g., sanitary wastewater to a subsurface disposal system or non-contact cooling water to a dry well): _____

Please specify lining materials for each lined structure identified as being used by the proposed project and give its permeability in cm/sec (e.g., 8-inch thick concrete lined evaporation pond at 10^{-7} cm/sec): _____

Does your project/facility include an individual subsurface sewage disposal system design for a facility with a design flow less than 2,000 gallons per day which does not strictly conform to the State's standards? _____

Does your project involve 50 or more realty improvements? _____

DEP Pretreatment and Residuals program (609) 633-3823

Will the project involve the discharge of industrial/commercial wastewater to a publicly owned treatment works (POTW)?

If yes, name of POTW: _____

Volume of wastewater (gpd): _____

Will/does this project involve the generation, processing, storage, transfer and/or distribution of industrial or domestic residuals (including sewage sludge, potable water treatment residuals and food processing by-products) generated as a result of wastewater treatment. If so, please explain.

Stormwater Program (609) 633-7021

<http://www.njstormwater.org/>

http://www.state.nj.us/dep/dwq/ispp_home.html

Will your site activity disturb more than one acre? _____

Will any industrial activity be conducted at the site where material is exposed to the rain or other elements? _____

Does your facility have an existing NJPDES permit for discharge of stormwater to surface groundwater? _____

Is your facility assigned one of the following Standard Industrial Classification (SIC) Codes? _____
(To determine your SIC Code see the box "Industry Code" on your New Jersey Department of Labor Quarterly Contribution Report.

Surface Water Permitting (609) 292-4860

<http://www.nj.gov/dep/dwq/swp.htm>

Will this wastewater facility discharge to Surface Water? _____ Yes/No _____

If yes, state the name of the proposed receiving stream _____

Describe the proposed discharge of wastewater to Surface Water _____

If no, how is the wastewater proposed to be discharged (e.g., to be conveyed to another STP, Publicly Owned Treatment Works, etc. _____

MUNICIPAL FINANCE AND CONSTRUCTION ELEMENT

Treatment Works Approvals (609) 984-4429

<http://www.nj.gov/dep/dwq/twa.htm>

Will this project include the construction, expansion or upgrade of a domestic or industrial wastewater treatment facility or an off-site subsurface disposal system that generates more than 2,000 gallons per day? _____ If yes, explain _____

Will the project result in a construction design of more than 8000 gallons of water discharge per day?

Office of Water Resources Management Coordination (609)777-4359

<http://www.state.nj.us/dep/wrm>

Sewer Service

Is the project in an approved sewer service area for the type of waste water service needed? _____
If yes, what is the name of the sewer service area? _____

Has this project received endorsement from the appropriate sewer authority with adequate conveyance and capacity? _____

Do waste water pipes currently extend to the project location? _____

Is the project consistent with and in an area covered by an up to date Wastewater Management Plan?

Will an amendment to the existing WQMP be required to accommodate this project? _____

If tying into an offsite treatment plant, is the capacity and conveyance system currently available? _____

What is the volume of wastewater that will be generated by the project? _____

DEP Land Use Regulation (609) 777-0454

<http://www.nj.gov/dep/landuse>

Does the project involve development at or near, or impacts to the following; describe the type and extent of development in regards to location and impacts to regulated features:

Water courses (streams) _____

State Open Waters? _____

Freshwater Wetlands and/or freshwater wetland transition areas? _____

Flood Hazard areas and/or riparian buffers _____

Waterfront development areas _____

Tidally Flowed Areas _____

Bureau of Tidelands Management: http://www.nj.gov/dep/landuse/tl_main.html

The CAFRA Planning Area? <http://www.state.nj.us/dep/gis/cafralayers.htm>

DEP NATURAL AND HISTORIC RESOURCES

Green Acres Program (609) 984-0631

<http://www.nj.gov/dep/greenacres>

Does the project require a diversion of State property or parkland, lease of same, lifting of a Green Acres of Land Use deed restriction, or work within an existing easement? _____ Will any activity occur on State owned lands? _____ If so please describe. _____

Does the project require a diversion of property funded with federal Land and Water Conservation Funding? _____. If so, please describe _____.

Does the project include activities that are under the jurisdiction of the Watershed Property Review Board? If so, please describe. _____ Has the Watershed Property Review Board made a jurisdictional determination? _____

Division of Parks and Forestry: State Park Service 609-292-2772

Is the temporary use of State lands administered by the New Jersey State Park Service required for pre-construction, construction and/or post construction activities? If so, please describe.

Division of Parks and Forestry: State Forestry Services (609) 292-2530

<http://www.nj.gov/dep/parksandforests/forest>

Forest clearing activities/No Net Loss Reforestation Act

Will construction of the project result in the clearing of ½ acres or more of forested lands owned or maintained by a State entity? _____

If so, how many acres? _____

Division of Parks and Forestry: Office of Natural Lands Management (609) 984-1339

<http://www.nj.gov/dep/parksandforests/natural/index.html>

Is the project within a State designated natural area as classified in the Natural Areas System Rules at N.J.A.C. 7:5A? _____

If so, please describe. _____

State Historic Preservation Office -- SHPO (609) 292-0061

<http://www.state.nj.us/dep/hpo/index.htm>

Is the site a Historic Site or district on or eligible for the State or National registry? _____

Will there be impacts to buildings over 50 years old? _____

Are there known or mapped archeological resources on the site? _____

Dam Safety Program (609) 984-0859

<http://www.nj.gov/dep/damsafety>

Will the project involve construction, repair, or removal of a dam? _____

If so, please describe _____

Fish and Wildlife (609) 292-2965

<http://www.nj.gov/dep/fgw>

Will there be any shut off or drawdown of a pond or a stream? _____

Threatened and Endangered Species Program

Are there records of any Threatened and Endangered species, plant, or animal in this project area? _____

Will the proposed development affect any areas identified as habitat for Threatened or Endangered Species? _____

SITE REMEDIATION PROGRAM (609) 292-1250

<http://www.nj.gov/dep/srp/>

Office of Brownfield Reuse (609) 292-1251

Is the project located on or adjacent to a known or suspected contaminated site? _____

<http://www.nj.gov/dep/srp/kcsnj/>

Is the project within a designated Brownfield Development Area? _____

<http://www.nj.gov/dep/srp/brownfields/bda/index.html>

Has a No Further Action, Response Action Outcome, or Remedial Action Permit been issued for the entire project area? _____

If not, what is the current status of remediation activities? _____ Please include remedial phase, media affected and contaminant(s) of concern.

Name of current SRP Case Manager or Licensed Site Remediation Professional and Preferred Identification (PI) Number _____

Is the applicant a responsible party for contamination at the property? _____

Is the project located on a landfill that will be redeveloped for human occupancy? _____ If yes, is there an approved Landfill Closure Plan? _____

Dredging and Sediment Technology (609) 292-1250

Does the project involve dredging or disposing of dredge materials? _____

SOLID AND HAZARDOUS WASTE MANAGEMENT PROGRAM (609) 633-1418
<http://www.nj.gov/dep/dshw/>

Does the project receive, utilize, or transport solid or hazardous wastes? _____

Will the project involve the disposing of hazardous Substances per 40 CFR part 261 and NJAC 7:26? _____

Will the project include operation of a solid waste facility according to N.J.A.C. 7:26-1-et seq.? _____

Is the project a solid waste facility or recycling center? _____

Is the project included in the appropriate county Solid Waste Management Plan? _____ Explain _____

AIR QUALITY PERMITTING PROGRAM

<http://www.nj.gov/dep/aqpp>

Will activity at the site release substances into the air? _____

Does the project require Air Preconstruction permits per N.J.A.C. 7:27-8.2©1? _____

Will your project require Air Operating permits (N.J.A.C. 7:27--22.1)? _____

Will the project result in a significant increase in emissions of any air contaminant for which the area is nonattainment with the national ambient air quality standards (all of NJ for VOC and NOx; 13 counties for fine particulates), thereby triggering the Emission Offset Rule at NJAC7:27-18? _____

Will the project emit group 1 or 2 TXS toxic substances listed in NJAC 7:27-17? _____

Will the project emit hazardous air pollutants above reporting thresholds in NJAC7:27 8, Appendix 1? _____

Will the project result in stationary diesel engines (such as generators or pumps) or mobile diesel engines (such as bulldozers and forklifts) operating on the site? If so, which?

RADIATION PROTECTION AND RELEASE PREVENTION (609) 984-5636

www.state.nj.us/dep/rpp

Will the operation receive, store or dispose of radioactive materials? _____

Will the operation employ any type of x-ray equipment? _____

DISCHARGE PREVENTION PROGRAM (DPCC) (609) 633-0610

www.nj.gov/dep/rpp

Is this a facility as defined in N.J.A.C. 7:1E in which more than 20,000 gallons of Hazardous substances other than petroleum or greater than 200,000 gallons of petroleum are stored? _____

TOXIC CATASTROPHE PREVENTION ACT (TCPA) (609) 633-0610

[HTTP://WWW.STATE.NJ.US/DEP/RPP/BRP/TCPA/INDEX.HTM](http://www.state.nj.us/dep/rpp/brp/tcpa/index.htm)

Is this a facility that handles or stores greater than a threshold amount of extraordinarily hazardous substances as defined in N.J.A.C. 7:31? _____

Bureau of Energy and Sustainability (609)633-0538

<http://www.nj.gov/dep/aqes/energy.html>

<http://www.nj.gov/dep/aqes/sustainability.html>

GREEN DESIGN (609) 777-4211

Have you incorporated green design features into this project? Examples of green design features may include: renewable energy, water conservation and use of low impact design for stormwater.

Yes _____ No _____

Will this project be certified by any of the following green building rating systems?

New Jersey Green Building Manual? _____

<http://greenmanual.rutgers.edu/>

US Green Building Council's LEED (Leadership in Energy and Environmental Design)? _____

<http://www.usgbc.org/>

ASHRAE Standard 189.1? _____

<http://www.ashare.org/publications/page/927>

National Green Building Standard ICC 700-2008? _____

<http://www.nahbgreen.org>

USEPA's ENERGY STAR? _____

http://www.energystar.gov/index.cfm?c=business.bus_index

INNOVATIVE TECHNOLOGY (609) 292-0125

Is an environmental and energy innovative technology included in this project? Y N

Is this technology used for manufacturing alternative fuels? Y N

- If yes, what is the non-fossil feedstock(s) used for manufacturing the fuels?

Biomass

Municipal Solid Waste

Other Non-Fossil Feedstocks

-What will be the primary use of the manufactured alternative fuels?

CHP System Micro Turbine Fuel Cells

For other innovative technology type, what is the proposed application?

Energy Site Remediation Drinking Water Wastewater

For other innovative energy systems, what is the source of energy?

Solar Wind Tidal/Wave Hydroelectric Geothermal

Is there independent third-party performance data for the technology? Y N

Has the technology been verified by an independent third-party entity? Y N

Is this technology in use at any other location at this time? Y N

- If yes, please provide location _____

DEP COMPLIANCE AND ENFORCEMENT

Does the applicant have outstanding DEP enforcement violations, and if so, what is the status? _____

If yes, please identify the case, case manager, program, and phone number. _____

Does the proposed project facilitate compliance where there is a current violation or ACO? _____

COMMUNITY ENGAGEMENT (609)292-2908

The Department is committed to the principles of meaningful and early community engagement in the project's approval process. The Department has representatives available who could discuss community engagement issues with you and we encourage this communication to take place at the earliest possible time.

- (a) What community groups and stakeholders have you identified that may be interested in or impacted by this project?
- (b) How have you or will you engage community and stakeholders in this project? Please supply individuals or stakeholder groups contacted or who have been identified for community engagement.
- (c) What are the potential impacts of this project on the community?
- (d) How do you intend to mitigate these potential impacts?
- (e) What are the community concerns or potential concerns about this project?
- (f) How do you intend to address these concerns?
- (g) As part of this project, do you plan to perform any environmental improvements in this community? If yes, describe.

Please provide the Department with an additional 1 to 2 page narrative description of the project, focusing on its function and its local/regional environmental, social, and economic benefits and impacts. Also, what sensitive receptors are present and how might they be affected by this project?

GENERAL

Is the project subject to:

Highlands Regional Master Plan – Planning or Preservation Area? _____
http://www.nj.gov/dep/highlands/highlands_map.pdf

Pinelands Comprehensive Management Plan? _____
<http://www.state.nj.us/pinelands/cmp/>

D&R Canal Commission Standards _____
<http://www.dandrcanal.com/drcc/maps.html>

Delaware River Basin Commission
(609) 883-9500
<http://www.state.nj.us/drbc/>

US Army Corp of Engineers review? _____