



New Jersey Department of Environmental Protection - Division of Water Quality

APPLICATION COMPLETENESS CHECKLIST Individual & General NJPDES Discharge to Ground Water (DGW) Permits

This checklist specifies the forms and related items to be submitted for both Individual and General New Jersey Pollutant Discharge Elimination System - Discharge to Ground Water (NJPDES-DGW) permit applications and Requests For Authorization (RFA). TABLE 1 is for individual permit applications and TABLE 2 is for RFA under general permits. Following the tables is a summary of the forms and items.

Please read all instructions and answer all applicable questions when filling out the forms. If a question is not applicable, enter "N/A" or a similarly appropriate response. If you have questions concerning your application/RFA, please contact the Bureau of Ground Water, Residuals, and Permit Administration at dwq_groundwater@dep.nj.gov or at (609) 984-4428.

**TABLE 1
INDIVIDUAL NJPDES-DGW PERMIT APPLICATION
CHECKLIST**

| Permit Action Requested | New Application | | Renewal | Modification - or - Revoke/Reissue |
|-------------------------------|-----------------|--------------------------------|---------|--|
| | New Discharge | Existing Unpermitted Discharge | | |
| FORMS/ITEMS | | | | |
| 1. NJPDES-1 Form | ✓ | ✓ | ✓ | ✓ |
| 2. Plot Plan | ✓ | ✓ | ✓ | 1 |
| 3. Topo Map | ✓ | ✓ | ✓ | 1 |
| 4. Line Drawing | ✓ | ✓ | ✓ | 1 |
| 5. Local Notice | ✓ | 2 | 2 | 2 |
| 6. Consistency Determination | ✓ | ✓ | 3 | 3 |
| 7. Form R | ✓ | ✓ | 4 | 1 |
| 8. Technical Report | ✓ | ✓ | 2 | 1 |
| 9. Pollutant Characterization | ✓ | ✓ | ✓ | 1 |

Footnotes:

- ¹ Please call your case manager to determine the information needed. Please include in your correspondence with the application what you were told was required and by whom.
- ² If you are proposing an increase in flow or a change of disposal location and/or method, this item is required.
- ³ See item 6 under "Forms/Items Summary".
- ⁴ Form R is not required if your facility has been issued a SQAR General Permit Notice of Authorization (NOA). In these cases, evidence of the SQAR General Permit NOA for the facility shall be submitted with the application.

TABLE 2
NEW GENERAL PERMIT RFA CHECKLIST

Types of General Permits:

T1 - Existing Sanitary Subsurface Sewage Disposal (Septic Systems)

I1 - Stormwater Basins/SLF

I2 - Potable WTP Basins/Drying Beds

LSI - Lined Surface Impoundment

K2 - Dental Facilities Onsite Wastewater Treatment Systems

GFSD - Sanitary Discharges at Farms

GFLH - Sanitary Discharges from Labor Housing Activities at Farms

GWSD - Sanitary Discharges Of 20,000 Gallons Per Day Or Less

| Type of General Permit | T1 | I1 | I2 | LSI | K2 | GFSD | GFLH | GWSD |
|---------------------------------------|---------------------------|----|----|-----|----|------|------|------|
| FORMS/ITEMS | | | | | | | | |
| 1. NJPDES-1 Form | Eligibility Closed | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2. Plot Plan | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 3. Topo Map | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 4. Line Drawing | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ |
| 5. Local Notice | | | | | | | | |
| 6. Consistency Determination | | | | | | | | |
| 7. Form R | | | ✓ | | | ✓ | ✓ | ✓ |
| 8. Technical Report | | 1 | 1 | | | 2 | 2 | 2 |
| 9. Pollutant Characterization | | | | | | | | |
| 10. Liner Certification Form | | | 3 | ✓ | | | | |
| 11. Facility Information Form | | | | | | ✓ | ✓ | ✓ |
| 12. Evidence of Qualified Farm Status | | | | | | ✓ | | |
| 13. Pinelands Certification | | | | | | 4 | 4 | 4 |
| 14. Highlands Certification | | | | | | | | 5 |

***For General Permits, Renewal is Automatic, and no Renewal application is required.**

Footnotes:

¹ Please call the Bureau of Ground Water, Residuals, and Permit Administration at (609) 984-4428 for a determination. Provide a statement on the application cover letter if an exemption from these requirements was granted including the name of the staff member granting the exemption.

² For new dischargers, or for existing dischargers which are proposing an expansion of sewage-generating activities, a full Technical Report consistent with the guidance in the Technical Manual for NJPDES Discharge to Ground Water Permits is required. (please refer to the Technical Manual at <https://dep.nj.gov/wp->

[content/uploads/dwq/pdf/technical_manuals_and_guidance/gw_technical_manual.pdf](#)).

For existing dischargers which are not proposing to expand sewage-generating activities, a Technical Report consists of the following site-specific information:

- Plot Plan, signed and sealed by a New Jersey licensed P.E. which provides measured distances between all structures, system components, wells, and property lines. This should include location of all septic systems and related components (septic tanks, pumping tanks, distribution boxes, disposal fields, seepage pits, etc.);
- Well records for any well within 100 feet of an individual subsurface sewage disposal system;
- Direction of ground water flow on the property; and
- Estimated depth of seasonal high water table (SHWT) for each disposal field area.

³ Required only for lined basins.

⁴ For projects located within the jurisdiction of the Pinelands Commission (as defined in N.J.S.A. 13:18A-1 et seq.), either a Certificate of Compliance, a Certificate of Filing, a Development Approval, or other approval from The Pinelands Commission is required. A written statement from the Pinelands Commission that no approval is necessary also satisfies this requirement.

⁵ For new or expanding projects located within the Highlands Region, only projects proposed within non-conforming municipalities of the Highlands Planning Area are eligible for the GWSD permit and must include a written statement from the Highlands Council identifying the municipality's status of conformance.

FORMS/ITEMS INSTRUCTIONS

1. **NJPDES – 1 FORM:** Complete all applicable items. Instructions are provided on the form. (Note: Item 5. Please briefly state as clearly as possible why you are applying. For example, for an individual permit for new construction, state the nature of facility, the square footage of the buildings, the maximum daily population the facility is designed to serve, type and size of proposed disposal system, design flows, etc. Provide as much descriptive information on the discharge and the source of the discharge as possible.)
2. **PLOT PLAN:** Show the property boundaries. Include all items as detailed in the Technical Manual
3. **TOPOGRAPHIC MAP:** A USGS topographic map or a copy of the applicable portion (7.5 minute quadrangle series on which an outline of the site is drawn and serves as a focal point for an area that represents 1 mile beyond the property boundary of the facility.)

4. **LINE DRAWING:** Include a line drawing of the wastewater flow through the facility showing all treatment units and disposal areas. Include a residual management flow schematic where applicable.

5. **LOCAL NOTICE – EVIDENCE OF PERMIT APPLICATION SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY:**

Submit copies of the signed and dated notices that were sent along with the application to the affected sewerage entity(ies) and municipality via "Certified Mail-Return Receipt Requested" or by other means, and copies of the dated certified mail return receipts or other means of verification of receipt.

NOTE: Prior to submitting an application to the Department, submit the following to the affected sewerage entity(ies) and municipality in accordance with N.J.A.C. 7:14A-4.3(a)13:

- a. A copy of the permit application.
 - b. A written notice (certified mail return receipt requested or by other means which allows verification of the fact and date of receipt) that the sewerage entity(ies) and municipality must submit to the Department written comments regarding or objections to the proposed discharge or activity within 30 days of receipt of said notice. The Department shall consider these comments in determining whether to issue a draft permit in accordance with N.J.A.C. 7:14A-15.6.
6. **CONSISTENCY DETERMINATION:** Submit evidence that the project meets the requirements of N.J.A.C. 7:15-3.2 for consistency with an approved Water Quality Management Plan (WQMP). Such evidence may include, but is not limited to, an adopted amendment or revision from the WQMP Program or documentation that the proposed project is mapped within the sewer service area of the approved WQMP.

NOTE: Renewal or modification of existing permitted activities that do not propose significant modifications as determined by the Department, as well as ground water remediation projects, do not require a consistency determination, but shall not conflict with the approved WQMP.

7. **FORM R – PART A (RESIDUALS):** Instructions are provided with the form. (Note: your facility's residual use or residual disposal practices may require the completion of additional sections of Form R. If this is the case, you will be provided with the necessary form.)

Do not complete Form R if your facility has been issued a SQAR General Notice of Authorization. In these cases, evidence of the SQAR General Notice of Authorization for the facility shall be submitted with the application.

8. **TECHNICAL REPORT:** Please refer to the Technical Manual for the complete description of the technical requirements for your type of application/RFA and compile the information in a report entitled "NJPDES-DGW Permit Application/RFA - Technical Report".

9. **POLLUTANT CHARACTERIZATION:** In accordance with N.J.A.C. 7:14A-7.9(d)2.iii. a pollutant characterization shall be submitted with the application for a NJPDES-DGW permit. For each type of application submission, please follow the table below for the parameters that shall be included in the

| POLLUTANT CHARACTERIZATION | | | |
|--|--|---|--|
| PARAMETERS (ug/L unless otherwise noted in Table) | INDUSTRIAL • NEW APPLICATIONS • RENEWAL APPLICATIONS | SANITARY • NEW APPLICATIONS any volume • RENEWAL APPLICATIONS > 100,000 GPD | SANITARY • RENEWAL APPLICATIONS ≤100,000 GPD |
| 1 Ammonia nitrogen (NH ₃ -N) | x | x | x |
| 2 Nitrate nitrogen (NO ₃ -N) | x | x | x |
| 3 Total Kjeldahl nitrogen (TKN) | x | | |
| 4 Biochemical oxygen demand (BOD) | x | | |
| 5 Chemical oxygen demand (COD) | x | | |
| 6 Total dissolved solids (TDS) | x | | |
| 7 Suspended solids (SS) | x | | |
| 8 pH - (SU) | x | x | x |
| 9 Calcium (Ca) | x | | |
| 10 Magnesium (Mg) | x | | |
| 11 Sodium (Na) | x | | |
| 12 Phosphorus (P) | x | | |
| 13 Fecal coliform bacteria - (# colonies/100 ml) | x | x | x |
| 14 Grease and oil | x | | |
| 15 Metals | x | | |
| 16 Base/neutral compounds | x | | |
| 17 Acid extractable compounds | x | | |
| 18 Volatile organics | x | x | x |
| 19 Pesticides | x | | |
| 20 Perfluorononanoic acid (PFNA) | x | x | |
| 22 Perfluorooctanoic acid (PFOA) | x | x | |
| 23 Perfluorooctanesulfonic acid (PFOS) | x | x | |

analysis.

10. **LINER CERTIFICATION FORM:** Include the signed and sealed certification form that demonstrates the integrity and non-permeability of the liner.
11. **FACILITY INFORMATION FORM:** Include the completed inventory or information form regarding activities conducted at your facility.
12. **EVIDENCE OF QUALIFIED FARM STATUS:** Evidence that the system(s) is located on a property, in whole or in part, that qualifies for property tax assessment under the Farm Land Assessment Act of 1964, N.J.S.A. 54:4-23.1 et seq. Generally acceptable evidence will be the applicant's most recently available municipal tax bill.
13. **PINELANDS CERTIFICATION:** For projects located within the jurisdiction of the Pinelands Commission (as defined in N.J.S.A. 13:18A-1 et seq.), The design of the system and its discharge point, and the size of the entire contiguous parcel on which the system or systems is located will ensure that ground water exiting from the entire contiguous parcel or entering a surface body of water will meet a nitrate limit of 2 mg/L calculated pursuant to the Pinelands dilution model. Contact information regarding the required Pinelands Approval is below:

New Jersey Pinelands Commission
P.O. Box 359
15 Springfield Road
New Lisbon, New Jersey 08064
<https://www.nj.gov/pinelands/home/contact/>
Phone: (609) 894-7300

14. **HIGHLANDS CERTIFICATION:** For projects located within the jurisdiction of the Highlands Region, only projects proposed within non-conforming municipalities of the Highlands Planning Area are eligible for this permit and must include a written statement from the Highlands Council identifying the municipality's status of conformance. New or expanding facilities will be required to meet a nitrate limit of 6 mg/L at either the point of discharge or at downgradient monitoring wells. The Highlands Council can be contacted at:

New Jersey Highlands Council
100 North Road (Route 513)
Chester, New Jersey 07930
<https://www.nj.gov/njhighlands/about/contact/index.html>
Phone: (908) 879-6737

COMPLETE AND SUBMIT APPLICATION/RFA TO:

Mail Code 401-02B
Permit Administration Section
Division of Water Quality
PO Box 420
Trenton, NJ 08625-0420

Or

dwq_pas@dep.nj.gov