



New Jersey Department of Environmental Protection - Division of Water Quality

APPLICATION COMPLETENESS CHECKLIST Alternate Design Treatment Works Approvals (TWA)

This checklist specifies the forms and related items to be submitted for alternate design Treatment Works Approvals (TWA) pursuant to N.J.A.C. 7:9A Standards for Individual Subsurface Sewage Disposal Systems (Standards). A TWA is required for any individual subsurface sewage disposal system which treats or disposes of wastewater in a manner other than that provided for in the Standards or which in any way deviates from the Standards.

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. Incomplete or improperly completed applications will delay the technical review of the application. If you have questions concerning your TWA application, please contact the Bureau of Ground Water, Residuals, and Permit Administration at CH199@dep.nj.gov or at (609) 984-4428.

ALTERNATE DESIGN TWA APPLICATION CHECKLIST

Action Requested	New TWA			Modification to Existing TWA	Time Extensions
	Deviations from Standards	Grinder Pump	Design Flow		
FORMS/ITEMS					
1. TWA-1 Form	✓	✓	✓	✓	
2. TWA-2 Form					✓
3. WQM006A	✓	✓	✓	✓	
4. Project Review Fee	✓	✓	✓	✓	✓
5. Construction Cost Estimate	✓	✓			
6. Engineering Plans	✓	✓	✓	✓	
7. Topographic Map	✓				
8. Soil Survey Map	✓				
9. Appendix B Forms	✓			1	
10. Pinelands Approval	✓		✓	2	

Footnotes:

1. If the original Appendix B forms have been revised based on the proposed modification, the revised forms must be submitted with the TWA application.
2. For modifications to existing TWA's located within the jurisdiction of the Pinelands Commission, a new Pinelands Approval is only required if the modification results in an increase in design flow.

FORMS/ITEMS INSTRUCTIONS

1. **TWA– 1 FORM:** A fully executed TWA-1 form is required. Instructions are provided on the form. Section 9 must be signed and sealed by a New Jersey Licensed Professional Engineer.
2. **TWA– 2 FORM:** For time extension requests, a fully executed TWA-2 form is required. Instructions are provided on the form.
3. **WQM006A FORM:** A fully executed Engineer’s Report for Individual Subsurface Sewage Disposal Systems Form (WQM006A) is required. Section 10 must be signed and sealed by a New Jersey Licensed Professional Engineer. The application shall not be considered complete unless Section 11 of the WQM006A form has been endorsed by the administrative authority. An explanation of the aspects of the system which do not conform to the standards and the proposed system’s ability to adequately treat and dispose of sanitary sewage is required.
 * For design flow determinations, a summary of the criteria utilized to calculate the design flow is required.
4. **PROJECT REVIEW FEE:** A Project Review Fee, payable to: Treasurer, State of New Jersey, Environmental Services Fund is required. The minimum project review fee for a new TWA application is \$850.00. A project review fee for a modification is \$500.00. A project review fee for a one-year time extension is \$200.00.
5. **CONSTRUCTION COST ESTIMATE:** A breakdown of the Construction Cost Estimate for all items related to the construction of the proposed treatment works is required.
 * For design flow determinations and grinder pump TWA applications, a Construction Cost Estimate is **not** required.
6. **ENGINEERING PLANS:** For deviations from the standards, two (2) sets of Final Engineering Plans and Construction Specifications signed and sealed by a New Jersey Licensed Professional Engineer are required. Plans are to include profiles and standard details for all system components.
 * For Grinder Pump applications, Engineering Plans depicting the necessary modifications to the system are required. The Engineering Plans must be signed and sealed by a New Jersey Licensed Professional Engineer.
 * For Design Flow determinations, a floorplan and a full description of the proposed facility, including all wastewater generating activities, is required.
7. **TOPOGRAPHIC MAP:** A copy of the appropriate USGS Topographic Quadrangle Map with site location delineated is required.
8. **SOIL SURVEY MAP:** A copy of the appropriate USDA Soil Survey Report Map with site location delineated is required.
 *For design flow determinations or grinder pump applications, a soil survey map is **not** required.
9. **APPENDIX B FORMS:** Two (2) sets of the Standard Forms for Submissions of Soils/Engineering Data (located in Appendix B of the Standards) signed and sealed by a New Jersey Licensed Professional Engineer are required. Forms from the local administrative authority may be substituted, provided all the required information is submitted.
 *For design flow determinations or grinder pump applications, the Appendix B forms are **not** required.
10. **PINELANDS APPROVAL:** For projects located within the jurisdiction of the Pinelands Commission (as defined in N.J.S.A. 13:18A-1 et seq.), either a Notice of Filing, a Certificate of Compliance, a Certificate of Filing, or a Development Approval is required. A written statement from the Pinelands Commission that no approval is necessary also satisfies this requirement.

COMPLETE AND SUBMIT APPLICATION TO:

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