



**APPLICATION COMPLETENESS CHECKLIST  
NJPDES/Discharge to Surface Water**

**Categories A & B – Domestic & Industrial Surface Water Permits  
Categories ASC & BPW- Domestic & Industrial Surface Water General Permits**

This checklist specifies the forms and related items to be submitted for an Individual New Jersey Pollutant Discharge Elimination System - Discharge to Surface Water (NJPDES-DSW) Domestic & Industrial permit applications. Following the table 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, please contact the Bureau of Surface Water Permitting at (609) 292-4860.

If you would like to do business electronically please complete and submit the "Agreement To Do Business Electronically" form that is included with the NJPDES-1 form.

**NJPDES-DSW PERMIT APPLICATIONS**

Permit Requested	Category A Domestic Surface Water & ASC			Category B Industrial Surface Water & BPW		
	NEW	RENEWAL	MODIFICATION	NEW	RENEWAL	MODIFICATION
<b>FORMS / ITEMS</b>						
1. NJPDES-1 Form	✓	✓	✓	✓	✓	✓
2. Form A	✓	✓	1			
3. Form SIU-1	✓		1			
4. Form C				✓	✓	1
5. Local Notice	✓	2	2	✓	2	2
6. Consistency Determination	✓	2 & 3	2 & 3	✓	2 & 3	2 & 3
7. Form R	✓	4	4	✓	4	4
8. Treatment Flow Diagram	✓	✓	1	✓	✓	1
9. USGS Topographical Map	✓	✓	1	✓	✓	1
10. Facility Diagram	✓	✓	1	✓	✓	1

Footnotes:

<sup>1</sup> 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.

<sup>2</sup> If you are proposing an increase in flow or a change of disposal location and/or method, this item is required.

<sup>3</sup> See item 7 under "Forms/Items Summary".

<sup>4</sup> Do not complete Form R if your facility has been issued a SQAR General Notice of Authorization.

**New Dischargers Pre-Application Meeting:** New dischargers should contact the Bureau of Surface Water Permitting to schedule a pre-application meeting to determine the need for further technical requirements at (609) 292-4860.

**Modification to Existing Permits:** Applicants applying for a modification to their existing permits shall contact the Bureau of Surface Water Permitting (609) 292-4860 to determine the appropriate module of the application package depending on the type of modification (all forms indicated here may not be needed for all types of modifications). Please include in your correspondence with the application what you were told was required and by whom.

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, 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.) If you would like to do business electronically please complete and submit the "Agreement To Do Business Electronically" that is included with this form.
2. **FORM A:** This form replaces EPA's NPDES Form-2A & Technical Form#1. Detailed instructions are provided on the form.
3. **FORM SIU-1:** Submit one form for each Significant Indirect User (SIU) not previously served by the applicant and reported to the Department. If there is no such SIU, or the treatment system is privately owned and operated, submit one copy of the form indicating NONE in response to the request for "User Name".
4. **FORM C:** Detailed instructions are provided on the form.
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:

1. A copy of the permit application.
  2. 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 a Water Quality Management Plan (WQMP) amendment approval or favorable consistency determination has been applied for and received, or indicate the reasons otherwise. NOTE: Renewal or modification of existing permitted activities that do not propose significant modifications as determined by the Department, do not require a formal consistency determination review, but shall not conflict with WQMP plans.
  7. **FORM R:** Instructions are provided with the form. If your facility has been issued a SQAR General Notice of Authorization, you do not have to submit a Form R.
  8. **TREATMENT FLOW DIAGRAM:** 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. Please read further instructions on forms A & C.
  9. **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). Please read further instructions on forms A & C.
  10. **FACILITY DIAGRAM:** A diagram showing the location of the facility. Please read further instructions on forms A & C.

**COMPLETE AND SUBMIT APPLICATION TO:**

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

Or

[NJPDES\\_ADBE\\_signup@dep.state.nj.us](mailto:NJPDES_ADBE_signup@dep.state.nj.us)

**Note:** If you are going to submit your application electronically, you must fill out and submit the “Agreement To Do Business Electronically” form that is included with the NJPDES-1 Form. You must fill out the “Agreement To Do Business Electronically” form each time you Renew or Modify your permit.

If the discharge location is under the jurisdiction of the Delaware River Basin Commission, also submit a copy of the application to:

Delaware River Basin Commission  
Planning Branch  
PO Box 7360  
West Trenton, NJ 08628

**Please note that additional technical information based on site specific conditions may be required by the Department pursuant to N.J.A.C. 7:14A-2-12(b) and N.J.A.C. 7:14A-4.3(e).**