

TREATMENT WORKS APPROVAL CHECKLIST FOR ADMINISTRATIVE COMPLETENESS

The submittal of an administratively complete Treatment Works Approval (TWA) application is essential for a quick and timely review. If the TWA application is not administratively complete at the time of submittal, **the review of the application will be delayed**. Therefore, please make sure that you have provided the items listed in N.J.A.C.7:14A-22.8(a). Below is a checklist that you may use.

- ❶ Original Application Form TWA-1, signed and sealed.
- ❷ Original Engineer's Report Form WQM-006, signed and sealed. (For All General Industrial TWAs, see [*] below.)
NOTE: Project specific Engineer's Report in lieu of the Form WQM-006 is required for Sewage Treatment Plants.
- ❸ Original completed Consent Form WQM-003.
NOTE: Resolutions authorizing appropriate signature from Municipalities and Sewerage Authorities (as applicable) on ALL submitted forms (TWA-1, WQM-003) are required.
- ❹ Application Review Fee, payable to "Treasurer, State of New Jersey, Environmental Services Fund". See Fee Schedule for fee calculation
NOTE: For General Industrial TWAs, the minimum Application Review Fee is required.
- ❺ A breakdown of the Construction Cost Estimate for the proposed sewerage facilities.
- ❻ Copies of Receipts of Public Notification from the Municipal Planning Board and the Municipal Environmental Commission.
NOTE: If the municipality does not have an Environmental Commission, a receipt from the County Environmental Commission must be obtained. If neither exists, then a letter stating such must be submitted.
- ❼ Copy of appropriate USGS Quadrangle Map with project site clearly delineated.
- ❽ One (1) set of Final Plans and Profiles signed and sealed by a New Jersey Licensed Professional Engineer on each sheet. Plans must be marked "FINAL" or "FINAL FOR SEWER DESIGN". Plans are to include standard details of sewerage appurtenances.
- ❾ One (1) set of Construction Specifications, signed and sealed by a New Jersey Licensed Professional Engineer.
- ❿ Copy of Sewer Connection Ban Exemption Approval, if the project is located in a ban area.

[*] For All General Industrial TWAs ONLY, the following additional items will be required:

- a) A Completed Licensed Operator Grading Sheet Form DWR-175;
- b) An Engineer's Certification for General Industrial TWAs, signed and sealed by a New Jersey Licensed Professional Engineer; in accordance with N.J.A.C. 7:14A-22.6(a)3;
- c) An Engineer's Abstract containing, at a minimum, the following:
 - i. A description of waste treatment system;
 - ii. The ultimate destination of all wastewater and residuals;
 - iii. Listing of all pollutants, including regular and intermittent flows, which may enter the system;
 - iv. The average and peak flow requirements; and
 - v. The expected composition of effluent from the treatment system.
- d) For direct dischargers to surface or groundwater, or for indirect dischargers required to obtain a NJPDES/SIU permit from the Department, a copy of a valid NJPDES permit and/or a General NJPDES permit authorization.

Please submit application to
NJDEP, Division of Water Quality
Bureau of Construction and Connection Permits
401 East State Street, 3rd Floor West Wing
Mail Code 401-03D, PO Box 425
Trenton, New Jersey 08625-0425
Attention - John Maselli (TWA Program)