

APPENDIX A2

REQUIREMENTS, GUIDELINES AND PROCEDURES FOR
PREPARING AND IMPLEMENTING "STANDARDS FOR SOIL EROSION AND
SEDIMENT CONTROL IN NEW JERSEY"

An application for certification of a soil erosion and sediment control plan shall include the following items.

1. One copy of the complete subdivision, site plan or construction permit application, including key map as submitted to the municipality (Architectural drawings and building plans and specifications not required.) which includes the following:
 1. Location of present and proposed drains and culverts with their discharge capacities and velocities and support computations and identification of conditions below outlets.
 2. Delineation of any area subject to flooding from the 100-year storm in compliance with the Flood Plains Act (NJSA 58:16A) or applicable municipal zoning.
 3. Delineating of streams, wetlands, pursuant to NJSA 13:9B and other significant natural features within the project area.
 4. Soils and other natural resource information used. (Delineation of the project site on soil map is desirable utilizing the USDA Web Soil Survey.)
 5. Land cover and use of area adjacent to the land disturbance.
 6. All hydraulic and hydrologic data, describing existing and proposed watershed conditions and HEC HMS, HEC RAS, TR-55 and similar models, and other electronic input files, if used, of existing and proposed conditions and a completed copy of the Hydraulic and Hydrologic Data Base Summary Form, SSCC 251 HDF1.

2. Up to four copies of the soil erosion and sediment control plan* at the same scale as the site plan submitted to the municipality or other land use approval agency to include the following: (This information shall be detailed on the plat)
 1. Proposed sequence of development including duration of each phase in the sequence.
 2. Site grading plan showing delineation of land areas to be disturbed including proposed cut and fill areas together with existing and proposed profiles of these areas (an interim grading-erosion control plan may be required for large sites with extensive cuts and fills).
 3. Contours at a two-foot (or smaller) interval, showing present and proposed ground elevation.
 4. Locations of all streams and existing and proposed drains and culverts.
 5. Stability analysis of areas below all points of stormwater discharge which demonstrates a stable condition will exist or there will be no degradation of the existing condition.
 6. Location and detail of all proposed erosion and sediment control structures including profiles, cross sections, appropriate notes, and supporting computations.
 7. Location and detail of all proposed nonstructural methods of soil stabilization including types and rates of lime, fertilizer, seed, and mulch to be applied.
 8. Control measures for non-growing season stabilization of exposed areas where the establishment of vegetation is planned as the final control measure.
 9. For residential development - control measures to apply to dwelling construction on individual lots and notation that such control measures shall apply to subsequent owners if title is conveyed. This notation shall be shown on the final plat.
 10. Plans with a notation for maintenance of permanent soil erosion and sediment control measures and facilities during and after construction, also indicating who shall have responsibility for such maintenance.
 11. Where applicable, the location and details for all proposed soil restoration areas including appropriate notes and sequencing.

3. Appropriate fees. (As adopted by the individual district.)

4. Additional items as may be required.

*Individual districts may require modifications in the above list.



For District Use Only

APPLICATION FOR SOIL EROSION AND SEDIMENT CONTROL PLAN CERTIFICATION

The enclosed soil erosion and sediment control plan and supporting information are submitted for certification pursuant to the Soil Erosion and Sediment Control Act, Chapter 251, P.L. 1975 as amended (NJSA 4:24-39 et. seq.) An application for certification of a soil erosion and sediment control plan shall include the items listed on the reverse side of this form.

Name of Project			Project Location: Municipality		
Project Street Address			Block	Lot	
Project Owner(s) Name			Email	Phone #	Fax #
Project Owner(s) Street Address (No P.O. Box Numbers)			City	State	Zip
Total Project Area (Acres)	Total Disturbed Area (Acres)	Total Soil Restoration Area (Acres)	No. Dwelling or other Units	Fee \$	
Plans Prepared by*			Email of plan preparer:	Phone #	Fax #
Street Address			City	State	Zip

*Engineering related items of the Soil Erosion and Sediment Control Plan **MUST** be prepared by or under the direction of and be sealed by a Professional Engineer or Architect licensed in the State of New Jersey, in accordance with NJAC 13:27-6.1 et. seq.)

Agent Responsible During Construction			Email		
Street Address					
City	State	Zip	Phone	Fax #	

The applicant hereby certifies that all soil erosion and sediment control measures are designed in accordance with current **Standards for Soil Erosion and Sediment Control In New Jersey** and will be installed in accordance with those Standards and the plan as approved by the Soil Conservation District and agrees as follows:

1. To notify the District in writing at least 48 hours in advance of any land disturbance activity. Failure to provide such notification may result in additional inspection fees.
2. To notify the District upon completion of the Project (Note: No certificate of occupancy can be granted until a report of compliance is issued by the District.
3. To maintain a copy of the certified plan on the project site during construction.
4. To allow District agents to go upon project lands for inspection.
5. That any conveyance of this project or portion thereof prior to its completion will transfer full responsibility for compliance with the certified plan to any subsequent owners.
6. To comply with all terms and conditions of this application and certified plan including payment of all fees prescribed by the district fee schedule hereby incorporated by reference.

The applicant hereby acknowledges that structural measures contained in the Soil Erosion and Sediment Control Plan are reviewed for adequacy to reduce offsite soil erosion and sedimentation and not for adequacy of structural design. The applicant shall retain full responsibility for any damages which may result from any construction activity notwithstanding district certification of the subject soil erosion and sediment control plan. It is understood that approval of the plan submitted with this application shall be valid only for the duration of the initial project approval granted by the municipality. All municipal renewals of this project will require submission and approval by the district. In no case shall the approval extend beyond three- and one-half years at which time resubmission and certification will be required. Soil Erosion and Sediment Control Plan certification is limited to the controls specified in the plan. It is not authorization to engage in the proposed land use unless such use has been previously approved by the municipality or other controlling agency. It is further understood that all documents, site plans, design reports etc. submitted to the district shall be made available to the public (upon request) pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

1. Applicant Certification* Signature _____ Date _____ Applicant Name (Print) _____	3. Plan determined complete: Signature of District Official _____ Date _____
2. Receipt of fee, plan and supporting documents is hereby acknowledged: Signature of District Official _____ Date _____	4. Plan certified, denied or other actions noted above. Special Remarks: Signature of District Official _____ Date _____

*If other than project owner, written authorization of owner must be attached.

SSCC251 AP10 3/18

**HUDSON ESSEX PASSAIC SOIL CONSERVATION DISTRICT
ADDENDUM TO APPLICATION**

**APPLICATION BY CORPORATION, PARTNERSHIP OR ORGANIZATION
OWNERSHIP DISCLOSURE CERTIFICATION**

Hudson Essex Passaic Soil Conservation District requests that all applicants submit a complete list of ownership for purposes of determining conflicts of interest between the applicant and the board of members or their professionals. Attach Rider if necessary.

Disclosure of owners of organization and property subject to application. Any organization making an application for development under this act shall list the names and addresses of all members, stockholders, or individual partners (collectively, "interest holders"), including any other organization holding at least a 10% ownership interest in the organization, and shall also identify the owner of the property subject to the application, including any organization holding at least a 10% ownership interest in the property.

Listing of names and addresses of interest holders of applicant and owner organization.

If an organization owns an interest equivalent to 10% or more of another organization, subject to the disclosure requirements hereinabove described, that organization shall list the names and addresses of its interest holders holding 10% or greater interest in the organization.

Disclosure of all officers and trustees of a non-profit organization. A non-profit organization filing an application of development under this act shall list the names and addresses of all officers and trustees of the non-profit organization.

This disclosure requirement is continuing during the Certification period and transfer of ownership of more than 10% must be disclosed.

Organization or non-profit organization failing to disclose: fine. Any organization or non-profit organization failing to disclose in accordance with this certification may be subject to a fine of \$25.00 to \$3,000, which shall be recoverable in the name of the governmental entity in a court of record in the State in a summary manner pursuant to the "Penalty Enforcement Law" of 1999(N.J.S.A. 2A:58-10 et seq.)

Name and Address of Applicant:

(If Corporation, Name and Address of Registered Agent and Officers, Trustees):

Stockholders / Members / Partners:

I certify that the above statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Print Name of Authorized Signatory & Title

Date Authorized Signature