



**REQUEST FOR AUTHORIZATION (RFA) CHECKLIST
UNDER MUNICIPAL STORMWATER GENERAL PERMITS**
Category R9 - Tier A Municipal Stormwater General Permit
Category R10 - Tier B Municipal Stormwater General Permit
Category R11 - Public Complex Stormwater General Permit
Category R12 - Highway Agency Stormwater General Permit

TO HELP US PROCESS YOUR RFA MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.

This checklist is provided to you as guidance for completing a Request for Authorization (RFA) under:

- NJPDES permit NJ0141852 (Tier A Municipal Stormwater General Permit);
- NJPDES permit NJ0141861 (Tier B Municipal Stormwater General Permit);
- NJPDES permit NJ0141879 (Public Complex Stormwater General Permit);
- NJPDES permit NJ0141887 (Highway Agency Stormwater General Permit)

Should you have any questions, please contact the Bureau of Nonpoint Pollution Control at (609) 633-7021. Please read all instructions and answer all questions when filling out the following RFA forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.

- APPROPRIATE RFA FORM** (Each municipal stormwater general permit has its own RFA form) Instructions are provided with the form.
- USGS TOPOGRAPHICAL MAP (Public Complex only)** The map should be an 8.5" x 11" copy of a portion of the US Geological Survey topographic map, 7.5 minute quadrangle series. The Public Complex must have its boundaries marked distinctly on the map. Also, the name of the specific quadrangle(s) must be indicated on the face of the map.
- HIGHWAY AGENCY INVENTORY (Highway Agency only)** A Highway Agency *must* provide a list of the locations of any maintenance facilities, service stations, or rest stops on property owned or operated by the Highway Agency.
- HIGHWAY AGENCY MAP (Highway Agency only)** If a Highway Agency is submitting an RFA for a smaller region then a map must be included identifying that region.

COMPLETE AND SUBMIT THE ORIGINAL RFA FORM TO:

New Jersey Department of Environmental Protection

Division of Water Quality

Office of Permit Management

Attn: Administrative Review Unit

P.O. Box 029

Trenton, New Jersey 08625-0029

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL
PROTECTION
DIVISION OF WATER QUALITY
NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM
REQUEST FOR AUTHORIZATION**

**Tier A Municipal Stormwater General Permit
NJ0141852**

*Refer to Instructions and the appropriate Completeness Checklist and provide all applicable information. Please Print or Type.
(Attach additional sheets if necessary)*

1. Municipality Information

Name of Municipality _____ County _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Name and/or Title of Stormwater Program Coordinator _____

Mailing Address (if different from above) _____

City or Town _____ State _____ Zip Code _____

Telephone _____ FAX _____ E-Mail _____

2. RFA Certification

I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information. As far as I know, the municipality submitting this RFA is eligible for authorization under Part I, Section A.2.

I certify that I am aware that the Tier A Municipal Stormwater General Permit requires that the municipality develop, implement, and enforce a stormwater program. I acknowledge that this stormwater program must include the implementation of Best Management Practices, measurable goals and implementation schedules as specified in the Statewide Basic Requirements (SBRs) that are listed in the permit.

Signature for Applicant _____ **Date** _____

Print or Type Name _____

Print or Type Title _____

INSTRUCTIONS FOR COMPLETING FORM RFA - Tier A

Use this form for any Requests for Authorization (RFA) under this NJPDES stormwater general permit. This form is not to be used for administrative updates or revocation. These forms are available through the Office of Permit Management at (609) 984-4428 or at www.state.nj.us/dep/dwq/forms.htm.

1. Municipal Information

- Provide the name, as it is legally referred to, of your Municipality.
- Provide the mailing address, telephone number, FAX, and E-mail address for the Municipality.
- Provide the name and/or title of the Stormwater Program Coordinator. The Stormwater Program Coordinator is the person who will submit any reports or certifications required by this permit and to whom the Department shall send all correspondence concerning this permit.
- Provide the mailing address, telephone number, FAX, and E-mail address of the Stormwater Program Coordinator, if different from above.

2. RFA Certification

- Please read the RFA certification and sign the application below. The signature must be an original signature.

WHO MUST SIGN?

A Responsible Official is defined in N.J.A.C. 7:14A – 4.9 as follows:

For a corporation: A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities, provided:

(1) The manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of recommending major capital investment, initiating and directing comprehensive measures to assure long term compliance with environmental laws and regulations, and ensuring that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; or

(2) The authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: A general partner or the proprietor.

For a government agency: A ranking elected official; or the chief executive officer of the agency; or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator).

A duly authorized representative as defined in N.J.A.C. 7:14A – 4.9(b).