HIGHLANDS WATER ALLOCATION CHECKLIST FOR ADMINISTRATIVE COMPLETENESS

For Applications (New or Major Modifications) within the Highlands Region

____ 1. Highlands Council letter of consistency with Highlands Regional Master Plan.

____ 2. Completed Application Form BWA-001HL


____ 4. Application review fee calculated as per NJAC 7:38-10.2(g). Note: The fee must be based on the allocation amount requested in item D.2.c. on the BWA-001HL Application Form.

____ 5. Mapping required by NJAC 7:38-9.5(b) – GIS format and paper copy

____ 6. Highlands Applicability & WQMP Consistency Determination
These are the submission requirements for those projects regulated under the Highlands Water Protection and Planning Act Regulations and requiring water allocation approval. Those projects with at least one source located within the Highlands Preservation Area or who intend to serve areas within the Highlands Preservation Area are required to complete BWA-001HL. The allocation decision will be included in the Department’s Highlands Approval document.

Applicant       Application / Permit No.

A. Location and Property Information – Form BWA-001HL
   __ Items 1- 6 Complete

B. Certifications
   __ 1,2 Highest ranking individual
   __ 3,4 Additional certifications as necessary

C. Required Submittals
   __ 1. Permit application fee
   __ 2. Meter calibration for each source
   __ 3. Technical Report
   __ 4. Hydrogeological Report/Hydrological Report as applicable
   __ 5. Water Conservation and Drought Management Plan
   __ 6. Future demand projections (within and outside of the HPA) with supporting information for public water systems; including % consumptive/depletive
      a. __ Existing service area
      b. __ Approved service area
      c. __ Planned service area

D. Diversion Request and Diversion Source Information
   __ 1. Current allocation source location, aquifer/surface water, amount allocated by source in mgy, mgm, gpm
   __ 2. Requested allocation source location, aquifer/surface water, amount requested by source in mgy, mgm, gpm
   __ 3. Diversion use
      a. __ If non-potable, >50% consumptive – Documentation of no net increase in HUC-14
         1. __ Beneficial reuse of reclaimed water
         2. __ Permanent termination of existing, equivalent non-potable, >50% consumptive use in HUC-14
         3. __ Groundwater recharge
      b. __ Amount of unused water – percent of total allocated (Permit modifications only)
         __ 4. Diversion source identification and proposed withdrawals
         __ 5. Addendum A and B completed including source location(s) reported in GPS
         __ 6. Stream flow information

E. Water Use
   __ 1. Current and projected water demand table completed
Highlands Water Protection and Planning Act Regulations (N.J.A.C. 7:38)
Highlands Water Allocation Application – New or Major Modifications
Checklist for Administrative and Technical Completeness

2. Present annual average water use table completed
3. Discharge/NJPDES Information
4. Sanitary source identified

F. Mapping
1. All mapping in digital and paper copy GIS format and source locations in GPS format
   a. All withdrawal sources
   b. Existing, approved, planned service areas and franchise area for investor owned utilities
   c. ≥ 50,000 gpd diversions identified to: 1 mile unconfined (groundwater diversion)
   d. ≥ 50,000 gpd diversions identified to: 5 miles confined/semi-confined (groundwater diversion)
   e. < 50,000 gpd wells in same aquifer identified w/in radius of influence (groundwater diversion)
   f. All upstream and downstream surface water diversions
   g. All upstream and downstream waste water discharges to the surface water body
   h. Possible contamination sites identified within twice the radius of influence
   i. Freshwater wetlands within the radius of influence
   j. Non-public water supplies and/or public water supplies where distinct project is identified, property delineation

2. Summary Tables
   a. Summary tables for diversion sources and water supply wells
   b. Summary for landfills/contaminated sites
   c. Summary of upstream and downstream surface water diversions and discharges

G. Irrigation (if applicable)
1. Agricultural Extension Service water use recommendation
2. Diagram of irrigation system
3. Description of irrigation system
4. Grass/Shrub varieties, acreage, and projected water need
   a. Drought resistant varieties documentation

H. Public Supply Systems (if applicable)
1. Required submittals
   a. Identification of developments with demands
   b. GIS mapping of location (if proposed demand in HPA, requires exemption or waiver letter from Department)
   c. List of contracts
   d. List of interconnections
2. Population estimates for area/projects served
3. Daily consumption
4. Water use summary table complete
5. Unaccounted for water
6. Number of service taps/meters
7. Plant capacity
8. System storage