



## Non-Instructional Facility/Site Project Transmittal Form

This completed project transmittal form and all project applications documents should be emailed to: [Submission.projects@doe.nj.gov](mailto:Submission.projects@doe.nj.gov).

Additional [project application information](http://nj.gov/education/facilities/projectapplication/) can be found at: [nj.gov/education/facilities/projectapplication/](http://nj.gov/education/facilities/projectapplication/)

**If this is a new project and a project number was not previously assigned, please substitute the county code plus district code (ie. XX-XXX) for the project number.**

### District Information

County:

District Name:

### Authorized District Representative Information

Name:

Title:

Street Address:

City:

State:

Zip Code:

Email:

Phone:

### Project Application Contact Person Information

Firm:

Name:

Street Address:

City:

State:

Zip Code:

Email:

Phone:

### Project Overview

13 Digit Project Number:

School Name:

Brief Project Description:

## Document Submission Confirmation

Confirm each document submission below with Yes, No or N/A.

Failure to select a response for each statement may result in the project application being determined incomplete or delay its review.

If "No" is selected for one or more assurances and the district plans to proceed with the project application submission, the district must contact the DOE for guidance prior to submission.

### Non-Instructional Facility/Site – Land Acquisition Only

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1. Excel file of the Project Application Workbook with 001 Form completed, 120 Form completed, Project Schedule form completed, and costs entered on page 130 and 131. (file name: Project Number>Initial Submission>Project Application Workbook)
2. Signed District Board of Education resolution approving initial project submission to the DOE (file name: Project Number>Initial Submission>BOE Resolution)
3. Signed Project Cost Estimate (file name: Project Number>Initial Submission>Cost Estimate)
4. Racial/Ethnic Questionnaire (file name: Project Number>Initial Submission>Racial/Ethnic Questionnaire)
5. Copy of transmittal letter to local planning board indicating the date of plan submission to the local planning board for review (file name: Project Number>Initial Submission>Planning Board Transmittal)
6. Request for approval of land acquisition signed by Chief School Administrator and Board President (file name: Project Number>Initial Submission>Land Acquisition Request)
7. Statement from local or county sewerage agency concerning the adequacy of proposed sewage disposal system (file name: Project Number>Initial Submission>Water and Sewage Agency Statement)
8. Statement from local or regional water purveyor, geologist, or professional engineer concerning suitability of groundwater as a water source if applicable (file name: Project Number>Initial Submission>Groundwater Suitability)
9. Recommendations from NJ Department of Environmental Protection concerning the proposed land acquisition (file name: Project Number>Initial Submission>DEP Statement)
10. Documentation demonstrating that soil conditions are adequate for intended use by a licensed architect or engineer, including suitability for septic systems as applicable (file name: Project Number>Initial Submission>Soil Conditions)
11. Statement from licensed architect, engineer, or planner concerning land regulations, indicating whether the land is subject to regulation and steps needed for approval as applicable (file name: Project Number>Initial Submission>Land Regulations)

12. Statement from a licensed architect, engineer, or planner concerning land suitability, including whether the land is consistent with the goals and strategies of the New Jersey State Development and Redevelopment Plan (file name: Project Number>Initial Submission>Land Suitability)
13. Plot plan of the land to be acquired, signed and sealed (file name: Project Number>Initial Submission>Plot Plan)
14. Detailed appraisal of the property's market value by a licensed professional (file name: Project Number>Initial Submission>Appraisal)
15. District map showing district service area, location of land and all existing schools, local attendance area to be served, and number of students residing within the local attendance area (file name: Project Number>Initial Submission>District Map)
16. Site location map including property boundaries, north arrow, and scale (file name: Project Number>Initial Submission>Site Location Map)
17. Recommendations of County Superintendent of Schools regarding the proposed land acquisition (file name: Project Number>Initial Submission>County Supt Land Recommendation)
18. Title report and deed search by title insurer licensed in the State of New Jersey (file name: Project Number>Initial Submission>Title and Deed Search)
19. Feasibility study indicating need for site acquisition, showing that district-owned land within the school attendance area is insufficient or not suitable for school purposes (file name: Project Number>Initial Submission>Site Feasibility Study)
20. Evidence that the district has not indemnified the seller of the land for costs from environmental remediation, acquired the land in "as is" condition, or acquired the land under terms and conditions that would invalidate the statutory immunity of the district from liability for remediation costs associated with preexisting contamination (file name: Project Number>Initial Submission>Seller Indemnification)
21. School site size analysis for sites proposed to accommodate future school buildings (file name: Project Number>Initial Submission>School Site Size Analysis)
22. Impact statement by Chief School Administrator indicating the impact of the proposed property change on the educational adequacy of the district's remaining buildings and properties, signed and dated (file name: Project Number>Initial Submission>Land Disposal Impact Statement)
23. Test reports by licensed professionals if land is less than one mile from landfill (file name: Project Number>Initial Submission>Land Disposal Impact Statement)
24. Impact statement by Chief School Administrator indicating the impact of the proposed property change on the educational adequacy of the district's remaining buildings and properties, signed and dated (file name: Project Number>Initial Submission>Land Disposal Impact Statement)
25. Test reports by licensed professionals if land is less than one mile from landfill (file name: Project Number>Initial Submission>Land Test Report)
26. Tax maps of all properties to be acquired (file name: Project Number>Initial Submission>Tax Maps)
27. District Board of Education resolution authorizing property change (file name: Project Number>Initial Submission>Land BOE Resolution)

**Transmittal Form Assured By**

Name:

Title:

Date (mm/dd/yy):