



Sussex County Soil Conservation District

186 Halsey Road, Suite 2, Newton, New Jersey 07860

Telephone: 973-579-5074 Fax: 973-579-7846

Submission Checklist for the Applicant Soil Erosion & Sediment Control Plans

The following shall be included with your submission:

- Completed, signed and dated *Application for Soil Erosion and Sediment Control Plan Certification*.
 - Completed, signed, dated and notarized *Addendum – Ownership Disclosure Affidavit – Application by Corporation or Partnership* if the project owner is a corporation or partnership.
- Signed and dated *Sussex County Soil Conservation District Fee Schedule*.
- A check – made payable to the *Sussex County Soil Conservation District* – for the project fee.
- The Soil Erosion & Sediment Control Plan –
 - Verify that the block(s) and lot(s) noted on the application are identical to the block(s) and lot(s) shown in the title block and on the plan view.
 - All sheets must be signed and sealed by the engineer.
 - Verify that the area of disturbance noted on the application is identical to the area of disturbance shown on the plan.
- Copies of the Soil Erosion & Sediment Control Plan
 - One copy of the overall subdivision or site plan.
 - Three copies of the soil erosion & sediment control plan.
- Request for Authorization - Stormwater Construction Permit (5G3-NJ0088323)

Under Federal and State law, many construction related disturbances also require an applicant to obtain a NJPDES General Permit to discharge stormwater. Applicants who have a fully certified Soil Erosion and Sediment Control plan can apply to the NJDEP for a Request for Authorization (RFA). A separate RFA fee applies. Effective October 1, 2009, RFA's will no longer be processed by the District. Rather, all requests for RFA's must be submitted online through the NJDEP website (<http://www.nj.gov/dep/stormwater/>). Payments for the RFA must be made online via credit card or via E-Check.

You cannot apply for an RFA without a Soil Conservation District Certification Code issued by the District. A Certification Code will be issued by the Soil Conservation District at the time of certification of your Soil Erosion and Sediment Control Plan. The applicant must obtain both the Soil Erosion and Sediment Control Certification and RFA (as well as any and all other state, local or county approvals) before disturbance can begin.