

**TOWNSHIP OF WINSLOW
PLANNING & ZONING BOARD
125 S. ROUTE 73
WINSLOW TOWNSHIP, NJ 08037-9422
PHONE: (609) 567-0700 EXT. 6
EMAIL: ZONING@WINSLOWTOWNSHIP.COM**

CHANGE OF USE INSTRUCTIONS

SECTION I: SUBMISSION REQUIREMENTS & FEES

Attached hereto and made a part of this application, I have submitted the following along with the appropriate fees.

1.) **Form Submissions and other Information:**

- a.) Affidavit of Ownership
- b.) Tax & Collections Payment Report, **COMPLETED BY THE TAX COLLECTOR**
- c.) Land Development Check List
- d.) Sample of Newspaper Advertisement
- e.) Sample Notice to Property Owners
- f.) Affidavit of Service Notice
- g.) Escrow Agreement
- h.) Form W-9
- i.) Tax Abatement Notice
- j.) Certified property owners list request
- k.) Construction Official Form, **COMPLETED BY THE CONSTRUCTION OFFICIAL**
- l.) Camden County Planning Board Application
- m.) Corporate Disclosure (when applicant is not an individual)
- n.) Developer's Agreement acknowledgement form.
- o.) Attachment "D" Major Development Stormwater Summary Form
- p.) Exhibit "F" Stormwater Management Checklist, if applicable.
- q.) Exhibit "G" Department of Municipal Utilities Preliminary Review, if involving utilities
- r.) Two (2) Storm Water Calculation Plans
- s.) Three (3) Traffic Reports
- t.) Current title report (including protective covenants or deed restrictions applying to the property) that is less than one year old at the time of application submission.
- u.) List of requested checklist waivers (including justification for each waiver request).
- v.) List of requested bulk variances from the Township's ordinance (including justification for each variance request).
- w.) List of requested design waivers from the Township's ordinance (including justification for each waiver request).
- x.) List of all agencies having jurisdiction over the project and a status of application/permit.

2.) **Plan Submissions:**

- a.) Six (6) **Full Sets of Plans** to be distributed as follows:
 - Six (6) Full Sets submitted to Planning & Zoning Office

****Winslow Township Fire Marshall
9 Cedar Brook Road**

Sicklerville, NJ 08081

****Winslow Township Police Department**
125 South Route 73
Braddock, NJ 08037
Attn: Chief

****As proof of mailing, please provide the postmarked certified receipt to the Planning and Zoning Board Office at the time of filing.**

3.) The applicant shall send via certified mail **(3) three development plans** (just the **ONE SHEET containing the Actual Site Plan, not a full set of plans**) to the Assessor's office with a copy of the Block & Lot Assignment Form.

****Winslow Township Tax Assessors Office**
125 South Route 73
Braddock, NJ 08037

****As proof of mailing, please provide the postmarked certified receipt to the Planning and Zoning Board Office at the time of filing.**

b.) Sixteen (16) copies (11" x 17") of the overall development plan of the Site plan (just one sheet).

3.) **Fee Schedule:**

CHANGE OF USE:

Application Fee: \$300.00
Initial Escrow Fee: \$1,500.00 - minimum

(\$350.00 per acre or fraction thereof which is the subject of the site plan or affected by the site plan submitted for review, with a minimum of \$1,500.00 for legal, engineering and planning review for a change of use application)

WAIVER OF A FORMAL SITE PLAN

Application Fee: \$250.00
Initial Escrow Fee: \$2,500.00 – minimum, for legal, engineering and planning review

CHANGE OF USE APPLICATION

Township Ordinance O-2010-016 and O-2010-017

FOR OFFICIAL USE ONLY:

Fees paid: _____

Escrow Account #: _____



SECTION II:

TYPE OF APPLICATION ASSOCIATED WITH THE CHANGE OF USE APPLICATION

MINOR SITE PLAN _____ WAIVER OF SITE PLAN _____

MAJOR SITE PLAN _____

Is a Variance required for this application? Yes _____ No _____

If yes, complete separate Variance Application.

SECTION III: GENERAL INFORMATION

A. Applicant:

Name: _____

Address: _____

Telephone Number: _____

E-Mail Address _____

B. The Applicant is a:

Corporation Partnership Individual(s) _____

Other (Please specify) _____

C. If the Applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership

D. The relationship of the Applicant to the property in question is:
Owner _____ Lessee _____ Purchaser Under Contract _____
Other (Please Specify) _____

E. **Owner:**
Name: _____
Address: _____

Telephone Number: _____ E-mail Address _____

F. **Engineer/Surveyor:**
Name: _____
Address: _____

Telephone Number: _____ E-mail Address _____

G. **Attorney:**
Name: _____
Address: _____

Telephone Number: _____ E-mail Address _____

.....
SECTION IV: INFORMATION REGARDING THE PROPERTY

A. The street address of the property is: _____

B. The location of the property is approximately _____
Feet from the intersection of _____ and _____

C. The Block number(s) _____ Lot number(s) _____

D. Use of property: Existing use _____
Proposed use _____

E. The zone in which the property is located is _____
(The Zoning Office can help determine this information)

F. Acreage of the entire site is _____

G. Is the subject property located on a County Road? Yes _____ No _____

Is the subject property located on a State Road? Yes _____ No _____; or

within 200 feet of a Municipal Boundary? Yes _____ No _____

H. The type of proposal is:

New Structure _____ Expanded Area _____

Improved Parking Area _____ Alteration to Structure _____

Expansion to Structure _____ Change of Use _____

Sign _____ Lighting _____

THIS SITE IS PRESENTLY SERVICED WITH

Sewer _____ Septic System _____ Public Water _____ Well Water _____

I. The name of the business or activity (if any) _____

J. Are there deed restrictions that apply or are contemplated?

Yes _____ No _____ (If yes, attach a copy)

K. Improvements: List all proposed on site utility and off-tract improvements.

L. Plat submission: List maps and other exhibits accompanying this application.

Past approvals: *provide copy of Site Plan associated with approval.

Minor- Site Plan: Date of original final approval _____ Resolution # _____

Major- Site Plan: Date of original final approval _____ Resolution # _____

SECTION V: AUTHORIZATION AND VERIFICATION

I CERTIFY THE STATEMENTS AND INFORMATION CONTAINED IN THIS APPLICATION ARE TRUE.

Applicant's Signature

Date

Print Applicant's Name

Owner's Signature

Date

Print Owner's Name

REVISED: 4/1/2024 Per O-2024-007 Fee schedule

T:\BOARD APPLICATIONS\SITE PLAN APPLICATION\SITE PLAN APPLICATION Change of Use.doc

AFFIDAVIT OF OWNERSHIP

**WINSLOW TOWNSHIP PLANNING BOARD or ZONING BOARD
OF ADJUSTMENT**

Township of Winslow, Camden County

_____, being duly sworn,
deposes and says; that (He, She, They) is (are) the owner of the land known
as Block _____ Lot _____
Street Address _____

and/or the building structure located on same, and does approve and agree to
the terms and conditions which are a part of the Zoning Board of Adjustment
or Planning Board and Resolutions pertaining to same.

**Permission is hereby granted to _____,
the applicant for the proposed development plans.**

Signature _____
OWNER

Sworn to before me this _____
Day of _____, 20 _____

Notary Public

TAX AND COLLECTIONS PAYMENT REPORT

WINSLOW TOWNSHIP PLANNING AND ZONING BOARD

.....
Section I (To be completed by applicant)

I _____

of _____

am making application to the Planning and Zoning Board for the development of

Block(s) _____ Lot(s) _____

in the _____ Zone, located at _____

The owner of record is _____

This tract was formerly subdivided on _____

Original Block(s) _____ Lot(s) _____

I acquired interest in the property on _____

I requested the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

Applicant's Signature _____

Date _____

.....
Section II (To be completed by Tax Collector)

_____ All taxes due have been paid.

_____ All assessments due have been paid.

_____ The following are delinquent and past due.

Tax Collector's Signature:

_____ Date _____

**TOWNSHIP OF WINSLOW
LAND DEVELOPMENT CHECKLIST**

**PLANNING BOARD
ZONING BOARD OF ADJUSTMENT**

Subdiv.		Site Plan		(place X's in green areas)			
Conceptual	Minor	Major, Prelim.	Change of Use	Minor	Major, Prelim.	Item #	
CHANGE OF USE CHECKLIST SECTION							
APPLICATION INFORMATION							
Blocks #	Project Name: _____						
Lots #	Applicant Name: _____						
	Date Received (by Board): _____						
ADMINISTRATIVE INFORMATION							
•	•	•	•	•	•	•	1 Completed subdivision application form.
•	•	•	•	•	•	•	2 Completed site plan application form.
•	•	•	•	•	•	•	3 Submittal of application fee.
•	•	•	•	•	•	•	4 Completed review escrow agreement form.
•	•	•	•	•	•	•	5 Submittal of review escrow fee.
•	•	•	•	•	•	•	6 Completed "W-9 Taxpayer Identification Number" form.
•	•	•	•	•	•	•	7 Completed "Affidavit of Ownership" form.
•	•	•	•	•	•	•	8 Submittal of Corporate Disclosure (when Applicant is not an individual).
•	•	•	•	•	•	•	9 Completed block and lot assignment form and proof of submission to Tax Assessor.
•	•	•	•	•	•	•	10 Completed "Tax and Assessment Payment Report".
•	•	•	•	•	•	•	11 Completed "Tax Abatement Notice" (for qualified non-residential development).
•	•	•	•	•	•	•	12 Completed "Notice of Appeal and Variance Application" form.
•	•	•	•	•	•	•	13 Completed "Developer's Agreement" notice.
•	•	•	•	•	•	•	14 Submittal of certified current list of property owners within 200 feet of the proposed site.
•	•	•	•	•	•	•	15 Submittal of current title report (including protective covenants or deed restrictions applying to the property) that is less than one year old at the time of application submission.
•	•	•	•	•	•	•	16 Proof of submittal of application documents to the Fire Official.
•	•	•	•	•	•	•	17 Proof of submittal of application documents to the Police Department.
•	•	•	•	•	•	•	18 Proof of submittal of application documents to the Construction Official.
•	•	•	•	•	•	•	19 Proof of submittal of application documents to the Board of Education.
•	•	•	•	•	•	•	20 List of requested checklist waivers (including justification for each waiver request).
•	•	•	•	•	•	•	21 List of requested bulk zoning variances from the Township's ordinance (including justification for each variance request).
•	•	•	•	•	•	•	22 List of requested design waivers from the Township's ordinance (including justification for each waiver request).
•	•	•	•	•	•	•	23 List of requested variances, waivers and de minimus exceptions from the NJRSIS (for residential projects only).
•	•	•	•	•	•	•	24 List of all agencies having jurisdiction over the project and a status of application/permits.

**PLANNING BOARD
ZONING BOARD OF ADJUSTMENT**

**TOWNSHIP OF WINSLOW
LAND DEVELOPMENT CHECKLIST**

				(place X's in green areas)					
Subdiv.		Site Plan		Item #	CHANGE OF USE CHECKLIST SECTION	Submitted/ Complete	Waiver Requested	Not Applicable	Official Use Do not mark
Conceptual	Minor	Major, Prelim.	Change of Use						
Pinelands Requirements									
				25	Submittal of Pinelands Certificate of Filing.			X	
				26	Submittal of a Cultural Resource Survey (as required per Section 296-75.E).			X	
				27	Submittal of an Air Quality Analysis (as required per Section 296-70.B).			X	
				28	Proof of purchase of Pinelands development credits.			X	
PLAN INFORMATION									
				29	Plan sheet size conforming to those permitted by New Jersey Map Filing Law.				
				30	Cover sheet (including certification blocks for the Board's Chairperson, Secretary, Engineer, and Municipal Clerk).				
				31	Certification blocks as required by the NJ Map Filing Law.				
				32	Title block denoting type of application, municipality and county, tax map sheet, block & lot numbers, and street address(es).				
				33	Name of professional preparing plans (including signature, license number and seal, and business address).				
				34	Denote the Certificate of Authorization (COA) number for the firm preparing the plan.				
				35	Written and graphic scales, original date of plans, revision date block, and north arrow with reference meridian.				
				36	Key map (at 1"=1000' or 1"=2000' scale) showing the location of the entire site and all streets and land uses within 500 feet of the site.				
				37	Location of the site on a Camden County Soil Survey (at a scale no less than 1" = 1000').				
				38	Zoning map depicting the property limits and the zoning district for the site in question and adjoining properties within 200 feet of the site based on the Township's current zoning map.				
				39	Name and address of the applicant and the property owner.				
				40	Names of owners of all contiguous lands and adjacent properties within 200 feet of the site.				
				41	Written description for each proposed non-residential building (including number of employees/members; number of shifts to be worked; maximum employees per shift; expected truck and trailer traffic; hours of operation; and sources for emission of noise, glare, air pollution or water pollution).				
				42	Submission of a current outbounds survey plan signed, sealed and certified by a NJ licensed Land Surveyor.				
				43	Plan delineation of any existing or proposed deed restrictions, protective covenants, recorded easements, and right-of-ways.				
				44	Depict and tabulate all bulk zoning requirements and buffer limits.				

Sample of Newspaper Advertisement

Please take notice that the undersigned has filed an application with the Winslow Township Planning/ Zoning Board for a _____

and any other Variance and/or Waivers that may be required on

Block _____ Lot _____

known as _____.

The application is available for examination at the Mayor Dominic Maiese Municipal Complex, 125 South Route 73, Braddock, New Jersey, 08037, between the hours of 8:30 a.m. and 4:00 p.m.

A Public Hearing will be conducted before the Planning/Zoning Board in connection with this application at the Mayor Dominic Maiese Municipal Complex, 125 South Route 73, Braddock, New Jersey, 08037, on the _____ day of _____, 20____, at 7:00 PM (Planning) 6:30 PM (Zoning). Anyone interested in this application will be given an opportunity to be heard at the aforementioned meeting.

Name _____

Address _____

SAMPLE NOTICE TO PROPERTY OWNERS

In accordance with the requirements of the Township of Winslow, you are hereby notified that an application has been filed by the undersigned with the Secretary of the Planning/Zoning Board and is available for examination at the Winslow Township Municipal Complex, 125 South Route 73, Winslow Township, New Jersey between the hours of 8:30 AM and 4:30 PM.

A Public Hearing will be conducted before the Planning/Zoning Board in connection with this application in the Winslow Township Municipal Building, 125 South Route 73, Winslow Township, New Jersey on the _____ day of _____, 20____, at 7:30 PM.

PROPERTY INVOLVED:

ADDRESS: _____

PLATE: _____ BLOCK: _____ LOT: _____

PROPOSED USE OR OCCUPANCY: _____

AFFIDAVIT OF SERVICE OF NOTICE

Date: _____

To: Winslow Township Planning & Zoning Office

The undersigned declares that in accordance with the provisions of the Township of Winslow Zoning Ordinance, a Notice of the Variance application and of a public hearing thereon has been sent by certified mail to all property owners within two hundred (200) feet of the boundary lines of the property involved.

As of _____, 20_____, all notices, a copy of which is attached, were mailed by certified mail to the property owners listed on the attached form and which are hereby made part of this declaration.

AFFIDAVIT

State of New Jersey, Camden County

_____ being of full age and duly sworn according to law upon his/her oath deposes and says that he/she is the person executing the foregoing statement and that the facts herein set forth are true and correct.

Signature _____

Sworn to before me this _____

Day of _____, 20_____

Notary Public

Applicant _____

Block _____ Lot _____

ESCROW AGREEMENT

This Escrow Agreement made between the applicant hereinafter referred to as "Developer", and the Winslow Township Planning Board or the Winslow Township Zoning Board of Adjustment, (hereinafter) called "Township".

The purpose of this Agreement is to set forth the procedure for Escrow Funds that shall be deposited with the Township at the inception of any application before the Township Zoning or Planning Board.

It is specifically understood between the parties to this Agreement, that the said Escrow referred to herein shall be payable before an application is deemed complete and shall be submitted by the Developer with the application to the Township.

- 1.) The deposit required of the Developer and deposited into the Professional Escrow Account shall cover the fees associated with the required review of the application by the Zoning Board of Adjustment of Planning Board Engineer, Planner or Attorney; and for applications submitted pursuant to N.J.S.A. 40:55 D-70 d, such other professionals as the Township and/or Zoning Board may reasonably require, which review shall include the written report on the application to be submitted to the Board. Prior to drawing monies out of the Professional Escrow Account, each professional engaged by the Board shall submit an Invoice to the Board Secretary for approval by the Township. Following conclusion of the Hearings and Meetings regarding the application, any unused funds deposited by an applicant into the Professional Escrow Account shall be refunded to the Developer upon application and approval by the Township.

- 2.) Deposits received from any Developer pursuant to this Agreement shall be deposited in a Banking Institution or Savings & Loan Association in this State insured by an agency of the Federal Government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits. The Municipality shall be responsible to have the Escrow Accounts maintained in accordance with N.J.S.A. 40:55D-53.1.

- 3.) The term Professional Personnel or Professional Service as used herein shall include the service of a Duly Licensed Engineer, Surveyor, Planner, Attorney, Realtor, Appraiser, or other expert or employee of said professional who would provide Professional Service to ensure an application meets performance standards as set forth in the Township Ordinances and other experts whose Testimony is in an area in which the Developer has presented expert Testimony.
- 4.) A Developer may request that the Professional Personnel or Board Professional schedule additional time, in excess of that covered by the monies paid into the Professional Escrow Account, for review of a specific application.
- 5.) It shall be specifically understood between the Developer and the Township, that any meetings in or out of the professionals office, requested by the Developer, shall be paid for by the Developer for the professionals time out of the Professional Escrow Account.
- 6.) A Developer shall be responsible to reimburse the Municipality out of the Professional Escrow Account for all activities including but not limited to the following:
 - a.) Preparation for and attendance at special meetings requested by the Developer.
 - b.) Review or preparation of Easements, Developers Agreement, Deeds or the like.
 - c.) Review of additional Documentation submitted by the Developer and issuance of any reports relating thereto.
 - d.) Charges for any telephone conference or meeting requested or initiated by Developer, his attorney or any of his experts.
 - e.) Issuance of reports by Professional Personnel to the Municipal Agencies setting forth recommendations resulting from review of any documents submitted by the applicant, site visits and inspections.
 - f.) Any and all other expenses of Professional Personnel incurred and paid by it necessary to process the application by the Developer for developments.
 - g.) Preparation of a Resolution or memorializing Resolutions setting forth findings and conclusions of the municipal agency with respect to an application.

- 7.) No applicant shall be responsible to reimburse the Township for any of the following:
 - a.) Attendance by the Professional Personnel at any regularly scheduled meeting of the Municipal Agency; provided however that the Township shall be entitled to be reimbursed for attendance of its Professional Personnel at special meetings of the Municipal Agency which were requested by the Developer for the Developer's convenience.

- 8.) The Township shall notify the Developer when said deposit into the Professional Escrow Account appears to be insufficient for any particular application of the Developer. At that time additional funds shall be deposited into the Professional Escrow Account based on an estimation submitted by the Township to the Developer of the amount of money needed to complete the Developer's application. No site plan, or subdivision shall be signed, nor shall any Zoning Permits, Building Permits, Certificates of Occupancy or any other types of permits be issued with respect to any approved application for development until all bills for reimbursable services have been received by the Municipality from the professional rendering service in connection with such application and payment has been approved by the Municipal Body unless the applicant shall have deposited with the Township an amount agreed upon by the Developer and the Municipal Agency is likely to be sufficient to cover all reimbursable items; and upon posting said deposit with the Township the appropriate maps and permits may be signed and released or issued to the Developer. If the amount of the deposit exceeds the actual cost as approved for payment by the Municipal Body, the Developer shall be entitled to return of excess deposits together with such interest as allowed by N.J.S.A. 40:55D53.1. But if the charges submitted and approved by the Municipal Body exceed the amount of the deposit, the Developer shall be liable for payment of such deficiency.

- 9.) No Professional Personnel submitting charges to the Township for any services rendered in this Agreement shall charge for any of the services contemplated at a higher rate or in any different manner than would normally be charged to the Township for similar work as ascertained by the Professional's Contract of Employment with the Municipality. Payment of any bill rendered by a professional to the Township with respect to any services or which the Township is entitled to reimbursement under this Agreement shall in no way be contingent upon receipt of reimbursement by the Developer, nor shall any payment to a professional be delayed pending reimbursement from a Developer.

10.) The Developer and Township agree that the initial deposit into the Professional Escrow Account shall be made in accordance with Ordinance Chapter 40, 43-46. It is clearly understood between the parties that due to the complexity and/or the nature of the application, that if said deposit is exhausted before final approval or final hearing on any application is complete, that the Developer shall place additional funds into the Professional Escrow Account upon request to do so by the Township based on an estimation of amount of professional review time necessary to complete the application.

Winslow Township
Zoning Board of Adjustment/
Planning Board

Dated: _____

BY _____

Dated: _____

BY _____

Developer _____

Street Address _____

City/State/Zip _____

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Social security number								
or								
Employer identification number								

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign
Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

TAX ABATEMENT NOTICE

THE TOWNSHIP OF WINSLOW HAS ADOPTED A TAX ABATEMENT ORDINANCE FOR QUALIFIED COMMERCIAL AND INDUSTRIAL DEVELOPMENT (building must be over 5,000 s.f., Etc.)

ANY APPLICATION FOR TAX ABATEMENT MUST BE FILED WITH THE TOWNSHIP TAX ASSESSOR'S OFFICE **PRIOR TO THE ISSUANCE OF A CONSTRUCTION PERMIT**. ANY APPLICATION SUBMITTED FOLLOWING THE ISSUANCE OF A CONSTRUCTION PERMIT **WILL NOT BE CONSIDERED**.

A COPY OF THE TAX ABATEMENT ORDINANCE CAN BE OBTAINED AT THE TOWNSHIP CLERK'S OFFICE AT NO COST. PLEASE CONTACT THE TOWNSHIP TAX ASSESSOR'S OFFICE FOR FURTHER INFORMATION IN REGARD TO THE TAX ABATEMENT PROCEDURE.

APPLICANT _____
ADDRESS _____

BLOCK _____ LOT _____

SIGNATURE REPRESENTS THE APPLICANT WAS INFORMED OF THE WINSLOW TOWNSHIP TAX ABATEMENT PROGRAM.

SIGNATURE _____ DATE _____



REQUEST FOR CERTIFIED PROPERTY OWNER LIST

Office of the Tax Assessor
125 SOUTH ROUTE 73
BRADDOCK, NJ 08037
(609) 567-0700 option #9
assessor@winslowtownship.com

Date: _____

Name: _____

Address: _____

Please mail original list to _____
If different then above address

Please call for pick up Phone Number _____

Please e-mail list to e-mail address _____

Please prepare list in an excel spreadsheet format applicant will prepare own labels (sent via email request only)

Please prepare mailing labels (an additional fee of .05 per label will be charged)

Please prepare the appropriate Certified List of Winslow Township Property Owners within _____ feet of the below indicated property(ies):

Block(s) _____

Lot(s) _____

**if the subject property is within 200' of another municipality, a legible copy of that municipality's tax map indicating the subject property(ies) MUST be attached.

Pursuant to §29-1 Miscellaneous Fees

List of property owners within 200' for the first 40 names	\$10.00
Each name after 40	\$.25
Mailing labels (each).....	\$.05

*** PAYMENTS CAN NOW BE MADE VIA CREDIT CARD**
CALL THE OFFICE TO MAKE PAYMENT OVER THE PHONE

**CONSTRUCTION OFFICIAL FORM
HANDICAP ACCESSIBILITY COMPLIANCE**

The applicant needs to send 1 copy of the Site Plan to the Winslow Township Construction Office via certified mail along with this form:

Winslow Township Construction Office
125 South Route 73
Braddock, NJ 08037

TO: WINSLOW TOWNSHIP CONSTRUCTION OFFICIAL

I/We, _____ have submitted the attached plans to the Planning and Zoning Board Office of the Township of Winslow for approvals for the applicant detailed below. Please review the Site Plan for **HANDICAP ACCESSIBILITY COMPLIANCE**.

Applicant _____
Address _____

Email Address _____ Phone # _____

Engineer _____
Address _____

Email Address _____ Phone # _____

Proposed Project Name _____
Block _____ Lot _____
Date of plans submitted _____

Date Signature of Applicant

I, _____ of the Winslow Township Construction Office, have reviewed the attached SITE PLAN for HANDICAP ACCESSIBILITY COMPLIANCE.

Be advised that I have found that the site plan **DOES** comply _____
DOES NOT comply and the following change is needed _____

This information will be forwarded to the Planning and Zoning office.

Date Construction Official Signature

CAMDEN COUNTY PLANNING BOARD APPLICATION SUBMISSION REQUIREMENTS CHECKLIST APPLICATION COVER PAGE



Documents must be submitted to the Planning Division Staff at least thirty (30) working days prior to the scheduled Planning Board meeting. No provisional approvals will be issued at Planning Board meeting.

Subdivision Requirements:

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to Camden County Treasurer)
- Two (2) Sets of Plans
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (if applicable)

Site Plan & Site Plan Revision Requirements

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to Camden County Treasurer)
- Two (2) Sets of Plans of Signed and Sealed Plans (Only 24" by 36" Site plans will be accepted)
(Plans must reflect all requirements contained in Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2)
- Two (2) Copies of County Road Improvement Plans (if applicable and not included in Original Set of Plans)
- Two (2) Copies of a Signed and Sealed Survey
(Conducted by a licensed surveyor if existing documents are referenced in accordance with NJAC 13:40-7.2 (a.)1)
- Two (2) Sets of Drainage Calculations (Data based upon 10 YEAR-PRE & 25 YEAR-POST Year Storm Event)
- Two (2) Sets of Traffic Impact Study (if available)
- Two (2) Copies of the Local Engineer Report
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (if applicable)
- One (1) Copy of All Dedication, Easement, Deed, and Other Relevant Documents

Please Submit the Following Additional Items:

- Map or Most Recent Aerial Photo of Site
- Digital Copy of the Site Plan, Subdivision Plan or Major Subdivision

X _____

*Certification of Completeness
Signature By Local Official*

X _____

Signature of Agent or Applicant

CAMDEN COUNTY PLANNING BOARD APPLICATION



Making It Better, Together.

Application for County Approval of Subdivision, Site & Development Plans

Camden County Planning Board

Charles J. DePalma Public Works Complex
2311 Egg Harbor Road
Lindenwold, NJ 08021

Phone: 856.566.2978 Fax: 856.566.2988
E-mail: planningdivision@camdencounty.com

This application must be completed in full, duplicated, signed and filed with the municipality. Please also submit a copy of local application and approval. See County Submission requirement list for all documents necessary for a complete application.

(PLEASE TYPE OR PRINT LEGIBLY)

Project Information:

Project Name: _____

Project Address (if applicable) & Municipality: _____

Abuts County Road: _____ County Route No.: _____

Type of Submission (please check one):

- New Site Plan
- New Minor Subdivision
- New Major Subdivision
- Request for Letter of No Impact or Waiver Review
- Revision to Prior Site Plan

Original Site Plan Application No.: _____ Date Originally Approved: _____

- Resubmission of Major Subdivision

Original Major Subdivision Application No.: _____ Date Originally Approved: _____

Tax Map Data:

Plate(s): _____

Existing Zoning: _____

Block(s): _____

Variance(s) Required: _____

Lot(s): _____

The Camden County planning process concerns itself primarily with a review of factors that directly impact county facilities such as County owned roads and stormwater management systems. This application as well as Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2 can be found on the Camden County Planning Division website: <https://www.camdencounty.com/service/public-works/planning/>. If you have any questions please call 856-566-2978.

CAMDEN COUNTY PLANNING BOARD APPLICATION

Applicant & Agent Contact Information (please type or print legibly or your application may be delayed):

Applicant: _____ Phone: _____ Fax: _____

Address: _____ Town & State: _____

Email: _____ Zip.: _____

Attorney: _____ Phone: _____ Fax: _____

Address: _____ Town & State: _____

Email: _____ Zip.: _____

Engineer: _____ Phone: _____ Fax: _____

Address: _____ Town & State: _____

Email: _____ Zip.: _____

Proposed Use (please check all that apply):

Residential

- Single Family Detached
- Town Homes
- Duplex
- Apartments
- Condominiums
- Medical Care Residential

Commercial

- Retail
- Office
- Restaurant/ Food Establishment
- Hospitality/ Hotel Space
- Medical Use
- Sports or Entertainment

Industrial

- Maintenance/ Repair Shop
- Flex Space
- Storage/ Warehouse
- Distribution Center
- Manufacturing
- Other: _____

Project Description & Statistics:

Short Description of Project: _____

Increase in Impervious Coverage?: YES / NO Total Increase or Decrease: _____

Total Amount of Land Disturbed: _____

Total Gross SF of all Buildings/ Development: _____

Total New Residential Units: _____

Total New Jobs Created: _____

CAMDEN COUNTY PLANNING BOARD APPLICATION Page - 3

Subdivision Description (if applicable):

Does this application include a lot consolidation? YES / NO

Will new lots be created? YES / NO How Many New Lots? _____

Size of Existing Lot(s): _____

Portion to be Subdivided: _____

Municipal (applicant/agent must bring to municipality for signature)

Title of Municipal Official: _____

Authorized Municipal Signature: _____ Date: _____

Transmittal Date (if applicable): _____

Phone Number: _____

Signatures Required:

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Agent Completing Application: _____

Signature of Agent: _____ Date: _____

For County Use:

Classification of Application: _____

Fees Included with Application: YES / NO

County Plan Number: _____

Stamp Date Received Below

CAMDEN COUNTY PLANNING BOARD APPLICATION FEE SCHEDULE



Making It Better, Together.

Applicant's Name: _____

Project Name: _____ Municipality: _____

Project Address: _____ Plate: _____ Block: _____ Lot: _____

Type of Plan

- Minor Subdivision (3 lots or less)
 Major Subdivision (4 lots or more)
 Site Plan

Subdivision Fees

- Minor Review Fee (\$200.00) \$ _____
 Major Review Fee (\$500.00) \$ _____

Site Plan and Subdivision Fees

- Design Review Fee (\$500.00) site plan only \$ _____
 Total Parking Spaces (\$8.00/Space) include any off street parking spaces for subdivisions and site plans \$ _____
 Dwelling Units (\$16.00/Unit) include in subdivisions and site plans \$ _____
 Dedication, Easement, Deed, Etc. Review Fee (\$150.00) \$ _____
 Inspection Fee (\$200.00) \$ _____

Additional/ Other Fees

- Preliminary / Concept Drawing Review Fee (\$200.00) \$ _____
 Site Plan Revision(\$200.00) \$ _____
 Request for Waiver Review/Letter of No Impact/ Exemptions (\$200.00) \$ _____
 Signing of Filing Plats (\$150.00) \$ _____

Total \$ _____

X _____
Signature of Agent or Applicant

Date

SPECIAL PROVISIONS

The Fee Schedule Check is Payable to the Camden County Treasurer. Fees paid are non-refundable once the review process begins.
All Plans, Applications, Dedications, Easements, Deeds, etc. MUST be submitted to the Planning Board at Least Thirty (30) Working Days Prior to the Scheduled Planning Board Meeting. All Complete Plan and Application

Winslow Township Planning and Zoning Board Corporate Disclosure

Name of
Company/Organization: _____

Is the Company a Corporation? Yes No

If yes, what State is the Corporation Incorporated in? _____

Is the Company a Partnership? Yes No

Is the Company an Individual Owner? Yes No

_____ Please list any/all
individuals who are owners or if a non-profit all board members.

Name	Address	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above information is true and correct to the best of my knowledge:

Signature

Date

Signature

Date

TOWNSHIP OF WINSLOW
PLANNING & ZONING
125 SOUTH ROUTE 73
WINSLOW TOWNSHIP, NJ 08037-9422

THIS MUST BE REVIEWED AND SIGNED BEFORE
THE APPLICATION CAN BE PROCESSED
DEVELOPER'S AGREEMENT

I hereby acknowledge that I have received and read this notice and the attached 0-10-07 - Ordinance requiring applicants for Land Development to execute Developer's Agreement.

In Addition

In connection with the post approval process, the Developer needs to submit two duplicate original Developer's Agreement obtained from the Winslow Township Planning/Zoning Board Solicitor's office. The developer must supply to the solicitor's office a copy of the deed to the tract the subject of the application containing the legal description of the premises, along with a copy of the Winslow Township Planning/Zoning Board Engineer's Bond Letter. The developer must also provide to the Winslow Township Planning/Zoning Board Solicitor a list of names and addresses of all individuals owning at least 10% of the Developer entity and/or the property. Once the two duplicate originals have been completed and executed by the Developer, the developer must return same to the Planning/Zoning Board Secretary; she will forward them to the Township Clerk to be placed on the Township Committee agenda for acceptance and authorization to be executed by the Mayor and Township Committee by Resolution. Once the Developers Agreement is accepted by resolution, the Township Clerk will forward same to the Developer to be recorded in the Camden County Clerk's Office. **Once the Developer's Agreement is recorded in the Camden County Clerk's Office and proof of same has been returned to the Township Clerk, then the Development plans can be signed off by the Township if all other conditions are met.**

I understand and agree to proceed with the filing of this/these application(s) for: (Application Attached)

Project Name: _____

Type of Application: _____

Block & Lot: _____

Number of Units: _____

Applicant's Signature

Date

By copy of this I hereby place you, (the Applicant) on Notice of Same.

Secretary
Planning & Zoning Boards

Attachment D – Major Development Stormwater Summary

General Information			
1. Project Name:			
2. Municipality:	County:	Block(s):	Lot(s):
3. Site Location (State Plane Coordinates – NAD83):		E:	N:
4. Date of Final Approval for Construction by Municipality: Date of Certificate of Occupancy:			
5. Project Type (check all that apply): Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (please specify) _____			
6. Soil Conservation District Project Number:			
7. Did project require an NJDEP Land Use Permit? Yes <input type="radio"/> No <input type="radio"/> Land Use Permit #:			
8. Did project require the use of any mitigation measures? Yes <input type="radio"/> No <input type="radio"/> If yes, which standard was mitigated? _____			

Site Design Specifications	
1. Area of Disturbance (acres):	Area of Proposed Impervious (acres):
2. List all Hydrologic Soil Groups:	
3. Please Identify the Amount of Each Best Management Practices (BMPs) Utilized in Design Below: Bioretention Systems ___ Constructed Wetlands ___ Dry Wells ___ Extended Detention Basins ___ Infiltration Basins ___ Combination Infiltration/Detention Basins ___ Manufactured Treatment Devices ___ Pervious Paving Systems ___ Sand Filters ___ Vegetative Filter Strips ___ Wet Ponds ___ Grass Swales ___ Subsurface Gravel Wetlands ___ Other _____	

Storm Event Information			
Storm Event - Rainfall (inches and duration):	2 yr.: _____	10 yr.: _____	
	100 yr.: _____	WQDS: _____	
Runoff Computation Method: NRCS: Dimensionless Unit Hydrograph <input type="checkbox"/> NRCS: Delmarva Unit Hydrograph <input type="checkbox"/> Rational <input type="checkbox"/> Modified Rational <input type="checkbox"/> Other: _____			

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one): <input type="radio"/> Public <input type="radio"/> Private: If so, Name:	Phone number:
3. Basin Construction Completion Date:	
4. Drain Down Time (hr.):	
5. Design Soil Permeability (in./hr.):	
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	Date Obtained:
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one): Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used:	
9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>	

Comments:

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	_____
4. Drain Down Time (hr.):	_____
5. Design Soil Permeability (in./hr.):	_____
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	_____ Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted:	Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	_____
4. Drain Down Time (hr.):	_____
5. Design Soil Permeability (in./hr.):	_____
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	_____ Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted:	Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*	
1. Type of Basin:	Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>
2. Owner (select one):	<input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____
3. Basin Construction Completion Date:	_____
4. Drain Down Time (hr.):	_____
5. Design Soil Permeability (in./hr.):	_____
6. Seasonal High Water Table Depth from Bottom of Basin (ft.):	_____ Date Obtained: _____
7. Groundwater Recharge Methodology (select one):	2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/>
8. Groundwater Mounding Analysis (select one):	Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____
9. Maintenance Plan Submitted:	Yes <input type="radio"/> No <input type="radio"/> Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

LAND USE PROCEDURES

40 Attachment 6

Exhibit "F"
 Stormwater Checklist
 (Section 40-33.2F)
 (Part 1)

Stormwater Management Information Required to Be Submitted to Commission and Municipality for Review

The following checklist identifies the stormwater management standards that an applicant must address to complete an application with the Pinelands Commission and the concerned municipality (each "Item #" is cross-referenced in the attached Reference Guide).

Note that the stormwater management standards need not be addressed if either:

- The proposed development is minor residential development, resulting in less than five lots or dwelling units, *and* the development does not involve the construction of any new roads; *OR*
- The development proposed is minor nonresidential development, *and* the development does not involve the grading, clearing or disturbance of an area in excess of 5,000 square feet within any five-year period.

Item #	Addressed	Description
1.	<input type="checkbox"/>	Calculations demonstrating that the proposed development meets one of the following three stormwater runoff rate standards:
	<input type="checkbox"/>	Post-development hydrographs for the 2-, 10- and 100-year storms of 24-hour duration will not exceed the predevelopment runoff hydrographs at any point in time [N.J.A.C. 7:50-6.84(a)6ii(1)].
	<input type="checkbox"/>	No increase in pre-development rates from the 2-, 10- and 100-year storms will occur. In addition, any increase in stormwater volume for these storms will not increase flood damage at or downstream of the parcel [N.J.A.C. 7:50-6.84(a)6ii(2)].
	<input type="checkbox"/>	The peak post-development runoff from 2-, 10- and 100-year storms will be 50%, 75% and 80% respectively of the pre-development peak rates for the same storms [N.J.A.C. 7:50-6.84(a)6ii(3)].

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<u>Item #</u>	<u>Addressed</u>	<u>Description</u>
2.	<input type="checkbox"/>	Calculations demonstrating that the total runoff volume generated from the net increase in impervious surfaces by a 10-year storm of 24-hour duration will be retained and infiltrated on site.
3.	<input type="checkbox"/>	Information (soil logs) demonstrating that the lowest point of infiltration of each structural stormwater management measure (e.g. swales, basins, drywells) will meet the two-foot separation to the seasonal high water table (SHWT) standard.
4.	<input type="checkbox"/>	Information demonstrating that the proposed stormwater design will meet the wetland, required buffer to wetlands and surface water protection standards.
5.	<input type="checkbox"/>	Information demonstrating that the soil suitability (permeability rate) standard will be met for all stormwater infiltration facilities (e.g. swales, basins, drywells).
6.	<input type="checkbox"/>	If the development includes High Pollutant Loading Areas (HPLAs) such as gas stations or vehicle maintenance facilities, information which demonstrates that the HPLA standards will be met is submitted.
7.	<input type="checkbox"/>	The groundwater mounding standards will be met.
8.	<input type="checkbox"/>	Information demonstrating that all of the following low impact stormwater design standards will be met (as applicable—see Reference Guide):
	<input type="checkbox"/>	Pretreatment of stormwater, prior to entering infiltration measures has been incorporated into the design.
	<input type="checkbox"/>	The design utilizes multiple, smaller stormwater management measures dispersed spatially throughout the site.

LAND USE PROCEDURES

<u>Item #</u>	<u>Addressed</u>	<u>Description</u>
	<input type="checkbox"/>	The design incorporates nonstructural stormwater management strategies identified in the NJDEP stormwater regulations to the maximum extent practical. A written description of each of these strategies must be provided. Alternatively, the results of the NJDEP's NSPS Spreadsheet or Low Impact Design (LID) Checklist may be submitted.

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**STORMWATER CHECKLIST
(Part 2)**

Additional Stormwater Management Information Required to be Submitted to Municipality for Review

The following checklist identifies certain stormwater management standards that an applicant must address with the municipality (each "Item #" is cross-referenced in the attached Reference Guide). Note that there may be additional information that is required by a municipal ordinance that is not identified in this Pinelands Commission Checklist and Reference Guide.

<u>Item #</u>	<u>Addressed</u>	<u>Description</u>
9.	<input type="checkbox"/>	No direct discharge of stormwater to farm fields will occur to the maximum extent practical.
10.	<input type="checkbox"/>	The Total Suspended Solids (TSS) load in the stormwater will be reduced by 80%.
11.	<input type="checkbox"/>	Stormwater management measures have been designed to reduce the nutrient load in the stormwater runoff from the post-developed site to the maximum extent practical.
12.	<input type="checkbox"/>	The development will meet the groundwater recharge standards.
13.	<input type="checkbox"/>	The stormwater management plan addresses stormwater facilities construction and as-built requirement standards.
14.	<input type="checkbox"/>	The proposed stormwater management measures meet structural design standards.
15.	<input type="checkbox"/>	The development meets stormwater facility safety standards.
16.	<input type="checkbox"/>	A stormwater facilities maintenance plan is provided.

LAND USE PROCEDURES

Stormwater Checklist and Reference Guide

REFERENCE GUIDE

Each Item # identified in Part 1 and Part 2 (the Checklists) corresponds to the Item # in this Reference Guide.

Item #1. The CMP (N.J.A.C. 7:50-6.84(a)6ii) provides that stormwater management runoff rate standards may be met through one of the following three options:

I. Demonstrate that the post-developed stormwater runoff hydrographs from the project site for the 2-, 10-, and 100-year storms do not exceed, at any point in time, the site's pre-developed runoff hydrographs for the same storms [(N.J.A.C. 7:50-6.84(a)6ii(1)); or

II. Demonstrate that under post-developed site conditions [(NJAC 7:50- 6.84(a)6ii(2))]:

- a. There is no increase in predeveloped stormwater runoff rates from the project site for the two (2), ten (10), and one hundred (100)-year storms; and
- b. Any increased stormwater runoff volume or change in stormwater runoff timing for the two (2), ten (10), and one hundred (100)-year storms will not increase flood damage at or downstream of the project site; or

III. Demonstrate that the peak post-developed stormwater runoff rates from the project site for the two (2), ten (10) and one hundred (100) year storms are fifty, seventy-five and eighty percent (50%, 75% and 80%), respectively, of the site's peak pre-developed stormwater runoff rates for the same storms [(N.J.A.C. 7:50-6.84(a)6ii(3))]. Peak outflow rates from onsite stormwater measures for these storms shall be adjusted where necessary to account for the discharge of increased stormwater runoff rates and/or volumes from project site areas not controlled by the onsite measures. These percentages do not have to be applied to those portions of the parcel where development is not currently proposed, provided that such areas:

- a. Are protected from future development by imposition of a conservation easement, deed restriction, or other acceptable legal measures; or
- b. Are subject to review under these standards if they are proposed for any degree of development in the future.

▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

___ A stormwater management plan prepared as follows:

- a. Runoff rates and volumes calculated in accordance with TR-55 and which utilizes an appropriate hydrograph. An alternative method may be utilized, provided that information is submitted which demonstrates that the methods of the alternative method are at least as protective as the NRCS methodology.
- b. Stormwater runoff calculated by separately calculating then combining runoff from pervious and directly connected impervious areas within each drainage area.
- c. Calculations of runoff front unconnected impervious surfaces, based on the Two-

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Step Method described in the NJDEP's BMP Manual.

d. Rainfall data in the stormwater calculations shall use appropriate 24-hour rainfall depths as developed for the project site by the National Oceanic and Atmospheric Administration, available online at: <http://hdsc.nws.noaa.gov/hdsc/pfds/index.html>.

e. Pre-development runoff CN values have been assumed to be woods in good condition, or follow standard criteria noted in the NJDEP Stormwater Regulations (N.J.A.C. 7:8 5.6(a)2) as follows:

- When selecting or calculating Runoff Curve Numbers (CNs) for pre-developed project site conditions, the project site's land cover shall be assumed to be woods in good condition. Another land cover may be used to calculate runoff coefficients if such land cover has existed at the site or portion thereof without interruption for at least five (5) years immediately prior to the time of application and the design engineer can document the character and extent of such land cover through the use of photographs, affidavits, and/or, other acceptable land use records. If more than one land cover has existed on the site during the five (5) years immediately prior to the time of application, the land cover with the lowest runoff potential shall be used for the computations. All pre-developed land covers shall be assumed to be in good hydrologic condition and, if cultivated, shall be assumed to have conservation treatment.

- Where tailwater will affect the hydraulic performance of a stormwater management measure, the design engineer shall include such effects in the measure's design.

f. In calculating pre-developed site stormwater runoff, the design engineer shall include the effects of all land features and structures such as ponds, wetlands, depressions, hedgerows; and culverts that affect pre-developed site stormwater runoff rates and/or volumes.

g. Calculations submitted for the purposes of demonstrating consistency with the stormwaters volume and rate standards of the CMP shall not include any credit for infiltration in any stormwater BMP during the 2-, 10- or 100-year storm events.

h. Pre- and post-development drainage areas maps have been provided which identify the concentration pathways. The maps and calculations include all applicable off-site and on-site areas.

i. Tc and CN calculations have been provided.

j. Information is provided for each stormwater management measure which demonstrates how each was designed in accordance with the guidance provided by the NJDEP's BMP Manual.

___ Identify which of the three above noted stormwater rate provisions is being addressed to meet the stormwater runoff standards [N.J.A.C. 7:50-6.84(a)6ii(1, 2 or 3)].

___ A written narrative to accompany the above calculations describing the method that was utilized to complete the calculations and that includes the size of each drainage area, the pre-development runoff rates of each drainage area, the post-development runoff rates and volumes generated, the routed rates and volume of runoff for each storm event.

___ If proposing to demonstrate compliance utilizing N.J.A.C. 7:50-6.84(a)6ii(1), applicants must provide copies of all pre- and post-development hydrographs.

LAND USE PROCEDURES

___ If proposing to demonstrate compliance utilizing N.J.A.C. 7:50-6.84(a)6ii(2), applicants must provide a build-out analysis for each of the affected drainage areas. When performing this analysis for pre-developed site conditions, all off-site development levels must reflect existing conditions. When performing this analysis for post-developed site conditions, all off-site development levels must reflect full development of the affected drainage area in accordance with current zoning and land-use ordinances.

___ If proposing to address the stormwater runoff rate standards utilizing MAC 7:50-6.84(a)6ii(3), applicants must provide the post development runoff rate reductions for the 2-, 10- and 100-year storms (minimum reductions of 50%, 75% and 80%, respectively). If portions of the parcel are not included in the rate calculations because they will remain vacant, the applicant must either:

- a. Indicate whether a recorded deed restriction will be imposed on that portion of the site not to be developed, or
- b. Provide a note on the plans indicating that any development proposed in these areas in the future must meet the stormwater standards in place at that time.

Item #2. The total runoff volume generated from the net increase in impervious surfaces by a ten (10) year, twenty-four (24) hour storm shall be retained and infiltrated onsite [N.J.A.C. 7:50-6.84(a)6iii(1)].

▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

___ A written description of the amount of pre- and post-development impervious area as defined by Table 2-2a in TR-55 within each drainage area along with a calculation of the required volume, of stormwater that must be retained to meet this standard.

___ Volume tables for each stormwater management measure that includes the volume retained to the elevation of the lowest outlet.

___ Information which demonstrates compliance with volume infiltration and retention standard. The submitted report must demonstrate that the proposed retention/infiltration facilities can retain and infiltrate the volume generated from the net increase in impervious surfaces by a ten (10) year, twenty-four (24) hour storm.

Item #3. Stormwater infiltration facilities must be designed, constructed and maintained to provide a minimum separation of at least two (2) feet between the elevation of the lowest point of the bottom of the infiltration BMP and the seasonal high water table [N.J.A.C. 7:50-6.84(a)6iii(1)].

▶

▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

___ A plan depicting the location of all soil tests.

___ Soil log descriptions for the requisite number of test pits in the vicinity of the stormwater facilities in accordance with the following:

- a. A minimum of two (2) soil test pits must be excavated within the footprint of any proposed infiltration facility to determine the suitability and distribution of soil types present at the site.

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- b. Placement of the test pits must be within twenty (20) feet of the facility perimeter, located along the longest axis bisecting the facility.
- c. For facilities larger than ten thousand (10,000) square feet in area, a minimum of one (1) additional soil test pit must be conducted within each additional area of ten thousand (10,000) square feet.
- d. The additional test pit(s) must be placed approximately equidistant to other test pits, so as to provide adequate characterization of the subsurface material.
- e. In all cases, where soil and/or groundwater properties vary significantly, additional test pits must be excavated in order to accurately characterize the subsurface conditions below the proposed infiltration facility.
- f. Soil test pits must extend to a minimum depth of eight (8) feet below the lowest elevation of the basin bottom or to a depth that is at least two (2) times the maximum potential water depth in the proposed infiltration facility, whichever is greater.
- g. A soil test pit log must be prepared for each soil test pit and provide the following:
- provide the elevation of the existing ground surface;
 - the depth and thickness (in inches) of each soil horizon or substratum;
 - the dominant matrix or background and mottle colors using the Munsell system of notation for hue, value and chroma;
 - the appropriate textural class as shown on the USDA textural triangle;
 - the volume percentage of coarse fragments (larger than two (2) millimeters in diameter);
 - the abundance, size, and contrast of mottles;
 - the soil structure, soil consistence, and soil moisture condition, using standard USDA classification terminology for each of these soil properties;
 - identify the presence of any soil horizon, substratum or other feature that exhibits an in-place permeability rate less than one (1) inch per hour;
 - the depth to seasonally high water level, either perched or regional; and
 - the static water level based upon the presence of soil mottles or other redoximorphic features, and elevation of observed seepage or saturation.

Item #4. There will be no direct discharge of stormwater runoff from any point or nonpoint source to any wetland, wetland transition area (wetland buffer) or surface water body. In addition, stormwater runoff shall not be directed in such a way as to increase the volume and rate of discharge into any surface water body from that which existed prior to development of the parcel.

LAND USE PROCEDURES

▶ WHAT TO SUBMIT:

___ A development plan depicting wetlands boundaries, wetlands transition areas (buffers) and surface water bodies, and the location of all discharges or stormwater runoff from structural facilities and non-structural stormwater management measures.

___ If there is an existing discharge to wetlands, provide calculations which demonstrate that the stormwater volume and rate of runoff will not increase after development.

Item #5. Stormwater infiltration facilities shall be sited in suitable soils verified by testing of undisturbed soil samples collected in the field, performed under direct supervision of a Professional Engineer, to meet the following [N.J.A.C. 7:50-6.84(a)6iv(2)]:

I. To have permeability rates of between 1 and 20 inches per hour;

II. A safety factor of two shall be applied to the design of the infiltration basin when performing any mounding (Item #7, below) and drain time analysis;

III. The minimum acceptable "tested permeability rate" of any soil horizon or substratum shall be one (1) inch per hour. Soil materials that exhibit tested permeability rates slower than one (1) inch per hour shall be considered unsuitable for stormwater infiltration. The maximum reportable "tested permeability rate" of any soil horizon or substratum shall be no greater than twenty (20) inches per hour regardless of the rate attained in the test procedure;

IV. If the maximum permeability rate of 20 inches per hour cannot be met but will be exceeded, stormwater must first be routed through a bioretention system prior to infiltration or soil replacement may be proposed; and

V. If the soils are slower than one (1) inch per hour and the soils cannot be replaced with suitable soils, the infiltration facility may be required to be relocated.

▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

___ Results of permeability testing of undisturbed soil samples from the field taken below the bottom elevation of each stormwater management measure. Permeability tests must follow the methodologies outlined in the municipal land use ordinances.

___ A minimum of one (1) permeability test shall be performed at each soil test pit location. The soil permeability rate shall be determined using test methodology as prescribed in N.J.A.C. 7:9A-6.2 (Tube Permeameter Test), 6.5 (Pit Bailing Test) or 6.6 (Piezometer Test). When the tube permeameter test is used, a minimum of two replicate samples shall be taken and tested. Alternative permeability test procedures may be accepted by the approving authority provided the test procedure attains saturation of surrounding soils; accounts for hydraulic head effects on infiltration rates, provides a permeability rate with units expressed in inches per hour and is accompanied by a published source reference.

___ A plan containing cross section detail(s) of all stormwater BMPs alongside soil profile descriptions (to scale).

Item #6. The High Pollutant Loading Area (HPLA) standards apply where the proposed development includes areas that are defined as HPLAs in NJDEP stormwater regulations

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(NJAC 7:8-5.4(a)2iii(1)). HPLAs include areas in industrial and commercial development where solvents, and/or petroleum products are loaded, unloaded, stored or applied; areas where pesticides are loaded, unloaded, or stored; areas where hazardous materials are expected to be present in greater than "reportable quantities" as defined by the USEPA at CFR 302.4; areas where recharge would be inconsistent with NJDEP approved remedial action work plan or landfill closure plan; areas of high risk for spills of toxic materials such as gas stations and vehicle maintenance facilities and areas of industrial stormwater exposed to "source material."

Where stormwater runoff is exposed to high pollutant source material, the stormwater management plan shall demonstrate the following design criteria are met [N.J.A.C. 7:50-6.84(a)6iii(2)]:

- I. The extent of the areas described as HPLAs have been minimized on the development site to the maximum extent practicable;
- II. The stormwater runoff from the areas described as HPLAs are segregated to the maximum extent practicable from the stormwater runoff generated from the remainder of the site such that commingling of the stormwater runoff from the areas described as HPLAs and the remainder of the site will be minimized;
- III. The amount of precipitation falling directly on the areas described as HPLAs are minimized to the maximum extent practicable by means of a canopy, roof or other similar structure that reduces the generation of stormwater runoff;
- IV. The stormwater runoff from, or commingled with, the areas described as HPLAs for the Water Quality Design Storm; shall be subject to pretreatment by one or more of the following stormwater BMPs, designed in accordance with the New Jersey BMP Manual to provide 90 % TSS removal:
 - a. Bioretention system;
 - b. Sand filter;
 - c. Wet ponds which shall be hydraulically disconnected by a minimum of 2 feet of vertical separation from the seasonal high water table and shall be designed to achieve a minimum 80% TSS removal rate;
 - d. Constructed stormwater wetlands; and/or
 - e. Media filtration system manufactured treatment device with a minimum 80% TSS removal as verified by the New Jersey Corporation for Advanced Technology and as certified by NJDEP.
- V. If the potential for contamination of stormwater runoff by petroleum products exists onsite, prior to being conveyed to the pretreatment BMP required in IV. above, the stormwater runoff from the areas described in I. and II. above shall be conveyed through an oil/grease separator or other equivalent manufactured filtering device to remove the petroleum hydrocarbons. The applicant must provide the Commission with sufficient data to demonstrate acceptable performance of the device.

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▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

___ A plan clearly identifying the areas on-site that are HPLAs.

___ A description in writing or on the plans that identifies the actions taken to minimize these areas.

___ Documentation that demonstrates how the stormwater from the HPLA on the site will meet the 90% TSS removal standard (refer to Item #10, below and Appendix 1).

Item #7. Groundwater mounds resulting from the infiltration of stormwater shall not cause stormwater or groundwater to breakout to the land surface or cause adverse impacts to adjacent water bodies, wetlands or subsurface structures including, but not limited to, basements and septic systems [NJAC 7:50-6.84(a)6iv(3)].

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

___ A groundwater mounding analysis which considers the maximum design storm and, if the stormwater recharge facility is located near wetlands, the effects of any Radius of Influence (ROI) of the recharge facility on the wetlands. The analysis must provide specific conclusions as to whether each proposed recharge facility will cause stormwater or groundwater to breakout to the land surface or cause adverse impacts to adjacent water bodies, wetlands or subsurface structures including, but not limited to, basements and septic systems. The Professional Engineer's Groundwater Mounding Analysis Certification found in Appendix 2 may be utilized. Please note that if an applicant elects to submit the Certification, the municipality may require a more detailed analysis.

Item #8. To the maximum extent practical, stormwater management measures shall be designed to limit site disturbance, maximize stormwater management efficiencies, maintain or improve aesthetic conditions and incorporate pretreatment as a means of extending the functional life and increasing pollutant removal capacity of structural management facilities. The use of stormwater management measures that are using natural, non-wetland wooded depressions, or multiple infiltration facilities that are smaller in size, and distributed spatially throughout a parcel, rather than the use of a single larger structural stormwater management measure, shall be required to the maximum extent practical [N.J.A.C. 7:50-6.84(a)6iv(4)].

For all major development greater than one acre of disturbance or new impervious surface exceeding 1/4 acre, the following nine (9) nonstructural NJDEP BMPs for stormwater management must be addressed to the maximum extent practical [N.J.A.C. 7:8-5.3]:

- I. Protect areas that provide water quality benefits or areas particularly susceptible to erosion and sediment loss;
- II. Minimize impervious surfaces and break up or disconnect the flow of runoff over impervious surfaces;
- III. Maximize the protection of natural drainage features and vegetation;
- IV. Minimize the decrease in the predevelopment time of concentration;

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V. Minimize land disturbance including clearing and grading;

VI. Minimize soil compaction and all other soil disturbance;

VII. Provide low-maintenance landscaping that provides for the retention and planting of native plants and minimizes the use of lawns, fertilizers and pesticides, in accordance with N.J.A.C. 7:50-6.24;

VIII. Provide vegetated open-channel conveyance systems discharging into and through stable vegetated areas; and

IX. Provide other source controls to prevent or minimize the use or exposure of pollutants at the site in order to prevent or minimize the release of those pollutants into stormwater runoff. These source controls shall include, but are not limited to:

- a. Site design features that help to prevent accumulation of trash and debris in drainage systems;
- b. Site design features that help to prevent discharge of trash and debris from drainage systems;
- c. Site design features that help to prevent and/or contain spills or other harmful accumulations of pollutants at industrial or commercial developments; and
- d. Applying fertilizer in accordance with the requirements established under the Soil Erosion and Sediment Control Act, N.J.S.A. 4:24-39 et seq., and implementing rules, when establishing vegetation after land disturbance.

The NJDEP stormwater management rules require that any land area used as a nonstructural stormwater management measure shall be dedicated to a government agency, subjected

to a conservation restriction filed with the appropriate County Clerk's office, or subject to an equivalent restriction that ensures that measure is maintained in perpetuity.

▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

___ A description of the specific measures taken in the design of the site that limits site disturbance, maximizes stormwater management efficiencies, maintains or improves aesthetic conditions, incorporates pretreatment as a means of extending the functional life and increasing pollutant removal capacity of structural management facilities, uses natural non-wetland, wooded depressions or multiple infiltration facilities, and shows them distributed spatially throughout a parcel.

___ A written description of how the proposed development will incorporate the nine (9) nonstructural strategies (see above, I through IX) to the maximum extent practical. Alternatively, the following may be submitted:

___ The results of calculations utilizing the NJDEP's Non-Structural Point System (NSPS) spreadsheet that can be downloaded at www.state.nj.us/dep/stormwater may be submitted. (Note that this does not apply to linear development.)

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___ For linear development or development that does not "pass" the NSPS spreadsheet, a copy of the NJDEP's Low Impact Design (LID) Checklist may be submitted in an attempt to demonstrate whether the low impact design standards will be met to the maximum extent practical.

___ If the NJDEP point system does not show that the nine (9) nonstructural strategies are being used sufficiently or if one or more of the nine (9) nonstructural strategies will not be implemented to the maximum extent practical, a detailed rationale must be provided in writing which establishes a basis for the contention that maximal use of the strategy is not practicable on the site.

___ A plan which specifically identifies all proposed LID strategies including all areas of vegetated conveyance.

___ A description of how all non-structural strategies will be preserved and maintained in perpetuity pursuant to N.J.A.C. 7:8-5.3(c).

Note: One of the techniques that has been advocated to meet the low impact stormwater design standards is to reduce the number of units. The Pinelands Commission does not advocate this approach.

Item #9. There will be no direct discharge of stormwater to farmland to the maximum extent practical [N.J.A.C. 7:50-6.84(a)6ii(5)].

‣ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

___ A development plan which identifies any agricultural uses present on adjacent parcels, and includes the location of all discharges of stormwater runoff from structural facilities and non-structural measures. The plan must demonstrate that no direct discharge of stormwater is occurring onto farmland to the maximum extent practical.

Item #10. Stormwater management measures shall be designed to reduce the total suspended solids (TSS) load in the stormwater runoff from the post-developed site by eighty percent (80%) expressed as an annual average [N.J.A.C. 7:8-5.5].

‣ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

___ If NJDEP BMPs are utilized in the following calculations ("a" or "b") for the accepted TSS removal, refer to Appendix 1 of this reference guide.

___ If the BMP measures utilized are not those noted in Appendix 1, refer to (c) below.

___ Total Suspended Solids (TSS) Reduction Calculations: Total Suspended Solids (TSS) Reduction Calculations for the parcel are to be completed as follows:

a. If more than one stormwater BMP in series is necessary to achieve the required eighty percent (80%) TSS reduction for a site, the applicant shall utilize the following formula to calculate TSS reduction:

$R = A + B - (A \times B) / 100$, where:

R = total TSS percent load removal from application of both BMPs;

A = the TSS percent removal rate applicable to the first BMP; and

B = the TSS percent removal rate applicable to the second BMP.

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b. If there is more than one onsite drainage area, the eighty percent (80%) TSS removal rate shall apply to each drainage area, unless the runoff from the subareas converge on site, in which case the removal rate can be demonstrated through a calculation using a weighted average.

c. Alternative stormwater management measures, removal rates and methods of calculating removal rates may be used if the design engineer provides documentation acceptable to the municipality which demonstrates the suitability of these alternate measures, methods and rates. Any alternative stormwater management measure, removal rate or method of calculating the removal rate shall be subject to approval in writing by municipality and a copy shall be provided to the following:

- The Division of Watershed Management, New Jersey Department of Environmental Protection, PO Box 418 Trenton, NJ, 08625-0418; and
- The New Jersey Pinelands Commission, PO Box 7, New Lisbon, NJ, 08064.

Item #11. Stormwater management measures shall also be designed to reduce the nutrient load in the stormwater runoff from the post-developed site by the maximum extent practicable [NJAC 7:8-5.5(e)].

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

___ A written description of how this standard will be met (refer to Table 4.2 in the NJDEP BMP Manual for guidance).

Item #12. Retain and recharge 100% of sites average annual groundwater recharge volume [N.J.A.C. 7:8-5.4(a)2].

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

___ One of the following must be provided:

- a. Calculations using the NJDEP Groundwater Recharge Spreadsheet (NJGRS), available in the NJ BMP Manual, Chapter-6 at [http://www.njstormwater.org/bmp manual2.htm](http://www.njstormwater.org/bmp%20manual2.htm);
- b. Calculations using the New Jersey Geological Survey Report GSR-32: A method for evaluating Groundwater Recharge Areas in New Jersey. *Available at <http://www.njgeology.org/geodata/dgs99-2.htm>;
- c. Calculate and recharge the difference in runoff volume between 2-year storms, pre- and post-development; and
- d. An alternate method, if approved by the municipal engineer.

Item #13. Stormwater management facility construction and as-built requirement standards [N.J.A.C. 7:50-6.8.4(a)6iv(5) and N.J.A.C. 7:50-6.84(a)6v].

AT A MINIMUM SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

___ A plan with notes that pertain to the following:

- An as-built basin plan will be submitted to the municipal engineer,

LAND USE PROCEDURES

- Specifically demonstrate how the proposed construction will conform with the construction measures outlined in the local land use ordinances and the CMP;
- Detail how the as-built basin permeability testing requirements will be met; and
- If the applicant proposes to utilize light grading equipment when grading lawn areas in order to help meet the low impact design standards of the local land use ordinances and the CMP, the plans must include a note stating so.

___ After construction, an as-built plan for all stormwater management

___ The results of replicate post-development field permeability tests taken within each constructed infiltration measure.

Item #14. Structural design standards. Stormwater management measures shall be designed as follows [N.J.A.C. 7:8-5.7):

I. The New Jersey Department of Environmental Protection's Best Management Practices (BMP) Manual shall be utilized for technical guidance;

II. Stormwater management basins shall be designed with gently sloping sides. The maximum allowable basin side slope shall be three (3) horizontal to one (1) vertical (3:1);

III. The establishment of attractive landscaping in and around the basin that mimics the existing vegetation and incorporates native Pinelands plants, including, but not limited to, the species listed in N.J.A.C. 7:59-6.25 and 6.26;

IV. Stormwater infiltration BMPs, such as bioretention systems with infiltration, dry wells, infiltration basins, pervious paving systems with storage beds, and sand filters with infiltration shall be designed, constructed and maintained to completely drain the total runoff volume generated by the basin's maximum design storm within seventy-two (72) hours after a storm event. Runoff storage for greater times can render the BMP ineffective and may, result in anaerobic conditions, odor and both water quality and mosquito breeding problems; and

V. To help ensure maintenance of the design permeability rate over time, a six (6) inch layer of K5 soil shall be placed on the bottom of a stormwater infiltration BMP. This soil layer shall meet the textural and permeability specifications of a K5 soil as provided at N.J.A.C. 7:9A, Appendix A, Figure 6, and be certified to meet these specifications by a Professional Engineer licensed in the State of New Jersey. The depth to the seasonal high water table shall be measured from the bottom of the K5 sand layer.

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

___ The plan must be designed in accordance with the above requirements.

Item #15. The following safety standards for structural stormwater management facilities and measures must be addressed [N.J.A.C. 7:8-6.2]

I. If a structural stormwater management measure has an outlet structure, escape provisions shall be incorporated in or on the structure. Escape provisions include the permanent

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installation of ladders, steps, rungs, or other features that provide readily accessible means of ingress and egress from the outlet structure;

II. A trash rack is a device intended to intercept runoff-borne trash and debris that might otherwise block the hydraulic openings in an outlet structure of a structural stormwater management measure. Trash racks shall be installed upstream of such outlet structure openings as necessary to ensure proper functioning of the structural stormwater management measure in accordance with the following:

- a. The trash rack should be constructed primarily of bars aligned in the direction of flow with one (1) inch spacing between the bars to the elevation of the water quality design storm. For elevations higher than the water quality design storm, the bars shall be spaced no greater than one-third (1/3) the width of the hydraulic opening it is protecting or six inches, whichever is less. Transverse bars aligned perpendicular to flow should be sized and spaced as necessary for rack stability and strength;
- b. The trash rack shall not adversely affect the hydraulic performance of either the outlet structure opening it is protecting or the overall outlet structure;
- c. The trash rack shall have sufficient net open area under clean conditions to limit the peak design storm velocity through it to a maximum of 2.5 feet per second; and
- d. The trash rack shall be constructed and installed, to be rigid, durable, and corrosion resistant, and shall be designed to withstand a perpendicular live loading of 300 pounds per square foot.

III. An overflow grate is a device intended to protect the opening in the top of a stormwater management measure outlet structure. If an outlet structure has an overflow grate, such grate shall meet the following requirements:

- a. The overflow grate spacing shall be no more than two (2) inches across the smallest dimension; and
- b. The overflow grate shall be constructed and installed to be rigid, durable, and corrosion resistant, and shall be designed to withstand a perpendicular live loading of three hundred (300) pounds per square foot.

IV. The maximum side slope for an earthen dam, embankment, or berm shall not be steeper than three (3) horizontal to one (1) vertical (3:1); and

V. Safety ledges shall be constructed on the slopes of all new structural stormwater management measures having a permanent pool of water deeper than two and one-half (2.5) feet. Such safety ledges shall be comprised of two steps. Each step shall be four (4) to six (6) feet in width. One step shall be located approximately two and one-half (2 1/2), feet below the permanent water surface, and the second step shall be located one (1) to one and one-half (1 1/2) feet above the permanent water surface.

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▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

___ The plan must be designed in accordance with N.J.A.C. 7:8-6.2.

Item #16. The General Inspection, Maintenance and Repair Plan shall contain the following [N.J.A.C. 7:50-6.84(a)6vii]:

- I. Accurate and comprehensive drawings of the site's stormwater management measures;
- II. Specific locations of each stormwater management measure identified by means of longitude and latitude as well as block and lot number;
- III. Specific preventative and corrective maintenance tasks and schedules for such tasks for each stormwater BMP;
- IV. Cost estimates, including estimated cost of sediment, debris or trash removal;
- V. The name, address and telephone number of the person or persons responsible for regular inspections and preventative and corrective maintenance including repair and replacement;
- VI. Reporting records for maintenance;
- VII. A description of the financing that will ensure the inspection, maintenance and repair of all stormwater management BMPs;
- VIII. The plan must address existing tree and vegetation protection during construction;
- IX. A statement that an inspection, maintenance and repair report will be updated and submitted annually to the municipality;
- X. A description of all preservation measures and maintenance procedures for all non-structural stormwater management measures; and
- XI. A description of all stormwater management measure easements designed to facilitate inspections and maintenance as necessary.

Nonstructural stormwater management strategies protection - The local land use ordinances and the CMP provide that development be designed to meet the nonstructural stormwater management strategy standards of N.J.A.C. 7:8-5.3. These standards require that any land area used as a nonstructural stormwater management measure shall be dedicated to a government agency, subjected to a conservation restriction filed with the appropriate County Clerk's office, or equivalent restriction that ensures that measure is maintained in perpetuity. Any maintenance plan must specify which of these methods will be employed, and how the protection will be implemented [N.J.A.C. 7:8-5.3(c)].

Maintenance requirements - The NJDEP regulations provide that the responsibility for maintenance of stormwater management measures shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project [N.J.A.C. 7:8-5.8].

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▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

- A maintenance plan that contains all of the above required information.
- Copies of all proposed deed restrictions for any land area used as a nonstructural stormwater management measure.
- Copies of all proposed easements.

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APPENDIX I

Pollutant Removal Rates for BMPs ¹			
Best Management Practice	TSS Percent Removal Rate	Total Phosphorus Percent Removal Rate	Total Nitrogen Percent Removal Rate
Bioretention Systems	90	60	30
Constructed Stormwater Wetland	90	50	30
Extended Detention Basin	40-60 (final rate based upon detention time; see New Jersey BMP Manual, Chap. 9)	20	20
Infiltration basin	80	60	50
Manufactured Treatment Device	Pollutant removal rates as certified by NJDEP; see Section III.	Pollutant removal rates as certified by NJDEP; see Section III.	Pollutant removal rates as certified by NJDEP; see Section III.
Pervious Paving Systems	80 (porous paving)	60	50
	80 (permeable pavers with storage bed)	0-volume reduction only (permeable pavers without storage bed)	0-volume reduction only (permeable pavers without storage bed).
	0-volume reduction only (permeable pavers without storage bed)		
Sand Filter	80	50	35
Vegetative Filter Strip (For filter strips with multiple vegetative covers, the final TSS removal rate should be based upon a weighted average of the adopted rates shown in Table 2, based upon the relative flow lengths through each cover type.)	60 (turf grass)	30	30
	70 (native grasses, meadow and planted woods)		
	80 (indigenous woods)		
Wet Pond/Retention Basin	50-90 (final rate based upon pool volume and detention time; see NJ BMP Manual)	50	30

¹Source: 7:8-5.5(e) and New Jersey BMP Manual Chapter 4.

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APPENDIX 2

PROFESSIONAL ENGINEER'S
GROUNDWATER MOUNDING ANALYSES CERTIFICATION*

Submitted to
STATE OF NEW JERSEY
PINELANDS COMMISSION
PO BOX 7
NEW LISBON, NJ 08064

Part A. General Information

Pinelands Application Number: _____
Project Location: _____
Municipality: _____
Block(s): _____ Lot(s): _____

1. Facility Location: *Either* latitude and longitude for the approximate center each stormwater infiltration facility, *or electronic map, or site plan.*
 Facility a. _____
 Facility b. _____
 Facility c. _____
 Facility d. _____
 Facility e. _____

Part B. Professional Engineer's Certification

I hereby certify that, pursuant to the requirements of the Pinelands Comprehensive Management Plan (N.J.A.C. 7:50-6.84(a)6.iv.(3)), I have performed a groundwater mounding analysis for each of the stormwater infiltration facilities identified in Part A, above, for the purpose of assessing the hydraulic impacts on the water table from infiltrating stormwater runoff from the maximum design storm. I further certify that the infiltration of stormwater runoff from the maximum design storm at each of these infiltration facilities will not cause stormwater or groundwater to breakout to the land surface or cause any changes to the hydrology of adjacent water bodies, wetlands or cause adverse impacts to subsurface structures, including, but not limited to basements and septic systems. In performing this analysis, I utilized the following methods:

(Specify mounding analysis method(s))

(Signature and Seal)

(License Number)

(Name—Type or Print)

(Date)

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**This is a sample certification. The language in this sample certification may be modified/ revised provided the intent of the certification is not changed.*

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40 Attachment 7

Exhibit "G"
DEPARTMENT OF MUNICIPAL UTILITIES PRELIMINARY REVIEW
(Section 40-33.2G)

WINSLOW TOWNSHIP DEPARTMENT OF
MUNICIPAL UTILITIES 125 SO. RT. 73
BRADDOCK, NJ 08037
(609) 567-0700 EXT. 6002
(609) 567-9731 FAX

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING THE
SUBMITTAL OF ALL REQUIRED FEES

COMMERCIAL INDUSTRIAL MAJOR SUBDIVISION

THIS FORM: APPLICATION FOR REPORT ON FEASIBILITY OF PUBLIC SEWER
AND/OR WATER, RECOMMENDATIONS AND CONDITIONS

PURPOSE: To determine the economic and technical feasibility of extending public sewer and/or water service to the municipal system. The approval of this application is the first step in obtaining WTDMU Endorsement. The applicant should be aware that application approval does not guarantee the availability of water and/or sewer.

ESCROW: Review will not be initiated until document is signed and returned by applicant to the Winslow Township Department of Municipal Utilities, and required escrow has been deposited.

Per Chapter 40-44 (D): \$5,000 is to be established in escrow for the Department of Municipal Utilities to review. This can be paid as a check made out to Winslow Township and should accompany a W9 form for the Applicant.

APPLICANT:

Name _____

Address _____

Telephone _____ Fax _____

Email _____

OWNER:

Name _____

Address _____

Telephone _____ Fax _____

Email _____

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PROJECT TO BE SERVICED

Name _____

Location _____

Area of Entire Tract _____

No. of Lots____Tax Map:____Plate____Block____Lot(s)____

Type: (Check) Single Family____Townhouses____Apartments

Condominiums____No. of Units____(regarding above if applicable)

Industrial_____ Square Footage_____

Commercial_____ Square Footage_____

Professional_____ Square Footage_____

Other_____ Describe_____

UTILITY PLANS

Construction Start Date:_____Duration of Project_____

PROFESSIONAL ENGINEER DESIGNING WATER/SEWER SYSTEM:

Name _____

Address _____

Telephone_____ Fax_____

Email_____ Signature_____

Print Name_____

DESCRIPTION OF PROPOSED SYSTEMS

WATER (approximate distance to nearest source)

SEWER (approximate distance to nearest source)

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SUPPORTING DATA REQUIRED

Three copies of the following are required:

- A. General location plan showing streets, blocks, lots and tax map numbers
- B. Proposed system outlines and route of utilities
- C. Estimated volume of flow calculations

One (1) copy of each of the above shall be included in the Applicant's submission to the Planning and Zoning Board office at the time of filing. One (1) copy of each of the above shall be sent by certified mail as follows: **

Winslow Township Department of Municipal Utilities
125 South Route 73
Braddock, NJ 08037
Attn: Lou Bowman, Superintendent

Remington & Vernick Engineers
2059 Springdale Road,
Cherry Hill, NJ 08003
Attn: Steve Donohue, P.E.

**As proof of mailing, please provide the postmarked certified receipt to the Planning and Zoning Board Office at the time of filing.

Signature of Applicant _____ Date _____

Print Name _____