



DelAtlantic Conservation District

Mays Landing Office: (609) 625-3144
Serving Atlantic & Cape May Counties
6260 Old Harding Hwy., Mays Landing, NJ 08330

West Berlin Office: (856) 767-6299
Serving Camden County
408 Commerce Lane., W. Berlin, NJ 08091

For District Use Only

APPLICATION FOR SOIL EROSION AND SEDIMENT CONTROL PLAN CERTIFICATION

The enclosed soil erosion and sediment control plan and supporting information are submitted for certification pursuant to the Soil Erosion and Sediment Control Act, Chapter 251, P.L. 1975 as amended (NJSA 4:24-39 et. seq.) An application for certification of a soil erosion and sediment control plan shall include the items listed on the reverse side of this form.

Name of Project			Project Location: Municipality	
Project Street Address			Block	Lot
Project Owner(s) Name			Email	Phone #
Project Owner(s) Street Address (No P.O. Box Numbers)			City	State Zip
Total Project Area (Acres)	Total Disturbed Area (Acres)	Total Soil Restoration Area (Acres)	No. Dwelling or other Units	Fee \$
Plans Prepared by*			Email of plan preparer:	Phone #
Street Address			City	State Zip

*(Engineering related items of the Soil Erosion and Sediment Control Plan **MUST** be prepared by or under the direction of and be sealed by a Professional Engineer or Architect licensed in the State of New Jersey, in accordance with NJAC 13:27-6.1 et. seq.)

Agent Responsible During Construction			Email
Street Address			
City	State	Zip	Phone

The applicant hereby certifies that all soil erosion and sediment control measures are designed in accordance with current **Standards for Soil Erosion and Sediment Control In New Jersey** and will be installed in accordance with those Standards and the plan as approved by the Soil Conservation District and agrees as follows:

1. To notify the District in writing at least 48 hours in advance of any land disturbance activity. Failure to provide such notification may result in additional inspection fees.
2. To notify the District upon completion of the Project (Note: No certificate of occupancy can be granted until a report of compliance is issued by the District.
3. To maintain a copy of the certified plan on the project site during construction.
4. To allow District agents to go upon project lands for inspection.
5. That any conveyance of this project or portion thereof prior to its completion will transfer full responsibility for compliance with the certified plan to any subsequent owners.
6. To comply with all terms and conditions of this application and certified plan including payment of all fees prescribed by the district fee schedule hereby incorporated by reference.

The applicant hereby acknowledges that structural measures contained in the Soil Erosion and Sediment Control Plan are reviewed for adequacy to reduce offsite soil erosion and sedimentation and not for adequacy of structural design. The applicant shall retain full responsibility for any damages which may result from any construction activity notwithstanding district certification of the subject soil erosion and sediment control plan. It is understood that approval of the plan submitted with this application shall be valid only for the duration of the initial project approval granted by the municipality. All municipal renewals of this project will require submission and approval by the district. In no case shall the approval extend beyond three- and one-half years at which time resubmission and certification will be required. Soil Erosion and Sediment Control Plan certification is limited to the controls specified in the plan. It is not authorization to engage in the proposed land use unless such use has been previously approved by the municipality or other controlling agency. It is further understood that all documents, site plans, design reports etc. submitted to the district shall be made available to the public (upon request) pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

1. Applicant Certification* Signature _____ Date _____ Applicant Name (Print) _____	3. Plan determined complete: Signature of District Official _____ Date _____
2. Receipt of fee, plan and supporting documents is hereby acknowledged: Signature of District Official _____ Date _____	4. Plan certified, denied or other actions noted above. Special Remarks: Signature of District Official _____ Date _____

*If other than project owner, written authorization of owner must be attached.

SSCC251 AP10 3/18

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SOIL EROSION AND SEDIMENT CONTROL FEE SCHEDULE

A. SINGLE FAMILY LOTS (Includes Mobile or Manufactured Home Developments) **

No. of Lots	Administrative Fee	plus	Inspection Fee Per Lot
1 - 3	\$370.00	+	\$345.00
4 - 10	\$485.00	+	\$345.00
11 - 23	\$830.00	+	\$230.00
24 - 35	\$1,060.00	+	\$230.00
36 - 50	\$1,405.00	+	\$230.00
51 and over	\$1,635.00	+	\$230.00

B. MULTI FAMILY UNITS (Condominiums, Apartments, Duplexes, Townhouses) **

No. of Buildings	Administrative Fee	plus	Inspection Fee Per Building
1 - 5	\$370.00	+	\$460.00
6 - 15	\$485.00	+	\$400.00
16 - 30	\$830.00	+	\$345.00
31 - 50	\$1,060.00	+	\$345.00
51 and over	\$1,635.00	+	\$345.00

C. SITE PLANS (Commercial, Industrial, Motels, Hotels, Campgrounds, Public Facility)

Acreage *	Administrative Fee	plus	Inspection Fee Per Acre
5,000 Sq. Ft. - 1 Ac.	\$600.00	+	\$460.00
2 - 5 Ac.	\$600.00	+	\$575.00
6 - 10 Ac.	\$600.00	+	\$460.00
11 - 15 Ac.	\$715.00	+	\$460.00
16 - 25 Ac.	\$945.00	+	\$460.00
26 - 50 Ac.	\$1,175.00	+	\$460.00
51 and over	\$1,175.00	+	\$460.00

D. RESOURCE EXTRACTION, LANDGRADING, UTILITIES, ROADS, PARKING LOTS, DEMO (Over One Acre)

Acreage*	Administrative Fee	plus	Inspection Fee Per Acre
5,000 Sq. Ft. - 5 Ac.	\$370.00	+	\$345.00
6 - 10 Ac.	\$485.00	+	\$230.00
11 - 20 Ac.	\$485.00	+	\$230.00
21 - 40 Ac.	\$485.00	+	\$115.00
41 and over	\$485.00	+	\$115.00

- Annual Re-compliance Fee of \$230.00 For Resource Extraction Projects

E. DEMOLITION – Under One Acre Administrative and Inspection/Compliance Fee for demolition projects under one acre will be \$480.00. For projects over one acre calculate at rates in section "D" above.

F. REGULATION GOLF COURSES (Excluding Buildings): Administrative Fee is the same as "D".
Inspection/Compliance Fee is \$115.00 per acre. For other uses refer to other categories.

* Partial Acreage rounded up to Next Whole Acre.

** Drainage basins are considered as separate lots when calculating the administrative fee and the inspection/compliance fee.

Combinations of any of the above shall be calculated at the HIGHER ADMINISTRATIVE FEE

Return Check Fee of \$75.00

SOIL EROSION AND SEDIMENT CONTROL FEE SCHEDULE

RE-SUBMISSION:

A fee of \$115.00 per hour shall be charged to re-open and certify the file of a denied plan.

RE-CERTIFICATION:

A fee of \$115.00 per hour shall be charged to review plans that were certified but have been revised by the applicant. Additional inspection fees may be required and shall be based upon the current fee schedule.

RE-INSPECTION:

A fee of \$115.00 per hour shall be charged by the District when a request for an inspection for a ROC is made by the applicant but the site is not stabilized according to the plan and an additional inspection is required.

LETTER OF DETERMINATION:

A fee of \$115.00 per hour shall be charged by the District to review plans and make a determination as to whether or not an applicant must file a Soil Erosion and Sediment Plan with the District.

WITHDRAWAL POLICY:

Upon written request by the Applicant and approval by the Board of Supervisors, the unused portion of the fees for certification and inspection may be refunded if the plan is withdrawn or denied prior to certification. If such request is made following certification, the District shall refund the unused portion of the inspection fees and at its discretion the District may also refund a portion of the certification fee if it determines that any unused balance exists. Charges for services provided up to the time of withdrawal or denial shall be based upon current approved hourly rate plus any extraordinary cost as specified in the current fee schedule.

EXHAUSTED FEES:

Where a project continues beyond the original certification period, or where review, inspections or other services have exhausted the original project payment, the district shall notify the applicant that additional fees shall be required.

Such additional fees shall be based upon the current fee schedule for the area, number of lots or other units remaining to be completed and stabilized with permanent measures to control soil erosion and sedimentation.

The District shall, upon the applicant's request, provide an accounting of services provided which have resulted in the exhaustion of the original administrative fee and inspection fee payment.

With respect to this policy, extraordinary means any additional required project review and inspection related services which exceed those anticipated fees previously paid and cannot be covered by that amount.

All legal fees shall be paid by the applicant as a result of said action being taken by the District due to non-compliance of the Erosion Control Plan, Stop work Order, or the issuance of a Violation Notice. All District staff time for said action shall be based at \$115.00 per hour.

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Minimum Soil Erosion and Sediment Control Requirements During Construction of Single Family Dwellings and Duplexes, or Land Grading and Demolition Activities less than 1 Acre.

1. All work must be done in accordance with the "Standards for Soil Erosion and Sediment Control in New Jersey". 7th Edition, January 2014, Revised July 2017.
2. Contact the District 48 hours in advance of the start of any land disturbance activities.
3. Remove any sediment that may be spilled, dropped, or tracked off of the project site. All paved rights-of-way adjacent to the project site must be maintained in a clean, swept condition throughout construction. Install crushed stone pad(s) to help reduce off-site tracking of sediment.
4. Control the washing or blowing of sediment off the project site. Install sediment barriers to help reduce off-site sedimentation. Measures to control dust and wind erosion must be utilized (i.e., wetting of the site).
5. The property must be graded in a manner that will not cause erosion or sedimentation problems on the project site, or to adjacent properties. Areas subject to Soil Restoration Measures must comply with the Standard for Land Grading.
6. Site must be properly mulched for non-growing seasons using straw mulch @ 90-115 lbs./1,000 sq. ft. (3 bales), properly anchored or tacked.
7. When required, site must be seeded to establish a temporary vegetative cover. Perennial ryegrass @ 1 lb./1,000 sq. ft. may be utilized.
8. Prepare areas to be permanently vegetated by topsoiling (a minimum of 5" is required), fertilizing @ 11 lbs./1,000 sq. ft. of 10-20-10, and applying lime @ 90 lbs./1,000 sq. ft.
9. Seed the site to establish a permanent vegetative cover utilizing a Turf-type Tall fescue/Perennial ryegrass mix @ 6-8 lbs./1,000 sq. ft., or equivalent. Apply straw mulch @ 70-90 lbs./1,000 sq. ft. (2 bales), and properly anchor or tack. Sod, stone cover or mulched landscape beds may be substituted for seeding to establish a permanent cover.
10. Driveway must be stabilized with a permanent material such as asphalt, concrete, paving blocks, crushed stone, crushed concrete or dense graded aggregate.
11. All sidewalks, driveway aprons, and curbing if required by the municipality must be completed.
12. A Report of Compliance must be obtained from the District upon completion. Requests for a District inspection for the release of a Report of Compliance must be made 5 working days in advance. A Report of Complete Compliance is issued when permanent erosion controls have been addressed. A Report of Conditional Compliance may be issued when the season or other conditions may not be suitable for establishing a permanent vegetative cover. A Certificate of Occupancy will not be issued by a municipality unless the District has issued a Report of Compliance. This applies to both the Complete (final) and Conditional (temporary) certificates.

Both Pages 1 & 2 MUST be submitted



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13. The "Soil Compaction Mitigation Verification Form" must be submitted to the District prior to the issuance of a Report of Compliance when your soil erosion and sediment control plan denotes areas of the site that are subject to soil compaction mitigation (testing and/or remediation).
14. The property owner shall be responsible for any erosion or sedimentation that may occur below stormwater outfalls or offsite because of construction of the project.
15. The soil erosion inspector may require additional soil erosion measures to be installed, in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.
16. All soil stockpiles are not to be located within fifty (50) feet (where applicable) of a floodplain, slope, roadway or drainage facility and the base must be protected with a sediment barrier.
17. The following "Sequence of Construction" must be followed:
 1. Installation of temporary soil erosion and sediment control measures.
 2. Construction of dwelling (where applicable).
 3. Installation of drainage measures (where applicable).
 4. Implementation of soil restoration measures (where applicable).
 5. Installation of a permanent cover.
 6. Removal of soil erosion and sediment control measures.
 7. Receive certificate of compliance from Cape Atlantic Conservation District.

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The undersigned applicant hereby understands and acknowledges that the above noted requirements will apply to the block(s), lot(s), and address listed below. The above noted requirements apply to the plans for the project prepared by the professional listed below.

Plans prepared by: \_\_\_\_\_  
(please print name of professional)

Date of plans: \_\_\_\_\_ Plans last revised: \_\_\_\_\_

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

Street Address \_\_\_\_\_

Municipality \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
(please print name of applicant)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Property Owner Authorization Form

### Property Information

Name of Project: \_\_\_\_\_

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

### Property Owner(s) Information

Property Owner(s) Name: \_\_\_\_\_

Company/Organization Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Applicant Information

Applicant's Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I, \_\_\_\_\_, authorize \_\_\_\_\_  
(Print Name of Property Owner) (Print Name of Applicant)

to act on my behalf for the Soil Erosion and Sediment Control Plan and Application for the above referenced property.

Signed: \_\_\_\_\_  
(Signature of Property Owner)

Date: \_\_\_\_\_

**SOIL CONSERVATION DISTRICT  
ADDENDUM TO APPLICATION**

**APPLICATION BY CORPORATION, PARTNERSHIP OR ORGANIZATION**

**OWNERSHIP DISCLOSURE AFFIDAVIT**

Soil Conservation District requests that all applicants submit a complete list of ownership for purposes of determining conflicts of interest between the applicant and the board of members or their professionals. Attach Rider if necessary.

**Disclosure of owners of organization and property subject to application.** Any organization making an application for development under this act shall list the names and addresses of all members, stockholders, or individual partners (collectively, "interest holders"), including any other organization holding at least a 10% ownership interest in the organization, and shall also identify the owner of the property subject to the application, including any organization holding at least a 10% ownership interest in the property.

**Listing of names and addresses of interest holders of applicant and owner organization.**

If an organization owns an interest equivalent to 10% or more of another organization, subject to the disclosure requirements hereinabove described, that organization shall list the names and addresses of its interest holders holding 10% or greater interest in the organization.

**Disclosure of all officers and trustees of a non-profit organization.** A non -profit organization filing an application of development under this act shall list the names and addresses of all officers and trustees of the non-profit organization.

This disclosure requirement is continuing during the Certification period and transfer of ownership of more than 10% must be disclosed.

**Organization or non-profit organization failing to disclose: fine.** Any organization or non-profit organization failing to disclose in accordance with this act shall be subject to a fine of \$1,000 to \$10,000, which shall be recoverable in the name of the municipality in any court of record in the State in a summary manner pursuant to the "Penalty Enforcement Law" (N.J.S.A. 2A:58-1 et seq.)

Name and Address of Owner:

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(If Corporation, Name and Address of Registered Agent and Officers, Trustees):

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Stockholders / Members / Partners:

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I certify that the above statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Authorized Signatory & Title

\_\_\_\_\_  
Authorized Signature