



# Sussex County Soil Conservation District

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## Submission Checklist for the Applicant Soil Erosion & Sediment Control Plans

### The following shall be included with your submission:

- Completed, signed and dated *Application for Soil Erosion and Sediment Control Plan Certification*.
  - Completed, signed, dated and notarized *Addendum – Ownership Disclosure Affidavit – Application by Corporation or Partnership* if the project owner is a corporation or partnership.
- Signed and dated *Sussex County Soil Conservation District Fee Schedule*.
- A check – made payable to the *Sussex County Soil Conservation District* – for the project fee.
- The Soil Erosion & Sediment Control Plan –
  - Verify that the block(s) and lot(s) noted on the application are identical to the block(s) and lot(s) shown in the title block and on the plan view.
  - All sheets must be signed and sealed by the engineer or architect.
  - Verify that the area of disturbance noted on the application is identical to the area of disturbance shown on the plan.
  - Sussex County SCD Soil Erosion and Sediment Control Notes.

The SCSCD has developed a set of SESC Notes for use on all projects within Sussex County. The Notes must be included on all SESC plans. The SCSCD Notes are available on the SCSCD website: [www.sussexscd.org](http://www.sussexscd.org)
- Copies of the Soil Erosion & Sediment Control Plan
  - One copy of the overall subdivision or site plan.
  - Three copies of the soil erosion & sediment control plan.
- Hydraulic and Hydrologic Database Summary Form.
  - This form is required for all projects that have a stormwater basin, either above or below ground. For all projects requiring an H&H form, the District would also request to be provided with a pdf data file depicting the stormwater drainage system and basin. This information will be incorporated into a statewide data base. The pdf file may be e-mailed to the District at [sussex@sussexscd.org](mailto:sussex@sussexscd.org) or may be submitted with the SESC application on a CD or other acceptable data storage.
- PDF File of Stormwater Report and engineering drawings of Stormwater Management Facility. (Effective 01/01/2015)
  - This is required for all permits that have above or below ground stormwater basins. The file shall be provided on a CD in addition to the paper copies.
- Request for Authorization – NJDEP/NJPDES General Permit for Construction Site Stormwater Runoff.
  - Most SESC projects involving disturbances of 1 acre or more in size will be required to obtain this parallel NJDEP permit. (Please note that some projects involving less than 1 acre of disturbance may also be subject to this requirement.) During its review of an application, the District will provide the applicant with instructions and a “certification code” that will allow the applicant or the applicant’s engineer to apply for this permit on-line. A separate fee is required. Construction may not begin until both the District and NJDEP permits are received.