

**EXPEDITED PERMIT PROCESSING  
TREATMENT WORKS APPROVALS (TWA)  
CHECKLIST FOR ADMINISTRATIVE COMPLETENESS**

- ❑ Original Standard Application Form TWA-1, signed and sealed.
- ❑ Original Engineer's Report for Sewer System, Form WQM-006, signed and sealed by a New Jersey Licensed Professional Engineer.
- ❑ Original completed Consent Form WQM-003. (All 30 day permit applications must have a fully executed WQM-003 form to be accepted under this program).
- ❑ NOTE: Resolutions authorizing appropriate signature from Municipalities and Sewerage Authorities (as applicable) on ALL submitted forms (TWA-1, WQM-003).
- ❑ Fee payable to Treasurer, State of New Jersey, Environmental Services Fund. For fee calculation, see attached fee schedule. (No vouchers accepted under the expedited TWA procedure).
- ❑ Estimate of the construction cost for sewerage facilities.
- ❑ Copies of receipts of Public Notifications from the following agencies:
  - Municipal Planning Board
  - Municipal Environmental Commission

NOTE: If the municipality does not have an Environmental Commission, a receipt from the County Environmental Commission must be obtained. If neither exists, then a letter stating such must be submitted.

- ❑ Copy of appropriate USGS Quad with project site delineated.
- ❑ One (1) set of Final Plans and Profiles signed and sealed by a New Jersey Licensed Professional Engineer on each sheet (Preliminary plans WILL NOT be accepted). Preliminary Site Plan Approvals or plans marked final for sewer construction are also acceptable. Plans are to include profiles and standard details of sewerage appurtenances.
- ❑ One (1) set of Construction Specifications signed and sealed by a New Jersey Licensed Professional Engineer.
- ❑ The Department's Professional Engineer's Certification form for 30-Day Domestic TWA Application Processing, signed and sealed by a New Jersey licensed Professional Engineer (see attached);
- ❑ Copy of sewer connection ban exemption approval, if the project is located in a ban area.

**You must schedule a drop-off date and/or appointment with the Bureau of Administration and Management. Expedited TWA applications shall be delivered to:**

New Jersey Department of Environmental Protection  
Bureau of Environmental, Engineering & Permitting  
Mail Code 401-03D  
401 E. State Street  
Trenton, New Jersey 08625  
Place in Bin Labeled "Expedited TWA Processing"  
Telephone No. (609) 984 - 4429