

CHECKLIST - 2023 DESIGN APPLICATION

PROJECT NAME: _____

NAME OF PREPARER: _____

DATE: _____

1) APPLICANT INFORMATION & SIGNATURES

<i>REQUIRED INFORMATION</i>	<i>COMPLETE</i>	<i>COMMENT</i>
a) Name of Project	YES / NO	
b) Municipal Contact Info. & Signature	YES / NO	
c) Project Designer Contact Info. & Signature	YES / NO	
d) Mayor's Contact Info. & Signature	YES / NO	

2) PROJECT TYPE

<i>REQUIRED INFORMATION</i>	<i>COMPLETE</i>	<i>COMMENT</i>
2.1) Major Construction	YES / NO	
a) New Construction – design new trail facility	YES / NO	
b) Trail Enhancement – improve existing trail, increase capacity and/or access	YES / NO	

3) PROJECT DESCRIPTION

<i>REQUIRED INFORMATION</i>	<i>COMPLETE</i>	<i>COMMENT</i>
a) Description of project goals and objectives	YES / NO	
b) Meets accessibility standards (Title II, PROWAG, ADA)	YES / NO	
c) Provides access to major destinations such as significant natural, cultural or historic features	YES / NO	
d) Accommodates multiple trail user types	YES / NO	
e) Connects with existing trail network (local, regional, State and/or Federal)	YES / NO	
f) Provides logical terminus	YES / NO	
g) Consistent with short and long-term planning goals and municipal, County or State initiatives	YES / NO	
h) Project is of regional significance	YES / NO	
i) Demand (TRAIL ENHANCEMENT ONLY): increases capacity and/or ADA access	YES / NO	

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4) PROJECT MAPS & SITE PHOTOS

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Project Location Map (in color)	YES / NO	
b) NJDEP GeoWeb Database Map using Bureau of GIS (nj.gov)	YES / NO	
c) National Wetlands Inventory (using Natl. Wetlands Inventory usgs.gov)	YES / NO	
d) Project Location Photos – min. 6 w/captions	YES / NO	

5) PROJECT FEASIBILITY

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Will project impact streams, rivers, lakes, etc.?	YES / NO	
i. If yes, is this an area regulated by NJDEP?	YES / NO	
b) Will project be built in area of slopes exceeding 12%?	YES / NO	
i. If yes, identify areas of steep slopes (12% or above) within the project area.	YES / NO	
c) Are there additional existing environmental constraints located in the project area not listed above?	YES / NO	
d) What is the proposed square footage of the proposed trail?	YES / NO	
e) Separate from the trail, provide the estimated square feet of the proposed developed areas such as parking, trailheads, etc.	YES / NO	
i. Does the combined total of items d & e (above) exceed ¼ acre?	YES / NO	
ii. If yes, does the design proposal in Section 6 include a task for stormwater management?	YES / NO	
iii. If no, explain generally how drainage will be handled.	YES / NO	
f) Identify all permits anticipated to complete the design of the proposed trail project.	YES / NO	

6) DESIGN PROPOSAL, FEE & SCHEDULE

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Design Proposal	YES / NO	
b) Design Fee	YES / NO	
c) Design Schedule	YES / NO	

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7) PROJECT COSTS, MATCH & REQUESTED GRANT

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Design Fee	YES / NO	
b) Matching Funds	YES / NO	
c) Requested Grant	YES / NO	

8) PRELIMINARY CONSTRUCTION COST ESTIMATE

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Preliminary Construction Cost Est	YES / NO	

9) FUNDING STRATEGY

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Matching Funds (20% minimum)	YES / NO	
i. Cash	YES / NO	
ii. Other Grants	YES / NO	
iii. In-kind Contribution	YES / NO	
iv. Indirect Services	YES / NO	
b) Long-Term Funding	YES / NO	

10) TRAIL DESIGN INTENT

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Trail Class	YES / NO	
b) Designated Use	YES / NO	
c) Surface Type	YES / NO	
d) Design Features	YES / NO	

11) SUPPORT DOCUMENTATION

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Governing Body Resolution	YES / NO	
b) Evidence of Resource Commitment	YES / NO	
c) Agency Authorization	YES / NO	