

CHECKLIST - 2024 DESIGN APPLICATION

PROJECT NAME: _____

NAME OF PREPARER: _____

DATE: _____

1) APPLICANT INFORMATION & SIGNATURES

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Name of Project		
b) Municipal Contact Info. & Signature		
c) Project Designer Contact Info. & Signature		
d) Mayor's Contact Info. & Signature		

2) PROJECT TYPE

REQUIRED INFORMATION	COMPLETE	COMMENT
2.1) Major Construction		
a) New Construction – design new trail facility		
b) Trail Enhancement – improve existing trail, increase capacity and/or access		

3) PROJECT DESCRIPTION

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Description of project goals and objectives		
b) Accessibility standards used		
c) Provides access to major destinations such as significant natural, cultural or historic features		
d) Accommodates multiple trail user types		
e) Connects with existing trail network (local, regional, State and/or Federal)		
f) Provides logical terminus		
g) Consistent with short and long-term planning goals and municipal, County or State initiatives		
h) Project is of regional significance		
i) Demand (TRAIL ENHANCEMENT ONLY):		

4) PROJECT MAPS & SITE PHOTOS

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Project Location Map with Trail Alignment (in color)		
b) NJDEP GeoWeb Database Map using Bureau of GIS with Trail Alignment (nj.gov)		

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c) National Wetlands Inventory with Trail Alignment (using Natl. Wetlands Inventory usgs.gov)		
d) Project Location Photos – min. 6 w/captions		
e) Project Video (Optional)		

5) PROJECT FEASIBILITY

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

6) DESIGN PROPOSAL, FEE & SCHEDULE

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Design Proposal		
i. Survey		
ii. Environmental Permitting		
iii. Stormwater Management		
iv. Structural		
v. Construction Documents		
vi. Bid Specifications		
vii. Final Engineers Cost Estimate		
b) Design Fee		
c) Design Schedule		

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7) PROJECT COSTS, MATCH & REQUESTED GRANT

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Design Fee		
b) Matching Funds		
c) Requested Grant		

8) FUNDING STRATEGY

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Matching Funds (20% minimum)		
i. Cash		
ii. Other Grants		
iii. In-kind Contribution		
iv. Indirect Services		
b) Long-Term Funding		

9) PRELIMINARY CONSTRUCTION COST ESTIMATE

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Preliminary Construction Cost Est		

10) TRAIL DESIGN INTENT & STANDARDS

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Trail Class		
b) Designated Use		
c) Surface Type		
d) Design Features		
e) Design Standards / Guidelines		

11) SUPPORT DOCUMENTATION

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Governing Body Resolution		
b) Evidence of Resource Commitment		
c) Agency Authorization		