

APPLICATION FORM - 2025 CONSTRUCTION

INTRODUCTION

Complete this Application Form using the separate Instructions Form. Provide ALL the information requested into one comprehensive document. This Application will serve as your submission. Complete all sections of the application. Incomplete applications will not be considered.

1) Name of Project, Applicant Information & Signatures

a) Name of Project: _____

b) Municipal Representative Name & Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Signature: _____

c) Project Designer - Name & Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Signature: _____

d) Mayor Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Signature: _____

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2) Project Category & Type

Select either Minor or Major categories of construction.

2.1) Major Construction

a) New Construction

b) Trail Enhancement

(if selected, verification is required under Section 3i)

2.2) Minor Construction

a) New Construction

b) Trail Enhancement

(if selected, verification is required under Section 3i)

Minor Construction Criteria

a) Pre-Approval Verification:	
b) Project Costs:	
c) Length:	
d) Surface:	
e) Slope:	
f) Major Features:	
g) Agency Review:	

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3) Project Description

Provide a description of how the trail project intends to address the following:

a) General Goals:	
b) Access: <i>Accessibility standards used</i>	
c) Access: <i>Major destinations and/or significant features</i>	
d) Diversity: <i>Identify the user type(s)</i>	
e) Connectivity: <i>Connects with an existing trail(s)</i>	
f) Connectivity: <i>Logical termini</i>	
g) Concurrency: <i>Consistent with existing planning and policy initiatives</i>	
h) Concurrency: <i>Project is of regional significance</i>	
i) (Trail Enhancement Only): <i>Increased capacity and/or access</i>	

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4) Project Maps & Site Photos

Include the following maps and support materials for the information as requested.

- a) Project Location Map with Trail Alignment
- b) NJDEP GeoWeb Database Map with Trail Alignment
- c) National Wetlands Inventory with Trail Alignment
- d) Project Location Photos – minimum of 6 photos (*with captions and key sheet*)
- e) Project Video (*OPTIONAL*)

5) Project Readiness

Select a response to the questions below and provide a description supporting the response. Also, utilize mapping prepared in Section 4 to document and verify information below and/or provide separate maps as necessary to best illustrate response.

Question

- a) Will any part of the proposed trail project impact streams, rivers, lakes, ponds, flood plains, flood ways, riparian zones, and/or freshwater wetlands?

YES

NO

- i. If yes, is this an area regulated by NJDEP?

Provide description supporting above response:

- b) Will any part of the proposed trail project be built in areas with steep slopes (12% or above)?

YES

NO

- i. If yes, identify via description and mapping, where within the project area, steep slopes (12% or above) occur?

Provide description supporting above response:

- c) Are there additional environmental constraints located within the area of the proposed trail project not listed above?

YES

NO

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i. If yes, identify via descriptions and mapping, what types and where they are located below.

Provide description supporting above response:

d) Provide the estimated square feet of the proposed trail using dimensions outlined in Section 10c (trail length) and 10d (trail width). Estimates shall include width of clearing.

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 $\frac{1}{4}$ acre?

YES

NO

ii. If yes, describe how stormwater management is addressed below.

iii. If no, explain generally how drainage will be handled below.

f) Identify all permits anticipated to complete the design of the proposed trail project.

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6) Construction Documents

Provide construction documents, signed and sealed by a licensed professional, verifying your project is construction ready including:

- a) Final Design Plans
- b) Specifications
- c) Engineer's Construction Cost Estimate
- d) Permit Approvals
- e) Construction Schedule

7) Project Costs, Match & Requested Grant

Provide the following information.

a) Construction Costs =

b) Matching Funds (20% minimum) =

c) Requested Grant (costs minus match) =

8) Funding Strategy

Provide a description and amount of matching funds and sources that will be used.

Type:	Description & Amount:
a) Matching Funds (20% minimum)	
i. Cash	
ii. Other Grant Resources (provide Award Letter)	
iii. In-kind Contribution (Provide Evidence of Resource Commitment Letter)	
iv. Indirect Services (provide support verification)	
b) Long-Term Funding	

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9) Trail Design Intent & Standards

Provide the following information related to the design intent of the project.

a. Trail Class

	CLASS TYPE	DESCRIPTION	LENGTH (feet / Mile)
	Trail Class 1:	Minimally Developed	
	Trail Class 2:	Moderately Developed	
	Trail Class 3:	Developed	
	Trail Class 4:	Highly Developed	
	Trail Class 5:	Fully Developed	

b. Designated Use

NON-MOTORIZED	MOTORIZED
Pedestrian/Hiker	Motorized (off-road use)
Biking/Mountain Biking	ATV (all-terrain vehicle or quad)
Equestrian	Off Highway Vehicle (OHV-jeeps, etc.)
Mixed Use	

c. Surface Type

IMPERVIOUS SURFACE		POROUS SURFACE	
TYPE	LENGTH (feet/mile)	TYPE	LENGTH (feet/mile)
Concrete		Wood Chips/Mulch	
Asphalt		Gravel/Stone Dust	
Boardwalk		Native Soil	
Other		Porous Pavement	

d. Design Features

Trail Width (inches/feet)	
Target Grade (percent)	
Clearing Width (feet/inches)	
Shoulder Width (feet/inches)	

e. Design Standards

Provide description:

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10) Support Documentation

Provide the following information related to the support and approval of the proposed trail project and grant submission as requested. Indicate N/A if not applicable.

	Description
a) Governing Body Resolution	
b) Evidence of Resource	
c) Agency Authorization	