

APPLICATION FORM - 2025 DESIGN

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 Type

Check all that apply:

New Construction

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

3) Project Description

Provide a description of how the design of the proposed 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
- b) NJDEP GeoWeb Database Map
- c) National Wetlands Inventory
- d) Project Location Photos – minimum of 6 photos (*with captions and key sheet*)
- e) Project Video (*OPTIONAL*)

5) Project Feasibility

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 rail 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.

TRAIL – Total Square Feet (including clearing width) =

e) Separate from the trail, provide the estimated square feet of the proposed developed areas such as parking, trailheads, etc.

DEVELOPED AREAS – Total Square Feet (including clearing width) =

i. Does the combined total of items d & e (above) exceed $\frac{1}{4}$ acre?

YES

NO

ii. If yes, does the design proposal include a task for stormwater management?

YES

NO

Provide description supporting above response:

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

f) Identify all anticipated permits that may be required to complete the design of the proposed trail project.

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6) Design Proposal, Fee & Schedule

Provide a detailed Design proposal including tasks listed in instructions as well as any additional tasks that may be necessary. Also, provide a Design Fee with breakdown of hourly fees for each task and Design Schedule as requested.

7) Project Costs, Match & Requested Grant

Provide the following information regarding the project design fee, required match and the grant amount being requested.

a) Design Fee (max 15% of construction costs) =

b) Matching Funds (20% of design fee minimum) =

c) Requested Grant (fee minus match) =

8) Funding Strategy

Provide a description of the funding strategy and resources that will be used to meet the required 20% matching funds. Also, outline the anticipated long-term funding strategy being considered to complete construction of the project.

Type:	Description:
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	

9) Preliminary Construction Cost Estimate

Provide a preliminary construction cost estimate of the proposed trail project as requested. Use the Engineering Cost Estimate Form provided on the program website [2024-trail-construction-cost-estimate-form.xlsx \(live.com\)](https://2024-trail-construction-cost-estimate-form.xlsx) or similar of equivalent detail.

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10) Trail Design Intent & Standards

Provide the following information related to the design intent of the proposed trail 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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11) 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 (required)	
b) Evidence of Resource	
c) Agency Authorization	