

# INSTRUCTIONS - 2025 DESIGN APPLICATION

## INTRODUCTION

Use the instructions below to provide the requested information on the separate Application Form for Design & Permitting. DO NOT submit these instructions with your application. Complete all sections of the application. Provide ALL the information requested into one comprehensive document. Incomplete applications will not be considered.

### 1) NAME OF PROJECT, APPLICANT INFORMATION & SIGNATURES

- a) Provide the name of the project  
Then, provide the name, contact information, and signatures for:
- b) Municipal representative who will serve as the project primary point-of-contact
- c) Project Designer
- d) Mayor

→ *Note: The project primary point of contact for all grant related efforts shall be a municipal employee. Consulting professionals and volunteers are not eligible for this role.*

### 2) PROJECT TYPE

Indicate which type of project applies by checking one or both types as applicable.

- a) New Construction – design of a new trail facility
- b) Trail Enhancement – improvements of trail design and/or surface type of existing trails to accommodate increased volume and/or make the trail ADA compliant.

→ *Note: Projects selecting Trail Enhancement must demonstrate how the project will increase capacity and/or access in Section 3i.*

→ *In-kind replacement and/or deferred maintenance are not eligible.*

### 3) PROJECT DESCRIPTION

Complete all sections to provide a description of how the design of the proposed trail project intends to address the following:

- a) **General Goals** - Provide a brief description of the overall proposed trail project including goals.
- b) **Access** - If applicable, describe how the project expects to meet accessibility standards. Reference specific standards that will be applied.
- c) **Access** - If applicable, describe how the project provides access to major destinations and/or significant natural, cultural or historic features.
- d) **Diversity** – Identify the user type(s) the project will accommodate. (If a single user type, which type? If multiple user types, which types?).

# INSTRUCTIONS - 2025 DESIGN APPLICATION

- e) **Connectivity** - If applicable, describe how the project expects to connect with an existing trail(s).
- f) **Connectivity** – Describe how the project will provide for logical termini.
- g) **Concurrency** – Describe how the project is consistent with existing local and/or regional planning and policy initiatives.
- h) **Concurrency** – Describe how the project is of regional significance.
- i) **Demand (Trail Enhancement Category ONLY)** – Specifically describe how the proposed trail project will increase capacity and/or provide improved accessibility.

## 4) PROJECT MAPS & SITE PHOTOS

Provide maps and photos in PDF format as requested below. Insert each within the appropriate section of the overall application form. Include the location of the proposed trail project, preliminary trail alignment of the proposed project on all maps. Include appropriate labels and legends to identify specific features of each map and photograph, and identify which section of the application each applies to (i.e. 4a, 4b, etc.).

- a) **Project Location Map** - Provide a project map (in color) that clearly illustrates the following information:
  - Property Lines with Block & lot labeled
  - Street names labeled
  - Location of proposed and existing trails (local & regional)
  - North arrow & scale
  - Major destinations labeled
  - Locate and label structures and amenities (existing and proposed)
  - Identify existing natural features such as wetlands, topography, water bodies, etc.

Separate from the above, provide maps for each of the following. All maps shall include the location of preliminary trail alignment of the proposed trail project, and identify all environmental features in Section 5.

- b) **NJDEP GeoWeb Database Map** – Using [Bureau of GISd \(nj.gov\)](https://www.nj.gov/dep/geoweb/) as a resource, create a map of the project location, preliminary trail alignment and immediate surrounds. Include relevant data layers such as historic, environmental, natural and/or cultural resources that may impact the design and/or construction of the proposed trail project.
- c) **National Wetlands Inventory** – Using [National Wetlands Inventory \(usgs.gov\)](https://www.usgs.gov/national-wetlands-inventory/) as a resource, create a map of the project location, preliminary trail alignment and immediate surroundings to show designated wetland and riparian areas.
- d) **Project Location Photos** – Provide a minimum of 6 photos (with captions) highlighting existing features of the project location as described in Section 3. Include a key sheet noting specific location of each photo.

# INSTRUCTIONS - 2025 DESIGN APPLICATION

- e) **Project Video (*OPTIONAL*)** – Provide a digital video (10-minute max) highlighting existing conditions of the project location, preliminary trail alignment, and proposed features as described in Section 3. Please include dialog describing video content.

→ *Reminder: Applications submitted without the requested information and resources will be considered incomplete and deemed ineligible.*

## 5) PROJECT FEASIBILITY

It is assumed that applicants have completed a feasibility assessment to evaluate the viability of the proposed trail project and are ready to begin preliminary and final design. A feasibility assessment is essential in order to determine project needs, identify potential environmental impacts, and physical opportunities and constraints.

Using the results of the previously completed feasibility assessment, general project assumptions, and results of Section 4, select the most appropriate response in regards to the potential impact/need of the proposed trail project.

Complete all sections to provide a brief description and maps to support the responses. Utilize and reference maps prepared in Section 4 to document and verify responses and/or provide separate maps as necessary to best illustrate response.

Utilize the NJDEP links below to assist in demonstrating how the proposed trail project may be regulated by the NJDEP and to determine which permits might be required.

- a) Will any part of the proposed trail project impact streams, rivers, lakes, ponds, flood plains, flood ways, riparian zones, and/or freshwater wetlands?
- i. If yes, is this an area regulated by NJDEP?
- *NJDEP online resources: “Common Project Activities, Trails, Boardwalks, and Bikes,” and “Before You Buy, Before You Build” via [NJDEP Division of Land Use Regulation](#)*
- b) Will any part of the proposed trail project be built in areas with steep slopes (12% or above)?
- i. If yes, identify areas of steep slopes (12% or above) within the project area. Provide separate map(s) as necessary.
- c) Are there additional environmental constraints located within the area of the proposed trail project not listed above? Provide separate map(s) as necessary.
- *NJDEP online resource: “Before the Permit Process Begins” via [NJDEP-Division of Land Use Regulation-Home](#)*

# INSTRUCTIONS - 2025 DESIGN APPLICATION

- 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 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 anticipated permits that may be required to complete the design of the proposed trail project.

## 6) DESIGN PROPOSAL, FEE & SCHEDULE

---

- a) **Design Proposal** - Provide a detailed design proposal outlining all tasks for professional design services required to prepare bid-ready construction documents including final plans, specifications, permits, and engineers construction cost estimates.

At a minimum, the Design Proposal shall include tasks for the following professional design services. If any of the tasks below are not required, describe why they are not required in that section of the Design Proposal.

Include additional professional service tasks specific to the needs of each project as required.

- i. **Survey**

If not available, prepare a survey of the project area to identify existing topography and terrain, right-of-way and easements, and locate existing structures, drainage systems, major utilities and environmental features located within the project area.

The survey shall be limited to the project area and conducted in a conventional manner to detail planimetric features including identification of elevations of all utilities pertinent to construction drawings and right-of-way plans.

Boundary surveys are not eligible for funding.

- ii. **Environmental Permitting**

Utilizing the most current NJDEP regulations, evaluate permitting requirements including (but not limited to) flood hazard area requirements and freshwater wetlands.

Complete the following tasks:

- Wetland Evaluation
- Flood Hazard Area Verification
- Secure Permit Approvals

# INSTRUCTIONS - 2025 DESIGN APPLICATION

- *Permit fees are not an eligible expense of the grant program. DO NOT include permit fees as part of the professional services fees.*
- *Applicants are responsible to obtain all permits required to complete construction. Applications that do not address an approach to securing permits may be deemed ineligible.*

## iii. **Stormwater Management**

Utilizing the most current NJDEP stormwater management regulations evaluate preliminary and final drainage analysis of the proposed project to determine necessary stormwater management measures.

## iv. **Structural**

Conduct geotechnical studies, as necessary, to support implementation of structural features (like bridges and boardwalks) proposed within the project area. Include test pit borings and laboratory testing as required.

## v. **Construction Documents**

Prepare preliminary and final design plans for the use of advancing project development, obtaining permits, preparing accurate cost estimates, and preparing bid ready construction documents.

Minimally, the final construction documents shall include:

- Key Sheet
- Estimate-Distribution of Quantities
- Existing Conditions Plan
- Typical Sections
- Construction Plans
- Grading & Drainage Plan
- Soil Erosion and Sediment Control Plan
- Structural Plans & Details (if applicable)
- Construction Details
- Landscape Plan (if applicable)

Final plans shall be consistent and in accordance with the designated trail use, trail class, and design standards identified in Section 10 of this application.

All final deliverables shall be signed and sealed by the licensed professional preparing the documents.

# INSTRUCTIONS - 2025 DESIGN APPLICATION

## vi. Bid Specifications

In accordance with Final Construction Documents prepare bid specification package.

## vii. Final Engineers Cost Estimate (Construction)

Prepare preliminary and final design cost estimate for use in project development, securing project funding, and evaluating construction bids.

### → If awarded:

- *Additional funds will not be authorized to account for unanticipated tasks and/or services required to complete Construction Documents. Applicants will be required to incur these costs.*
- *Review meetings with program staff shall be held at 30% & 60% completion. Additional meetings may be required.*

- b) **Design Fee** - The Design Proposal shall also include a detailed breakdown of hourly fees for professional design services of each task. ***Lump sum and line item estimates are not acceptable and will not be considered.*** Applicants who do not provide detailed breakdown of fees may be deemed ineligible.

→ *Reminder: Permit fees are not eligible for funding and shall not be included in fee breakdown.*

Design fees shall reflect the complexity of a project's needs. Applicants must justify and document requested fees within the application and design proposal. Applications without demonstrated justification may be deemed ineligible.

Design fees are capped at 15% of estimated construction costs detailed in Section 9.

→ *If awarded, tasks outlined within the Design Proposal and associated fees submitted with this application will be used as the basis for reimbursement of grant funds.*

- c) **Design Schedule** – The Design Proposal shall include a schedule of completion including all professional design services outlined. Awarded grants will have two (2) years to complete Construction Documents.

## 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** – List the design fee for the scope of Professional Services as detailed in Section 6 of this application.
- b) **Matching Funds** – List the matching funds being provided as detailed in Section 8 of this application. Applicants must provide a minimum of 20% match of the total design fee.

# INSTRUCTIONS - 2025 DESIGN APPLICATION

- c) **Requested Grant** – Summarize the requested grant amount by subtracting the required match from the total design fee.

→ *Maximum grant request is 15% of estimated construction costs detailed in Section 8.*

→ *Applications lacking adequate documentation of costs may be deemed ineligible.*

## 8) FUNDING STRATEGY

---

Provide a description of the funding strategy and resources that will be used to meet the required 20% matching funds. The match can be in the form of cash, other grant sources, in-kind services, or in-direct costs, all of which require verification with this application.

- a) **Matching Funds (20% minimum)** – Provide a description of how a minimum of 20% matching funds will be achieved. Multiple sources may apply.
- i. If using cash, describe what specific funding source will be used.
  - ii. If other grant resources are being used to fulfill the required match, applicants must provide the name of the grant and awarding agency, along with a copy of the award letter verifying the amount of award with this application.
  - iii. If using in-kind services to fulfill required match, applicants must provide detailed description of services to be provided, manpower allocated and breakdown of associated costs. An “Evidence of Resource Commitment” letter must also be submitted with this application authorizing staff time and resources to be dedicated, as requested in Section 11b.
  - iv. If using indirect costs to fulfill required match, applicants must include a copy of the approved agreement, where the municipality authorizes specific professional services to be performed for the project, including associated fees.
- b) **Long-Term Funding** – provide a brief description of the anticipated strategy to fund the construction costs of the project being submitted with this application.

## 9) PRELIMINARY CONSTRUCTION COST ESTIMATE

---

Prepare a preliminary construction cost estimate of the proposed trail project using general assumptions and information obtained during the feasibility assessment. Applicants may use the Engineering Cost Estimate Form provided on the program website: [2021-trail-construction-cost-estimate-form-final-backup.xlsx \(live.com\)](#) or similar of equivalent detail.

## 10) TRAIL DESIGN INTENT & STANDARDS

---

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

- a) **Trail Class** – trail class generally reflects the scale of the trail development and represents the intended design approach. There are five Trail Classes, ranging from the least developed (Class 1) to the most developed (Class 5).



# INSTRUCTIONS - 2025 DESIGN APPLICATION

Select the Trail Class that most closely represents the trail of the proposed project. A project may have more than one Trail Class. Select all that apply. See U.S. Forest Service Trail Fundamentals-Design Parameters matrix on Program webpage to assist with the selection of Trail Class and Designated Use: [Trail Fundamentals and Trail Management Objectives \(morriscountynj.gov\)](https://morriscountynj.gov)

- b) **Designated Use** – Identify the designated user type(s) that will be accommodated in the design of the proposed trail. There can be more than one designated type of user, which is defined as mixed use. Relevant design standards shall be applied to specific user type(s).
- c) **Surface Type** – Provide details related to the type(s) of surfaces that plan to be used and length of each type. These features should be consistent with design parameters identified for the selected trail class and user type.
- d) **Design Features** – Provide details for the design features proposed. These features should be consistent with design parameters identified for the selected trail class and user type, including: i. trail width, ii. target grade, iii. clearing width, iv. shoulder width.
- e) **Design Standards** – Identify the specific design standards the project design will be prepared in accordance with.

→ *If awarded, the design standards identified here will be the basis of the Design Review (30% and 60% completion), and final approvals.*

## 11) SUPPORT DOCUMENTATION

Provide the following information related to the support and approval of the proposed trail project and grant submission.

- a) **Governing Body Resolution** – Provide a Governing Body Resolution supporting the advancement of the design for the proposed trail project and approval to apply to the Morris County Trail Construction Grant. The Resolution shall include an acknowledgement that the municipality is responsible to provide advanced funding of the entire project, and that the grant will be distributed as a reimbursement upon the satisfactory completion of construction documents. [Microsoft Word - Sample Resolution.docx \(morriscountynj.gov\)](#)
- b) **Evidence of Resource Commitment** – If applicable, provide an “Evidence of Resource Commitment” letter endorsed by an official agent for all groups, agencies, and entities providing in-kind services to complete the project. The letter shall outline what specific services will be provided along with estimated costs associated with these services. This shall be consistent with the information outlined in Section 4 of this application.

This includes letters from managers of internal divisions expected to complete work on the project such as engineers, DPW and/or maintenance crews, etc.

- c) **Agency Authorization** – If applicable, provide a letter from the agency of ownership confirming approval to allow the proposed trail to cross a public road/public right-of-way.