

CHECKLIST - 2024 CONSTRUCTION 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 CATEGORY & 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		
2.2) Minor Construction		
a) Pre-Approval		
b) Project Costs		
c) Length		
d) Surface		
e) Slope		
f) Major Features		
g) Agency Review		

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): increases capacity and/or ADA access		

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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		
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 READINESS

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.		

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6) CONSTRUCTION DOCUMENTS

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Final Design Plans (Signed & Sealed by Engineer of Record)		
b) Specifications		
c) Engineer's Construction Cost Estimate		
d) Permit Approvals		
e) Construction Schedule		

7) CONSTRUCTION COSTS, MATCH & REQUESTED GRANT

REQUIRED INFORMATION	COMPLETE	COMMENT
a) Construction Costs		
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) TRAIL DESIGN INTENT & STANDARDS

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

10) SUPPORT DOCUMENTATION

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