

**NEW JERSEY DEPARTMENT OF AGRICULTURE
STATE SOIL CONSERVATION COMMITTEE
Chapter 251, PL 1975 as amended,
Engineering Policies- Technical Bulletin**

<u>Technical Bulletin:</u> 2014-1.0	<u>Effective Date:</u> December 8, 2014
<u>Subject:</u> Collection of electronic versions of Chpt. 251 plans	<u>From:</u> John Showler, P.E., State Engineer

1.01 PURPOSE

To facilitate the uniform collection of electronic versions of certified Chpt. 251 site plans by NJ soil conservation districts for storage and retrieval in the NJDA Hydrologic Stormwater Basin Database (“H&H Database”).

1.02 SUMMARY

The dissemination of site plan documents in electronic format has become commonplace as it is an efficient way of quickly transferring design information to soil conservation districts engaged in plan review and certification. Additionally, policy governing the use of the “H&H” database by districts requires the uploading of digital copies (pdf, image, CAD etc) of certified plans if and when available.

Therefore, in addition to paper plan sets required at N.J.A.C. 2:90-1.4, NJ Soil Conservation Districts should request an electronic copy of the final, certified plan (if available from the designer). The electronic copy should only include the grading and drainage features of the site and any plan sheets depicting drainage design details (outlet structures, swales, rip rap etc.)

The preferred format is PDF (Portable Document Format).

Such electronic documents shall be uploaded to the H&H Database when the district creates a new database record entry for the site.

Electronic documents may be received by the District in whatever format (email, CD, thumb drive etc) is convenient to both the district and the applicant.