

# MORRIS COUNTY SOIL CONSERVATION DISTRICT

## MAILING ADDRESS:

Morris County Courthouse  
P.O. Box 900  
Morristown, NJ 07963-0900



## LOCATION ADDRESS:

16 Highview Ave  
Cedar Knolls NJ 07927  
Tel: 973-285-2953  
Fax: 973-285-8345

If your proposed project requires a Storm water Construction General Permit (5G3) pursuant to N.J.S. A. 4:24-39 et seq. Effective October 2, 2009, this permit should no longer be filed through the District office. As the applicant, you are now required to submit applications and payment electronically utilizing the NJDEP Storm water Construction Activity E-Permitting System or via Paper application to NJDEP Bureau of permits Management. Paper forms can be downloaded at <http://www.nj.gov/dep/dwq/5g3.htm>.

In order to access the E-permitting system you must first become a registered user of NJDEP Online at <http://www.nj.gov/dep/online>. Once registered, the following information is required to complete the E-Permit, Storm water Construction General Permit Request for Authorization (RFA).

1. The application/Project name.
2. The location of the site-Physical Address, NJ State Plane Coordinates, Block(s) and Lot(s).
3. Highlands Area Approval/Exemption (*if site is located within the Highlands*)
4. Contact information (*address, email, and phone*) for –fees/Billing contact, Owner, and Permittee.
5. Chapter 251 Application Number and SCD Certification Code and (*provided above\**)

\*These codes are unique to your storm water RFA and chapter 251 approval. Enter these Codes in the E-permitting system, on the screen titled “SCD Certified Plan”. The codes are case sensitive and each code may only be used once.

6. Area of land disturbance (*provided above*).
- 7 The date activity will commence.
- 8 Identification number of all existing NJPDES permits for the facility.
- 9 A project description and description of current land use.
- 10 *Certification PIN (this PIN is generated and emailed to you when registering a NJDEP online Account).*
- 11 A method of payment-checking/savings account, voucher payment, credit card.

If you have any questions regarding this information or any other aspects of the E-Permitting system please contact Daniel Kuti, NJDEP Bureau of Non point Pollution Control at (609) 633-7021 or via email at [PortalComments@dep.state.nj.us](mailto:PortalComments@dep.state.nj.us).