



Updated August 2021

## Educational School Projects Transmittal Form

This completed project transmittal form and all project applications documents should be emailed to: [Submission.projects@doe.nj.gov](mailto:Submission.projects@doe.nj.gov).

Additional [project application information](https://nj.gov/education/facilities/projectapplication/) can be found at: [nj.gov/education/facilities/projectapplication/](https://nj.gov/education/facilities/projectapplication/)

**If this is a new project and a project number was not previously assigned, please substitute the county code plus district code (ie. XX-XXX) for the project number.**

### District Information

County:

District Name:

### Authorized District Representative Information

Name:

Title:

Street Address:

City:

State:

Zip Code:

Email:

Phone:

### Project Application Contact Person Information

Firm:

Name:

Street Address:

City:

State:

Zip Code:

Email:

Phone:

### Project Overview

13 Digit Project Number:

School Name:

Brief Project Description:

## Document Submission Confirmation

Confirm each document submission below with Yes, No or N/A.

Failure to select a response for each statement may result in the project application being determined incomplete or delay its review.

If "No" is selected for one or more assurances and the district plans to proceed with the project application submission, the district must contact the DOE for guidance prior to submission.

### ***All Educational School Projects***

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1. Excel file of the Project Application Workbook with 001 Form completed, 120 Form completed, Project Schedule form completed, and costs entered on page 130 and 131. (file name: Project Number>Initial Submission>Project Application Workbook)
2. Signed District Board of Education resolution approving initial project submission to the DOE (file name: Project Number>Initial Submission>BOE Resolution)
3. Project schedule including major project milestones (file name: Project Number>Initial Submission>Project Schedule)
4. One file of the Schematic Plan/drawing Set Max 12 MB, District/Designee: Use Design Requirements and Schematic Design Requirements Guidance Doc for a complete set of plans. (file name: Project Number>Initial Submission>Schematic Plans)
5. Educational Specifications (including furniture calculations) with cover signed by Chief School Administrator and Board President (file name: Project Number>Initial Submission>Educational Specifications)

### ***If educational project includes a waiver request:***

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1. Detailed information to evaluate waiver request, including regulation section(s) for which waiver is needed, signed by Chief School Administrator and A/E (file name: Project Number>Initial Submission>Waiver Request)

### ***If educational project includes new construction actions for buildings:***

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1. Copy of transmittal letter to local planning board indicating the date of plan submission to the local planning board for review (file name: Project Number>Initial Submission>Planning Board Transmittal)

### ***If educational project includes new construction and demolition actions for building:***

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1. Feasibility Study, signed and sealed by A/E, explaining why existing facilities cannot be rehabilitated (file name: Project Number>Initial Submission>Feasibility Study)

***If educational project includes a new instructional building (new construction at asset level):***

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1. Certification of intent to comply with Domestic Security Preparedness Best Practices (file name: Project Number>Initial Submission>Domestic Security)
2. Certification of intent to meet minimum requirements of Executive Order 24 (LEED guidelines) (file name: Project Number>Initial Submission>Executive Order 24)

***If educational project includes temporary facilities:***

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1. Statement describing need for temporary facilities signed by Chief School Administrator and Board President (file name: Project Number>Initial Submission>Temp Facilities Statement)
2. Letter from County Superintendent approving Implementation Plan concerning temporary facilities (file name: Project Number>Initial Submission>County Supt Implementation Plan Approval)

***If educational project includes land acquisition or land change in use:***

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1. Copy of transmittal to local planning board indicating the date of plan submission to the local planning board for review (file name: Project Number>Initial Submission>Planning Board Transmittal)
2. Request for approval of land acquisition signed by Chief School Administrator and Board President, including description of immediate and ultimate use of site and anticipated related facilities projects (file name: Project Number>Initial Submission>Land Acquisition Request)
3. Statement from local or regional water purveyor, geologist, or professional engineer concerning suitability of groundwater as a water source if applicable (file name: Project Number>Initial Submission>Feasibility Study>Groundwater Suitability)
4. Statement from local or county water and sewerage agency concerning the adequacy of proposed potable water and sewage disposal system (file name: Project Number>Initial Submission>Water Sewage Agency Statement)
5. Recommendations from NJ Department of Environmental Protection concerning the proposed land acquisition (file name: Project Number>Initial Submission>DEP Statement)
6. Documentation demonstrating that soil conditions are adequate for intended use by a licensed architect or engineer, including suitability for septic systems as applicable (file name: Project Number>Initial Submission>Land Regulations Statement)
7. Statement from licensed architect, engineer, or planner concerning land regulations, indicating whether the land is subject to regulation under Pinelands, wetlands, Green Acres, etc. and steps needed for approval as applicable (file name: Project Number>Initial Submission>Land Suitability Statement)

8. Plot plan of the land to be acquired, signed and sealed, to minimally include all structures and utilities, current land use(s), access roads, deed restrictions, easements, protective covenants, acreage(s), rights of ways, environmentally sensitive areas, etc. (file name: Project Number>Initial Submission>Plot Plan)
9. Detailed appraisal of the property's market value by a licensed professional (file name: Project Number>Initial Submission>Appraisal)
10. District map showing district service area, location of land and all existing schools, local attendance area to be served, and number of students residing within the local attendance area (file name: Project Number>Initial Submission>District Map)
11. Site location map including property boundaries, north arrow, and scale (file name: Project Number>Initial Submission>Site Location Map)
12. Signed statement from Chief School Administrator indicating impact of site acquisition on racial balance within the district's public schools (file name: Project Number>Initial Submission>CSA Racial Balance Statement)
13. Recommendations of County Superintendent of Schools regarding the proposed land acquisition (file name: Project Number>Initial Submission>County Supt Land Recommendation)
14. Title report and deed search by title insurer licensed in the State of New Jersey indicating that title is good and marketable and all deed addendums, protective covenants, and/or easements within the property (file name: Project Number>Initial Submission>Title and Deed Search)
15. Feasibility study indicating need for site acquisition, showing that district-owned land within the school attendance area is insufficient or not suitable for school purposes (file name: Project Number>Initial Submission>Site Feasibility Study)
16. Evidence that the district has not indemnified the seller of the land for costs from environmental remediation, acquired the land in "as is" condition, or acquired the land under terms and conditions that would invalidate the statutory immunity of the district from liability for remediation costs associated with preexisting contamination (file name: Project Number>Initial Submission>Seller Indemnification)
17. School site size analysis for sites proposed to accommodate future school buildings (file name: Project Number>Initial Submission>School Site Size Analysis)
18. Impact statement by Chief School Administrator indicating the impact of the proposed property change on the educational adequacy of the district's remaining buildings and properties, signed and dated (file name: Project Number>Initial Submission>Land Impact Statement)
19. Test reports by licensed professionals where land is less than one mile from landfill or as required for schools/preschools per NJDEP (file name: Project Number>Initial Submission>Land Test Reports)
20. Tax maps of all properties to be acquired (file name: Project Number>Initial Submission>Tax Maps)
21. District Board of Education resolution authorizing property change (file name: Project Number>Initial Submission>Land Acquisition BOE Resolution)

***If educational project includes land disposal or discontinuation of use:***

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1. Site location map including property boundaries, north arrow, and scale and area to be disposed, acreages of each (file name: Project Number>Initial Submission>Site Location Map)
2. Recommendations of County Superintendent of Schools regarding the proposed land disposal (file name: Project Number>Initial Submission>County Supt Land Recommendation)
3. Tax maps of all properties to be disposed (file name: Project Number>Initial Submission>Tax Maps)
4. Copy of Land Disposal Request by the District Chief School Administrator to the County Superintendent of Schools, dated and signed (file name: Project Number>Initial Submission>Land Disposal Request)
5. District Board of Education resolution authorizing property change (file name: Project Number>Initial Submission>Land Disposal BOE Resolution)

***If educational project has lease purchase local funding type:***

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1. Narrative describing project (file name: Project Number>Initial Submission>Lease Purchase Project Narrative)
2. Successful proposal and terms (file name: Project Number>Initial Submission>Lease Purchase Project Proposal and Terms)
3. Lease purchase agreement(s) (file name: Project Number>Initial Submission>Lease Purchase Agreement)
4. Evidence of clear title (file name: Project Number>Initial Submission>Lease Purchase Title Search)
5. District Board of Education resolution authorizing lease purchase application (Project Number>Initial Submission>Lease Purchase BOE Resolution)
6. Copy of advertisements for public hearing and notice to bidders (file name: Project Number>Initial Submission>Lease Purchase Public Notices)
7. Proposed payment schedule (file name: Project Number>Initial Submission>Lease Purchase Payment Schedule)

***If educational project has scope:***

**(1). Land Disposal or Discontinuation of Use > Entire Site Disposal, Lease to Charter/Outside Agency, or Offline;**

**(2). Land or Asset Reassignment > Change in Schools Served; or**

**(3). Building Demolition, Disposal, or Discontinuation of Use > Whole Building Demolition, Whole Building Disposal, or Offline:**

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1. School Closing Supporting Documents if applicable (file name: Project Number>Initial Submission>School Closing Documents)

**Transmittal Form Assured By**

Name:

Title:

Date (mm/dd/yy):