Municipal Public Access Plans
Application and Approval Process

Municipality decides to develop MPAP
Municipality meets with DEP
DEP prepares draft map of public access location inventory and draft MPAP template for municipality
Municipality reviews and confirms inventory and starts developing MPAP information
DEP posts confirmed inventory on web and notifies stakeholders via listserv

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Municipality prepares/reviews:
MPAP municipal overview and vision
Map of tidal waterways and lands held by municipality (DEP assists)
Master plan goals and elements pertaining to public access

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Municipality starts needs assessment:
Holds meeting for public review and comment
Reviews public comment
Creates public access needs assessment document

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Municipality starts implementation plan:
Sets priorities
Proposes improvements
Describes tools for implementation
Identifies preservation measures
Creates Municipal Public Access Fund (optional)
Creates implementation schedule

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Municipality submits application and draft MPAP to DEP for review and 30 day public comment period begins
Municipality submits draft MPAP to county and regional planning entities for review
DEP reviews public comments and makes determination
DEP approves MPAP or requests revisions from municipality
If revisions, Municipality refines MPAP and submits for additional review (see public comment process for details)

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DEP approves MPAP or asks for additional revisions

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DEP posts approved MPAP, publishes notice in bulletin and notifies stakeholders via listserv
Municipality schedules meeting for adoption of resolution for MPAP in Master Plan and notifies DEP 2 weeks prior to mtg
Municipality adopts resolution incorporating MPAP into Master Plan and submits copy of resolution to DEP
Municipality provides update report on MPAP every 5 years after date of adoption