



**State of New Jersey**  
**Department of Environmental Protection**

Revised: June 2016

Website: [www.nj.gov/dep/landuse](http://www.nj.gov/dep/landuse)



**FLOOD HAZARD AREA APPLICATION CHECKLIST**

**Applicability determination**

To apply for an applicability determination, please submit the information below to:

**Postal Mailing Address**

NJ Department of Environmental  
Protection  
Division of Land Use Regulation  
P.O. Box 420, Code 501-02A  
Trenton, New Jersey 08625-0420  
**Attn: Application Support**

**Street Address (Courier & Hand Carry Only)**

NJ Department of Environmental Protection  
Division of Land Use Regulation  
501 East State Street  
Station Plaza 5, 2<sup>nd</sup> Floor  
Trenton, New Jersey, 08609  
**Attn: Application Support**

CALL NJDEP AT (609) 777-0454 IF YOU HAVE ANY QUESTIONS

1. Completed application form.
2. A copy of a USGS quad map with the segment of the water in question indicated and/or the site in question clearly outlined to scale.
3. A copy of any available Department delineation and FEMA flood mapping, with the segment of water in question indicated and/or the site clearly outlined to scale.
4. For an applicability determination regarding whether a water is regulated, a copy of the best available topographic mapping for the drainage area of the water in question, with the limits of the drainage area clearly depicted.
5. For an applicability determination regarding whether one or more proposed activities is regulated, the following information:
  - i. A written description of the site and all proposed activities, including the location, dimension, number, and uses of any proposed structures;
  - ii. Color photographs depicting the entire project area and any sections of channel or riparian zone that will be disturbed by the project, mounted on 8½ -inch by 11-inch paper and accompanied by a map showing the location and direction from which each photograph was taken. Copies of photographs are acceptable provided they are color copies. Black and white copies of photographs are not acceptable. (Note: The photographs must show any sections of channel or riparian zone that will be disturbed by the project.); and
  - ii. Site plans, certified in accordance with N.J.A.C. 7:13-18.2(j) and signed and sealed by an engineer, land surveyor, or architect, as appropriate, pursuant to N.J.A.C. 13:40-7.2 through 7.4. The site plans must detail all proposed activities. If fill or grading is proposed, the site plans shall show both existing and proposed topography. All topography shall reference NGVD, or include the appropriate conversion factor to NGVD.