

ATTACHMENT A
Freshwater Wetlands Application Checklist
Model Letter – Notice to Neighboring Landowners
(copy this letter, fill in the blanks, and send to all parties listed
on the applicable application checklist)

Date: _____

Re: Application submitted by:

(Print applicant's name)

Regarding property at:

(Street address of property)

(Block and lot of property)

(Town and county)

Dear Interested Party:

I am sending you this letter to inform you that I am submitting an application for a permit or approval to the New Jersey Department of Environmental Protection (NJDEP) under the Freshwater Wetlands Protection Act rules, N.J.A.C. 7:7A. The permit or approval will either establish the boundary of freshwater wetlands on the above property, or will authorize me to conduct regulated activities on the property.

I am applying for the following approval(s):

_____ Letter of interpretation (establishes the official boundary line of any regulated freshwater wetlands, open waters, or transition areas on the property, and if freshwater wetlands are present, identifies their resource value)

_____ General permit authorization (authorizes regulated activities, such as construction or development, in wetlands and adjacent transition areas)

_____ Individual transition area waiver (authorizes regulated activities, such as construction or development, in areas adjacent to wetlands)

_____ Individual freshwater wetlands permit (authorizes regulated activities, such as construction or development, in both wetlands and adjacent transition areas)

_____ Open water fill permit (authorizes regulated activities, such as construction or development, in open waters)

The activities for which my application requests NJDEP approval are (I have checked all of those that apply):

_____ No regulated activities, just establishing where regulated wetlands (if any) are found on my property

_____ Cutting or clearing of trees and/or other vegetation

_____ Placement of pavement or other impervious surface

_____ Placement of one or more buildings or other structures

_____ Expansion of existing pavement, buildings, or other structures

_____ Other (describe):

If you would like to inspect a copy of my application, it is on file at the Municipal Clerk's Office in the town in which the property is located, or you can call the NJDEP at (609) 777-0454 to make an appointment to see my application at NJDEP offices in Trenton during normal business hours.

The rules governing freshwater wetlands permits and approvals are found in the NJDEP's Freshwater Wetlands Protection Act rules at N.J.A.C. 7:7A. You can view or download these rules on the NJDEP Land Use Regulation Program website at www.state.nj.us/dep/landuse, or you can find a copy of these rules in the county law library in your county courthouse.

As part of the NJDEP's review of my application, NJDEP personnel may visit my property, and the portion of any neighboring property that lies within 150 feet of my property line, to perform a site inspection. This site inspection will involve only a visual inspection and possibly minor soil borings using a 4" diameter hand auger. The inspection will not result in any damage to vegetation or to property improvements.

The NJDEP welcomes any comments you may have on my application. If you wish to comment on my application, comments should be submitted to the NJDEP *in writing* within 30 days after the Department publishes notice of the application in the DEP Bulletin. The Department shall consider all written comments submitted within this time. The Department may, in its discretion, consider comments submitted after this date. Comments cannot be accepted by telephone. Please submit any comments you may have *in writing, along with a copy of this letter*, to:

New Jersey Department of Environmental Protection
Division of Land Use Regulation
Mail Code 501-02A
P.O. Box 420
Trenton, New Jersey 08625
Att: (County in which the property is located) Section Chief

When the NJDEP has decided whether or not my application qualifies for approval under the Freshwater Wetlands Protection Act rules, NJDEP will notify the municipal clerk of the final decision on my application.

If you have questions about my application, you can contact me or my agent, address(es) below.

Sincerely,

(Print applicant's name)

(Applicant's address – required)

(Applicant's phone or e-mail – optional)

(Applicant's agent's address, phone, and/or e-mail – optional)

(1/10)