



State of New Jersey  
Department of Environmental Protection  
Revised: October 5, 2021 Website: [www.nj.gov/dep/landuse](http://www.nj.gov/dep/landuse)



## FRESHWATER WETLANDS APPLICATION CHECKLIST

### General Permit 25—Minor channel or stream cleaning for local government agencies

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

All applications for authorization under general permit 25 must be submitted electronically through the submission system at <https://njdeponline.com>. Follow the registration process and create an account. To apply, select the service "Apply for a Land Use Permit or Authorization."

For more information on submitting an electronic application, visit [https://nj.gov/dep/landuse/eservices/lur\\_auth\\_permits.html](https://nj.gov/dep/landuse/eservices/lur_auth_permits.html).

See N.J.A.C. 7:7A-19.4 for the application review process for this application.

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

1. A completed [Property Owner Certification form](#)
  - Acceptable file formats include pdf, jpg, and png.

2. Public notice:

A completed [Public Notice form](#). All documentation necessary to demonstrate that notice of the application has been provided in accordance with N.J.A.C. 7:7A-17 must be attached to the form (see below for details).

- Acceptable file formats include pdf, jpg, and png.

Documentation of public notice is required as follows:

- i. Notice to municipal clerk (N.J.A.C. 7:7A-17.3(a))

A copy of the entire application, as submitted to the Department, must be provided to the municipal clerk in each municipality in which the site is located. The application consists of a description of the project, the specific permit(s)/authorization(s) being sought, and all items that will be uploaded to the online service, including all required items on this checklist.

- Documentation of compliance with this requirement shall consist of a copy of the certified United States Postal Service white mailing receipt, or other written receipt, for each copy of the application sent.

- ii. Notice to governmental entities and property owners (N.J.A.C. 7:7A-17.3(b) and (c))

A brief description of the proposed project, a legible copy of the site plan, and the form notice letter described at N.J.A.C. 7:7A-17.3(e)1iii must be sent to the following recipients:

- A. The construction official of each municipality in which the site is located;

- B. The environmental commission, or other government agency with similar responsibilities, of each municipality in which the site is located;
- C. The planning board of each municipality in which the site is located;
- D. The planning board of each county in which the site is located;
- E. The local Soil Conservation District if the regulated activity or project will disturb 5,000 square feet or more of land; and

F. Adjacent property owners:

If the application is for one of the following projects (listed at N.J.A.C 7:7A-17.3(c)1-5), notice shall be sent to all owners of real property, including easements, located within 200 feet of any proposed above-ground structure, except for any conveyance lines suspended above the ground or small utility support structures (e.g. telephone poles):

- A linear project of one-half mile or longer
- A trail or boardwalk of one-half mile or longer
- A public project on a site of 50 acres or more
- An industrial or commercial project on a site of 100 acres or more
- A project to remove sediment or debris from a channel of one-half mile or longer

For any other project, notice shall be sent to all owners of real property, including easements, located within 200 feet of the site of the proposed regulated activity.

The owners of real property, including easements, shall be those on a list that was certified by the municipality, with a date of certification no more than one year prior to the date the application is submitted.

- Documentation of compliance with this requirement shall consist of:
  1. A copy of the certified United States Postal Service white mailing receipt for each public notice that was mailed, or other written receipt;
  2. A certified list of all owners of real property, including easements, located within 200 feet of the property boundary of the site (including name, mailing address, lot, and block) prepared by the municipality for each municipality in which the project is located. The date of certification of the list shall be no earlier than one year prior to the date the application is submitted to the Department; and
  3. A copy of the form notice letter.
- The form notice letter required under N.J.A.C. 7:7A-17.3(e)1iii shall read as follows:

*“This letter is to provide you with legal notification that an application for an authorization under freshwater wetlands general permit 25 <<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Resource Protection for the development shown on the enclosed plan(s). A brief description of the proposed project follows: <<INSERT DESCRIPTION OF THE PROPOSED PROJECT>>*

*The complete permit application package can be reviewed at either the municipal clerk’s office in the municipality in which the site subject to the application is located, or by appointment at the Department’s Trenton Office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 calendar days of receiving this letter to:*

*New Jersey Department of Environmental Protection  
Division of Land Resource Protection  
P.O. Box 420, Code 501-02A  
Trenton, New Jersey 08625  
Attn: (Municipality in which the property is located) Supervisor”*

iii. Newspaper notice (N.J.A.C. 7:7A-17.4)

Newspaper notice, in the form of a legal notice or display advertisement in the official newspaper of the municipality(ies) in which the project site is located, or if no official newspaper exists, in a newspaper with general circulation in the municipality(ies), is required for the following projects:

- A. A linear project of one-half mile or longer
- B. A shore protection development, including beach nourishment, beach and dune maintenance, or dune creation of one-half mile or longer
- C. A public project on a site of 50 acres or more
- D. An industrial or commercial project on a site of 100 acres or more
- E. Maintenance dredging of a State navigation channel of one-half mile or longer

If your project is not one listed above, newspaper notice is not required.

- Documentation of newspaper notice shall consist of:
  - 1. A copy of the published newspaper notice; and
  - 2. The date and name of the newspaper in which notice was published.
- The newspaper notice may be either a legal notice or display advertisement and must read as follows:

*“Take notice that an application for an authorization under freshwater wetlands general permit 25 <<has been/ will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Resource Protection for the development described below:*

*APPLICANT:*

*PROJECT NAME:*

*PROJECT DESCRIPTION:*

*PROJECT STREET ADDRESS:*

*BLOCK:            LOT:*

*MUNICIPALITY:    COUNTY:*

*The complete permit application package can be reviewed at either the municipal clerk’s office in the municipality in which the site subject to the application is located, or by appointment at the Department’s Trenton Office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 calendar days of the date of this notice to:*

*New Jersey Department of Environmental Protection  
Division of Land Resource Protection  
P.O. Box 420, Code 501-02A  
501 East State Street  
Trenton, New Jersey 08625  
Attn: (Municipality in which the property is located) Supervisor”*

3. Application fees:

The appropriate application fee, as specified in N.J.A.C. 7:7A-18.1, payable through the online service via credit card or e-check, or to receive a bill, select “Bill Me” on the payment screen. Bills will be sent to the Fee Billing Contact identified in the service and must be paid directly to the Department of Treasury.

#### 4. Site plans:

All site plans must clearly depict the segments of channel to be cleaned and must include the scale of the site plan, a north arrow, the name of the person who prepared the plan, date the site plan was prepared, and the applicant's name and the block, lot, and municipality in which the site is located. In addition, the site plan shall include the following information:

- i. The location of the affected portion of the channel or stream;
  - ii. The location all proposed access points to the channel or stream; and
  - iii. The limit of wetlands and/or transition areas to be impacted.
- Acceptable file formats include pdf and zip. Site plans must be certified in accordance with N.J.A.C. 7:7A-16.2(j) and prepared according to the Department's [site plan specifications](#) for electronic site plans. All plans must be digitally signed and sealed by a New Jersey licensed professional engineer, surveyor, or architect, as appropriate, pursuant to N.J.A.C. 13:40-7.2 through 7.4, with signatures and seals that meet the requirements of N.J.A.C. 13:40-8.1A. Site plans with electronic signatures, such as scans of site plans with a handwritten signature, will not be accepted.

#### 5. Photographs:

- i. Color photographs and a brief narrative description of the affected portion of the channel or stream, including:
    - A. The access points where workers and equipment will be brought to the channel or stream; and
    - B. The wetlands and/or transition areas to be impacted by the activities.
  - ii. A photo location map showing the location and direction from which each photograph was taken.
- Acceptable file formats include pdf, doc, docx, jpg, zip, ppt, and pptx.

#### 6. A compliance statement that includes the following:

- i. The classification, under the Department's Surface Water Quality Standards, N.J.A.C. 7:9B, for the affected portion of the channel or stream;
  - ii. A description of the nature of the project and the methods that will be used;
  - iii. A description of the proposed methods that will be used to remove material from the channel or stream and the location where the dredged material will be placed; and
  - iv. A certification, signed by the county or municipal engineer, or an engineer employed by the local Soil Conservation District, that lists each requirement in N.J.A.C. 7:7A-7.25(a) and (c) that applies to the project and states how the requirement has been or will be satisfied
- The required compliance statement should be uploaded under the attachment type "Environmental Report with Site Location Maps." Acceptable file formats include pdf, doc, docx, rtf, and zip.

#### 7. A USGS quad map, with the site clearly outlined to scale, showing the affected portion of the stream:

- The map must be in color and should be uploaded with the compliance statement under the attachment type "Environmental Report with Site Location Maps." Acceptable file formats include pdf, doc, docx, rtf, and zip.

#### 8. Additional requirements:

- i. Proof of ownership, such as a deed, if available – applies only if the current owner purchased the property before June 30, 1988
  - Acceptable file formats include pdf, jpg, and png.
- ii. Written consent from public agency – applies only if the project will not be conducted by a public agency. The written consent must be a signed statement from a municipal, county, or State agency authorizing the applicant to conduct the work as a designee of that public agency.
  - Acceptable file formats include pdf, jpg, and png.
- iii. Highlands applicability determination (highlands exemption) – applies only if the project is located within the Highlands Preservation Area
  - Acceptable file formats include pdf, jpg, and png.
- iv. Conservation restriction – applies only if the proposed project is subject to an existing conservation restriction
  - Acceptable file formats include pdf, jpg, and png.