



**State of New Jersey**  
Department of Environmental Protection  
Division of Land Use Regulation  
Mail Code 501-02A  
PO Box 420  
Trenton, NJ 08625-0420  
Fax# (609)-777-3656  
[www.nj.gov/dep/landuse/](http://www.nj.gov/dep/landuse/)



**APPLICATION FOR AN EXEMPTION TO A CAFRA PERMIT**  
**CHECKLIST FOR ADMINISTRATIVE COMPLETENESS**

(12/2010)

Development that is exempt from CAFRA requires **NO** certification or approval from the Department, except as may be required by other programs administered by the Department. These are the submission requirements for an administratively complete application package for an exemption letter. Please read each section and check each area after you have fully completed or compiled the information for each applicable requirement. Visit our website at [www.nj.gov/dep/landuse/](http://www.nj.gov/dep/landuse/) for additional help and information.

- 1. For an exemption for a development which has received: (i) preliminary site plan approval, (ii) final municipal building or construction permit, or (iii) residential preliminary or minor subdivision approval on or before July 19, 1994, the following shall be submitted:
  - A. A completed LURP-2 application form;
  - B. A folded copy of the approved site plan or subdivision plan and a copy of the resolution approving the site plan or subdivision; or a copy of the building permit and approved plan and soil conservation district approval where required;
  - C. Permit review fee of \$300.00 (Payable to: Treasurer State of New Jersey, Environmental Services Fund)
  - D. In the event that the final municipal building or construction permit expired and the permit was renewed or a new permit was obtained for the same project, the development will remain exempt provided construction began by July 18, 1997. To make a determination, the applicant must submit documentation that the new or renewed permit authorized the same construction as the original permit, such as a copy of the original building permit with approved plan and soil conservation district approval where required and a copy of the new building permit with approved plan depicting the exact development as the original.
  
- 2. For an exemption for a development for: (i) reconstruction of a development legally existing and damaged subsequent to July 19, 1994, (ii) or enlargement which does not enlarge the footprint or increase the number of dwelling units or commercial parking spaces, or (iii) the construction of a patio, deck or similar structure at an existing residential development, the following shall be submitted:
  - A. A completed LURP application form;
  - B. Plans showing the existing structures and site conditions with locations and dimensions, and all proposed structures, filling, grading, excavation and clearing;

- i. For exemptions based on damage due to fire, storm, natural hazard or Act of God, the site plans submitted shall also indicate all pre-existing structures to be rebuilt and documentation it existed on July 19, 1994.
- C. Photographs of the site;
- D. A check or money order for \$300.00 (Payable to: Treasurer-State of New Jersey, Environmental Services Fund)

**Applications shall be submitted to:**

New Jersey Department of Environmental Protection  
Division of Land Use Regulation  
Mail Code 501-02A  
PO Box 420  
501 East State Street  
Trenton , New Jersey 08625-0420  
Attn: Application Support