



State of New Jersey
Department of Environmental Protection



Revised: May 2018

Website: www.nj.gov/dep/landuse

COASTAL ZONE MANAGEMENT CHECKLIST
Written Determination of Exemption from CAFRA

CALL NJDEP AT (609) 777-0454 OR (609) 984-0162 IF YOU HAVE ANY QUESTIONS

Development that is exempt from CAFRA requires **NO** certification or approval from the Department, but a written determination of exemption may be required by other programs administered by the Department. The requirements for an administratively complete request for a written determination of exemption from CAFRA are listed below. Requests shall be submitted to:

Regular mail

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

Street Address (Courier, Overnight Mail & Hand Carry Only)

NJ Department of Environmental Protection
Division of Land Use Regulation
501 East State Street
Station Plaza 5, Second Floor
Trenton, New Jersey, 08609
Attn: Application Support

1. The following information shall be included in any request for a written determination of exemption from CAFRA:
 - i. Completed application form.
 - ii. The appropriate application fee, as specified in N.J.A.C. 7:7-25.1, in the form of a check (personal, bank, certified, or attorney), money order, or government purchase order made payable to "Treasurer State of New Jersey."
2. In addition to the information required at 1 above, for a written determination of exemption pursuant to N.J.A.C. 7:7-2.2(c)1 and 2:
 - i. A folded copy of the approved site plan or subdivision plan, 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; and
 - ii. In the event that a 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 such a determination, the applicant must provide documentation that the new permit authorized exactly 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 building permit.

3. In addition to the information required at 1 above, for a written determination of exemption pursuant to N.J.A.C. 7:7-2.2(c)3, 4, and 5:
 - i. Color photographs showing the specific location of the proposed development mounted on 8 1/2 inch by 11 inch paper and be 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 photographs are not acceptable.
 - ii. A site plan depicting:
 - A. Existing structures and site conditions with locations and dimensions;
 - B. All proposed structures, filling, grading, excavation, and clearing; and
 - C. For exemptions based on fire, storm, natural hazard, or Act of God, all preexisting structures to be rebuilt.

4. In addition to the information required at 1 above, for a written determination of exemption pursuant to N.J.A.C. 7:7-2.2(c)8:
 - i. Color photographs showing the specific location of the proposed development mounted on 8 1/2 inch by 11 inch paper and be 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 photographs are not acceptable.
 - ii. A description of the location of the amusement pier including county, municipality, lot(s), and block(s);
 - iii. A site plan showing the location of the existing, functional amusement pier and the size of the proposed expansion; and
 - iv. Documentation concerning the size of the footprint of the existing functional amusement pier and the size of the proposed expansion.