



State of New Jersey

Department of Environmental Protection

Revised: June 2018

Website: www.nj.gov/dep/landuse



COASTAL ZONE MANAGEMENT APPLICATION CHECKLIST Major technical modification of a general permit authorization or an individual permit

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

To apply for a major technical modification of a general permit authorization or individual permit, 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, Overnight & Hand Carry Only)

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

1. Completed application form.

2. 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 the "Treasurer State of New Jersey."

3. A description of the scope and purpose of the proposed change to the project authorized under the general permit authorization or individual permit;

4. The site plans approved as part of the general permit authorization or individual permit with revisions illustrating the proposed change in the regulated activity or project.

5. A copy of the general permit authorization or individual permit for which the modification is requested.

6. One set of color photographs depicting the entire project area, 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.

7. A revised environmental impact statement if the proposed modification is of an individual permit or a revised compliance statement if the proposed modification is of a general permit authorization. The revised environmental impact statement or compliance statement must address the aspects of the project that are proposed to be changed and demonstrate that the project for which the modification is requested continues to comply with all requirements of the Coastal Zone Management rules.

8. Calculations, analyses, data, and supporting materials necessary to demonstrate that the project as proposed to be changed meets the requirements of the Coastal Zone Management rules, and the requirements of the Department's Stormwater Management rules at N.J.A.C. 7:8, if applicable.

9. Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:7-24, as follows:

Notice to municipal clerk (N.J.A.C. 7:7-24.3(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.

i. 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.

Notice to governmental entities and property owners (N.J.A.C. 7:7-24.3(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. 7:7-24.3(d)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. 7:7-23.4(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 shore protection development, including beach nourishment, beach and dune maintenance, or dune creation 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
- Maintenance dredging of a State navigation 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.

ii. Documentation of compliance with this requirement shall consist of:

- A. A copy of the certified United States Postal Service white mailing receipt for each public notice that was mailed, or other written receipt; and
- B. 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.

iii. The form notice letter required under N.J.A.C. 7:7-24.3(d)1iii shall read as follows:

“This letter is to provide you with legal notification that an application for a major technical modification of a coastal <<general permit authorization/coastal wetlands individual permit/waterfront development individual permit/ CAFRA individual permit>><<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Use Regulation for the development shown on the enclosed plan(s). A brief description of the proposed project follows: <<INSERT DESCRIPTION OF THE PROPOSED PROJECT& PROPOSED CHANGES>>

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 Use Regulation
P.O. Box 420, Code 501-02A
Trenton, New Jersey 08625
Attn: (Municipality in which the property is located) Supervisor”*

Newspaper Notice (N.J.A.C. 7:7-24.5)

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 linear project of one-half mile or longer
- A shore protection development, including beach nourishment, beach and dune maintenance, or dune creation 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
- 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.

i. Documentation of newspaper notice shall consist of:

- A. A copy of the published newspaper notice; and
- B. The date and name of the newspaper in which notice was published.

ii. The newspaper notice may be either a legal notice or display advertisement and must read as follows:

“Take Notice that an application for an application for a major technical modification of a coastal <<general permit authorization/coastal wetlands individual permit/waterfront development individual permit/ CAFRA individual permit>><<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Use Regulation for the development described below:

APPLICANT:

PROJECT NAME:

PROJECT & MODIFICATION 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 Use Regulation
P.O. Box 420, Code 501-02A
501 East State Street
Trenton, New Jersey 08625
Attn: (Municipality in which the property is located) Supervisor"*

Notice for projects located in the Pinelands Area

For a project in the Pinelands Area as designated under the Pinelands Protection Act at N.J.S.A. 13:18A-11(a), documentation showing that a copy of the completed application form has been provided to the New Jersey Pinelands Commission.

Notice for installation of submarine cables or sand mining activities

An applicant applying for a major technical modification to a waterfront development individual permit to install a submarine cable in the ocean, or to perform sand mining in the ocean, must provide documentation that a copy of the completed application form and a copy of the NOAA nautical chart showing the proposed cable route or the limits of the proposed sand mining area that were submitted to the Department as part of the permit application were sent to the following entities:

1. Garden State Seafood Association;
2. National Fisheries Institute;
3. North Atlantic Clam Association;
4. Rutgers Cooperative Extension;
5. New Jersey Shellfisheries Council; and
6. New Jersey Marine Fisheries Council.