



## COASTAL ZONE MANAGEMENT APPLICATION CHECKLIST

### General Permit 4 – Development of one or two single-family homes or duplexes

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

To apply for an authorization under general permit 4, please submit the information below to:

<u>Postal Mailing Address</u>	<u>Street Address (Courier &amp; Hand Carry Only)</u>	<u>Electronic Submission</u>
NJ Department of Environmental Protection Division of Land Use Regulation P.O. Box 420, Code 501-02A Trenton, New Jersey 08625-0420 <b>Attn: Application Support</b>	NJ Department of Environmental Protection Division of Land Use Regulation 501 East State Street Station Plaza 5, 2 <sup>nd</sup> Floor Trenton, New Jersey 08609 <b>Attn: Application Support</b>	Access the submission system at <a href="https://njdeponline.com">https://njdeponline.com</a> . Follow the registration process and create an account. To submit an application, select the service "Apply for a Land Use Permit or Authorization."

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1. A completed [application form](#) (Paper submissions ONLY)
2. A completed [Property Owner Certification form](#) (Electronic submissions ONLY)
  - Acceptable file formats include pdf, jpg, and png.
3. Public notice:
  - **Electronic Submissions:** A completed [Public Notice form](#). Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:7-24 must be attached to the form (see below for details). Acceptable file formats include pdf, jpg, and png.
  - **Paper Submissions:** Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:7-24 (see below for details).

Both electronic and paper submissions require documentation of public notice as follows:

- i. 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. For electronic submissions, 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. 7:7-24.3(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;
- F. The Delaware Coastal Management Program if the activity is within the 12-mile circle with Delaware or is within 200 feet of the 12-mile circle; and
- G. Adjacent property owners

Unless your project is one listed at N.J.A.C. 7:7-24.3(c)1-5 (which require different notice to property owners as described in the rules), 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. 7:7-24.3(d)1iii shall read as follows:

*"This letter is to provide you with legal notification that an application for an authorization under coastal general permit 4 <<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>>*

*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"*

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

Please refer to this portion of the rules for guidance on providing newspaper notice for certain large scale linear, public, or commercial projects.

iv. Notice for projects located in the Pinelands Area

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

4. Application fees:

- **Electronic Submissions:** The appropriate application fee, as specified in N.J.A.C. 7:7-25.1, 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.
- **Paper Submissions:** 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."

5. Site plans:

All site plans must include the scale of the site plans, a north arrow, the name of the person who prepared the plans, date the site plans were prepared, and the applicant's name and the block, lot, and municipality in which the site is located. In addition, the site plans shall include the following information, both on and adjacent to the site, in accordance with N.J.A.C. 7:7-23.4(a)4:

- i. Existing features:
  - A. Lot lines
  - B. Land cover and vegetation;
  - C. Mapped coastal wetlands line, if applicable; and
  - D. Tidelands claim line(s).
- ii. Proposed regulated activities:
  - A. Size, location, and details of the proposed structure(s), roads, or utilities;
  - B. Anticipated limits of any other disturbance; and
  - C. Limits and depth of all proposed excavation within 25 feet of the crest of a coastal bluff as defined at N.J.A.C. 7:7-9.29, if applicable.
- iii. Existing and proposed topography. All topography must reference NGVD or include the appropriate conversion factor to NGVD.
- iv. The limits of any existing or proposed tidelands instrument.
- v. Details of any proposed soil erosion and sediment control measures.
- vi. The mean high, mean low, and spring high water lines of any tidal waters, water depths, and location of navigation channels.
- vii. The upper and lower limits of all special areas described at N.J.A.C. 7:7-9.
- viii. The location of any existing or proposed public access to lands and waters subject to public trust rights as set forth at N.J.A.C. 7:7-9.48.

- **Electronic Submissions:** Acceptable file formats include pdf and zip. Site plans must be certified in accordance with N.J.A.C. 7:7-23.2(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.
- **Paper Submissions:** Three sets of site plans, certified in accordance with N.J.A.C. 7:7-23.2(j). Prior to issuance of any permit, the Department will require four to five sets of final site plans. The site plans must be 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.

6. Photographs:

- Color photographs depicting:
    - The entire project area;
    - The location of the proposed single-family home(s) or duplex(es); and
    - Access points to the construction.
  - A photo location map showing the location and direction from which each photograph was taken.
- **Electronic Submissions:** Acceptable file formats include pdf, doc, docx, jpg, zip, ppt, and pptx.
  - **Paper Submissions:** One set of photographs mounted on 8½-inch by 11-inch paper. Copies of photographs are acceptable provided they are color copies. Black and white copies of photographs are not acceptable.

7. A compliance statement prepared in accordance with N.J.A.C. 7:7-23.5 that includes:

- Materials demonstrating how the proposed development satisfies each requirement of general permit 4 at N.J.A.C. 7:7-6.4(a) through (n);
  - If applying for a general permit in the CAFRA area, a written statement that the findings set forth in CAFRA at N.J.S.A. 13:19-10, and at N.J.A.C. 7:7-1.4 can be made for the proposed construction; and
  - A description of the site characteristics and the location of all proposed regulated activities, potential impacts from the construction process, and from the operation of the development after completion.
- **Electronic Submissions:** The 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.
  - **Paper Submissions:** Three copies of the compliance statement are required.

8. Color copies of the following maps:

- The tax map for the property;
  - A copy of the portion of the county road map showing the property location; and
  - A copy of the USGS quad map(s) that include the site, with the site clearly outlined to scale.
- **Electronic Submissions:** The required maps 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.

9. Calculations and analyses:

- i. If the project is a major development as defined by N.J.A.C. 7:8-1.2, a demonstration of compliance with the requirements of the Stormwater Management Rules, N.J.A.C. 7:8.

All calculations or analyses submitted as part of an application must include the certification set forth at N.J.A.C. 7:7-23.2(j). Any necessary stormwater calculations must be signed and sealed by a New Jersey licensed professional engineer.

- **Electronic Submissions:** Acceptable file formats include pdf, doc, docx, rtf, and zip unless stormwater calculations are necessary. Stormwater calculations must be digitally signed and sealed in accordance with N.J.A.C. 13:40-8.1A. Stormwater calculations with electronic signatures, such as scans of calculations with a handwritten signature, will not be accepted. Therefore, when calculations are necessary, the acceptable file formats are limited to pdf and zip.

10. Additional requirements:

- i. Conservation restriction – applies only if the proposed project is subject to an existing conservation restriction

- **Electronic Submissions:** Acceptable file formats include pdf, jpg, and png.

- ii. Tidelands license application or documentation – applies only if the proposed project is below the mean high water line or in an area formerly flowed by the tide. Documentation of compliance with the tidelands requirements may include one of the following:

A. Information regarding the existing Tidelands instrument

B. Information regarding an intended submission to the Bureau of Tidelands Management for a Tidelands instrument

C. An explanation regarding why a Tidelands instrument is not required for the project

- **Electronic Submissions:** Acceptable file formats include pdf, doc, docx, rtf, jpg, and png.

- iii. Sewer/water authority letter – applies only if the project will require public sewer and or water. The letter should provide details regarding the availability of public water and sewer to service the project, which may include, but is not limited to, the following:

A. Information about the required water and/or sewer demand for the project

B. The available water and/or sewer capacity of the utility provider

C. Information regarding consistency with the applicable Water Quality Management Plan to demonstrate compliance with Section 10 of CAFRA

- **Electronic Submissions:** Acceptable file formats include pdf, jpg, and png.

11. A computer disk containing a copy of the entire application (Paper submissions ONLY)