



## FLOOD HAZARD AREA APPLICATION CHECKLIST

### General Permit 1— Channel cleaning under the Stream Cleaning Act

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

To apply for an authorization under general permit 1, 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 & Hand Carry Only)**

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  
**Attn: Application Support**

**Electronic Submission**

Access the submission system at <https://njdeponline.com>. 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. 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; and
  - ii. The location all proposed access points to the channel or stream.
- **Electronic Submissions:** Acceptable file formats include pdf and zip. Site plans must be certified in accordance with N.J.A.C. 7:13-18.2(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:** One set of site plans, certified in accordance with N.J.A.C. 7:13-18.2(j). Site plans must be signed and sealed by a New Jersey licensed professional engineer.

4. Photographs:

- i. Color photographs and a brief narrative description of the affected portion of the channel or stream, including the access points where workers and equipment will be brought to the channel or stream; and
  - ii. 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.

5. 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. 7:13-9.1(a) that applies to the project and states how the requirement has been or will be satisfied.
- **Electronic Submissions:** 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.

6. A color copy of a USGS quad map showing the affected portion of the stream:

- **Electronic Submissions:** The map 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.

7. Additional requirements:

- i. 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.
  - **Electronic Submissions:** Acceptable file formats include pdf, jpg, and png.
- ii. Highlands applicability determination (highlands exemption) – applies only if the project is located within the Highlands Preservation Area
  - **Electronic Submissions:** Acceptable file formats include pdf, jpg, and png.
- iii. 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.

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