



State of New Jersey Department of Environmental Protection



Revised: June 2018

Website: www.nj.gov/dep/landuse

FLOOD HAZARD AREA APPLICATION CHECKLIST

Major technical modification of a verification, 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 verification, a general permit authorization, or an 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 & 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 at N.J.A.C. 7:13-20.1, 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."
3. A description of the scope and purpose of the proposed change to the verified delineation or the regulated activity or project;
4. The site plans approved as part of the general permit authorization, individual permit, or verification with revisions illustrating the proposed change in the regulated activity or project or delineation;
5. A copy of the general permit authorization, individual permit, or verification for which the modification is requested;
6. Other visual representations, such as photographs, graphs, and tables that illustrate the proposed change to the project, as applicable;
7. For a modification of an individual permit, a revised environmental report which addresses 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 Flood Hazard Area Control Act rules
8. Calculations, analyses, data, and supporting materials necessary to demonstrate that the delineation as proposed to be changed meets the requirements of the Flood Hazard Area Control Act Rules at N.J.A.C. 7:13, and the requirements of the Department's Stormwater Management rules at N.J.A.C. 7:8, if applicable. Any calculations or analyses submitted as part of an application must include the certification set forth at N.J.A.C. 7:13-18.2(j).

9. Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:13-19, as follows:

Notice to municipal clerk (N.J.A.C. 7:13-19.3(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. 7:13-19.3(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. 7:13-19.3(d)iii 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 7:13-19.3(c)1-6), 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 public project on a site of 50 acres or more
- An industrial or commercial project on a site of 100 acres or more
- A project to remove sediment or debris from a 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. 7:13-19.3(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 flood hazard area <<verification/general permit authorization/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. 7:13-19.4)

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 delineation of one-half mile or longer of a regulated water
- A mosquito control activity subject to general permit 2
- A linear project 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
- A project to remove sediment or debris from a 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 a major technical modification of a flood hazard area <<verification/general permit authorization/individual permit>>13<<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 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.

3. For a modification of a verification based on Methods 4, 5, or 6, a revised engineering report addressing the aspects of the delineation and/or regulated activity or project that are proposed to be changed and a demonstration that the delineation and/or regulated activity or project for which the modification is requested continues to comply with all requirements of this chapter. The revised report must include the certification set forth at N.J.A.C. 7:13-18.2(j).