



# State of New Jersey Department of Environmental Protection

Revised: October 5, 2021

Website: [www.nj.gov/dep/landuse](http://www.nj.gov/dep/landuse)



## FRESHWATER WETLANDS APPLICATION CHECKLIST

### General Permit 24— Malfunctioning individual subsurface sewage disposal (septic) systems

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

All applications for authorization under general permit 24 must be submitted electronically through the submission system at <https://njdeponline.com>. Follow the registration process and create an account. To apply, select the service "Apply for a Land Use Permit or Authorization."

For more information on submitting an electronic application, visit [https://nj.gov/dep/landuse/eservices/lur\\_auth\\_permits.html](https://nj.gov/dep/landuse/eservices/lur_auth_permits.html).

See N.J.A.C. 7:7A-19.3 for the application review process for this application.

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1. A completed [Property Owner Certification form](#)
  - Acceptable file formats include pdf, jpg, and png.

2. Public notice:

A completed [Public Notice form](#). All documentation necessary to demonstrate that notice of the application has been provided in accordance with N.J.A.C. 7:7A-17 must be attached to the form (see below for details).

- Acceptable file formats include pdf, jpg, and png.

Documentation of public notice is required as follows:

- i. Notice to municipal clerk (N.J.A.C. 7:7A-17.3(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. 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. 7:7A-17.3(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. 7:7A-17.3(e)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:

Unless the project is one listed at N.J.A.C. 7:7A-17.3(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. 7:7A-17.3(e)1iii shall read as follows:

*“This letter is to provide you with legal notification that an application for an authorization under freshwater wetlands general permit 24 <<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Resource Protection 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 Resource Protection  
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. 7:7A-17.4)

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

- 3. The location of the site, including the county and municipality, and the block and lot, identified on both a regional map and a tax map

- The maps should be uploaded under the attachment type “Site Plans.” Acceptable file formats include pdf and zip.

4. A letter from the local board of health with jurisdiction over the individual subsurface sewage disposal system, stating that:
- i. The proposed activities are authorized under, and comply with, the Department's Standards for Individual Subsurface Sewage Disposal Systems at N.J.A.C. 7:9A;
  - ii. The proposed activities are not directly or indirectly caused by an expansion of the facility the individual subsurface sewage disposal system serves, or a change in its use, including a change from disuse or abandonment to any type of use; and
  - iii. There is no alternative on the site that:
    - A. Has a seasonal groundwater table deeper than one and one-half feet below the existing ground surface; and
    - B. Can be used for a subsurface sewage disposal system.
- The letter should be uploaded under the attachment type “Environmental Report with Site Location Maps.” Acceptable file formats include pdf, doc, docx, rtf, and zip.

5. A description and plan of the activities
- The description and plan should be uploaded under the attachment type “Environmental Report with Site Location Maps” along with the required letter from the local board of health. Acceptable file formats include pdf, doc, docx, rtf, and zip.

6. Photographs:
- i. Color photographs or other visual representations that illustrate existing site conditions; and
  - ii. A photo location map showing the location and direction from which each photograph was taken.
- Acceptable file formats include pdf, doc, docx, jpg, zip, ppt, and pptx.

7. Additional requirements:
- i. Proof of ownership, such as a deed, if available – applies only if the current owner purchased the property before June 30, 1988
    - 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
    - Acceptable file formats include pdf, jpg, and png.
  - iii. Conservation restriction – applies only if the proposed project is subject to an existing conservation restriction
    - Acceptable file formats include pdf, jpg, and png.