



State of New Jersey
Department of Environmental Protection
 Revised: April 15, 2019 Website: www.nj.gov/dep/landuse



FRESHWATER WETLANDS APPLICATION CHECKLIST

General Permit 25—Minor channel or stream cleaning for local government agencies

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:

<u>Postal Mailing Address</u>	<u>Street Address (Courier & 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 Attn: Application Support	NJ Department of Environmental Protection Division of Land Use Regulation 501 East State Street Station Plaza 5, 2 nd Floor Trenton, New Jersey 08609 Attn: Application Support	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."

See N.J.A.C. 7:7A-19.4 for the application review process for this application.

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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. 7:7A-17 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. 7:7A-17 (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. 7:7A-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. 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. 7:7A-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:

If the application is for one of the following projects (listed at N.J.A.C. 7:7A-17.3(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 trail or boardwalk 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.

- 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 25 <<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. 7:7A-17.4)

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. A linear project of one-half mile or longer
- B. A shore protection development, including beach nourishment, beach and dune maintenance, or dune creation of one-half mile or longer
- C. A public project on a site of 50 acres or more
- D. An industrial or commercial project on a site of 100 acres or more
- E. 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.

- Documentation of newspaper notice shall consist of:
 - 1. A copy of the published newspaper notice; and
 - 2. The date and name of the newspaper in which notice was published.
- The newspaper notice may be either a legal notice or display advertisement and must read as follows:

“Take notice that an application for an authorization under freshwater wetlands general permit 25 <<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”

4. Application fees:

- **Electronic Submissions:** The appropriate application fee, as specified in N.J.A.C. 7:7A-18.1, 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. 7:7A-18.1, 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 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;
 - ii. The location all proposed access points to the channel or stream; and
 - iii. The limit of wetlands and/or transition areas to be impacted.
- **Electronic Submissions:** Acceptable file formats include pdf and zip. Site plans must be certified in accordance with N.J.A.C. 7:7A-16.2(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. 7:7A-16.2(j). The site plans must be signed and sealed by a New Jersey licensed professional engineer.

6. Photographs:

- i. Color photographs and a brief narrative description of the affected portion of the channel or stream, including:
 - A. The access points where workers and equipment will be brought to the channel or stream; and
 - B. The wetlands and/or transition areas to be impacted by the activities.
 - 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.

7. 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. 7:7A-7.25(a) and (c) 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.

8. A USGS quad map, with the site clearly outlined to scale, showing the affected portion of the stream:

- **Electronic Submissions:** The map must be in color and 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. 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
 - **Electronic Submissions:** Acceptable file formats include pdf, jpg, and png.
- ii. 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.
- iii. 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.
- iv. 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.

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