



State of New Jersey
Department of Environmental Protection
Division of Land Use Regulation
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<http://www.nj.gov/dep/landuse/>



A HIGHLANDS PRESERVATION AREA APPROVAL PRE – APPLICATION MEETING CHECKLIST

(updated 11/01/16)

A Highlands Preservation Area Approval (HPAA) Pre – Application meeting must be requested if the applicant completes the Department’s voluntary Highlands Application Questionnaire or the checklist for a Highlands Applicability Determination and the applicant indicates or determines that the proposed project requires review by two or more of the regulatory programs listed in N.J.A.C. 7:38-8.1(a); or the if applicant is requesting any of the waivers at N.J.A.C. 7:38-6.4. This includes any site that is regulated pursuant to the Highlands Water Protection and Planning Act.

NOTE: Please provide only one copy of each item listed below, unless the item specifically states that more copies should be provided.

NOTE: The person who signs the LURP-2 form as the applicant must be the owner of the site, or a person with legal authority over the site to carry out all requirements of any authorization issued. Others may assist the applicant in preparing the application, and may be identified in the application as the applicant's agent. For example, the applicant may be a person who is under contract to buy the site. However, the applicant may not be a consultant, engineer, attorney, or other person who has assisted in preparing the application but who does not have legal authority to carry out the project that is the subject of the application.

NOTE: If any portion of this site is known or suspected to contain any contamination, the applicant shall provide any and all information regarding said contamination to this office together with the associated permit application.

APPLICATION REQUIREMENTS

- ___ 1. Two copies of the LURP-2 application form, completed in accordance with the directions on the form;

- ___ 2. The appropriate fee, indicated in the Highlands Fee Schedule, paid as follows:
 - The fee shall be paid by personal check, certified check, attorney check, government purchase order, or money order;
 - For all projects the fee shall be made payable to “**Treasurer, State of New Jersey**”;
 - Each check, purchase order, or money order must be marked with the name of the applicant;

___ 3. A project description and a list of each regulatory program that will need to review the project, to the best of your knowledge;

___ 4. Two copies of a plan view of the project;

___ 5. Two copies of the tax lot and block of the site on which the project is located;

___ 6. Two copies of a United States Geological Survey quadrangle map on which the project location is marked;

___ 7. Provide the information at 7A OR 7B below:

___ A. A copy of the Highlands Applicability and Water Quality Management Plan Consistency Determination (Applicability Determination) issued by the Department if one has been issued for the project; **or**

___ B. In cases where an applicant does not have an Applicability Determination and will be stipulating under N.J.A.C. 7:38-2.4(a) that the proposed activity is subject to the Highlands Act, a statement explaining why the applicant believes the project or activity is subject to the Highlands Act.

___ 8. Provide the following information on the proposed method and amount of wastewater treatment and water supply for the proposed project or activity:

___ A. Total acreage of project site: _____

___ B. Provide a narrative description of the proposed project or activity;

___ C. Projected Wastewater Flow:

- o No wastewater is generated from this project/activity

TYPE of DEVELOPMENT (check and complete all that apply):

- o Residential
 - Type of Dwelling Units _____
 - Number of Dwelling Units _____
 - Bedrooms Per _____
- o Commercial/Institutional
 - Total Square Footage of Structures _____
 - Maximum Building Occupancy _____
 - Specify Type of Establishment _____
- o Industrial
 - Total Square Footage of Structures _____
 - Maximum Building Occupancy _____
 - Specify Type of Establishment _____
- o Other
 - Total Square Footage of Structures _____

Specify Type of Establishment _____

_____ D. Proposed Method of Wastewater Treatment (check as indicated):

- o 1. Individual Subsurface Sewage Disposal Systems < 2,000 gallons per day
- o 2. New Discharge to Ground Water \geq 2,000 gallons per day
- o 3. Conveyance to an existing wastewater treatment facility (DGW or DSW):
Name and Location of Facility: _____

NJPDES Permit #: _____
Permitted Capacity: _____

_____ E. Proposed Water Supply Source (Check one of the following):

- o 1. Public Water System
 - o Existing
 - o Proposed
- o 2. Non-Public Water Systems (Individual Wells)
 - _____ Number of wells from a confined aquifer
 - _____ Number of wells from an unconfined aquifer

_____ F. If you checked public water system, complete the following. If you checked non-public, skip to number 9.

Name of Purveyor: _____

Check appropriate box to indicate type of water source:

- o Reservoir
- o Surface Water Intake
- o Confined aquifer
- o Unconfined Aquifer diversion with a passing flow requirement
- o Unconfined Aquifer diversion without a passing flow requirement

Name of source waterbody or aquifer: _____

Location of Diversion (Municipality and street, if applicable): _____

Water Allocation Permit or Water Use Registration Number associated with diversion: _____

_____ G. Will the existing Water Allocation Permit or Water Use Registration need to be modified to increase the allocation or will a new Water Allocation Permit or Water Use Registration be needed to meet the anticipated water supply demand for the project/activity during the planning period? (Check Appropriate Box)

- o Existing Water Allocation Permit will not require modification
- o Existing Water Use Registration will not require modification
- o Increase in existing Water Allocation Permit
- o New Water Allocation Permit
- o New Water Use Registration

- ___ 9. A copy of any Highlands Resource Area Determination (HRAD) or Letter of Interpretation (LOI) issued for the site. If no HRAD has been issued, the general location of Highlands open waters and buffers, upland forested areas and steep slopes on the site in relation to the proposed project;
- ___ 10. A copy of the appropriate Soil Conservation Service map(s) on which the project location is marked; and
- ___ 11. A copy of the data request letter obtained from the Natural Heritage Program pursuant to N.J.A.C. 7:38-4.1(d)3ii. (A data request application form can be found at www.nj.gov/dep/parksandforests/natural/heritage/datareq.html)