



State of New Jersey  
Department of Environmental Protection  
Division of Land Use Regulation  
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[www.nj.gov/dep/highlands](http://www.nj.gov/dep/highlands)



## A HIGHLANDS PRESERVATION AREA APPROVAL PRE – APPLICATION MEETING CHECKLIST

(updated 04/23/07)

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:

No wastewater is generated from this project/activity

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

Residential  
Type of Dwelling Units \_\_\_\_\_  
Number of Dwelling Units \_\_\_\_\_  
Bedrooms Per \_\_\_\_\_

Commercial/Institutional  
Total Square Footage of Structures \_\_\_\_\_  
Maximum Building Occupancy \_\_\_\_\_  
Specify Type of Establishment \_\_\_\_\_

Industrial  
Total Square Footage of Structures \_\_\_\_\_  
Maximum Building Occupancy \_\_\_\_\_  
Specify Type of Establishment \_\_\_\_\_

Other  
Total Square Footage of Structures \_\_\_\_\_  
Specify Type of Establishment \_\_\_\_\_

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

- 1. Individual Subsurface Sewage Disposal Systems < 2,000 gallons per day
- 2. New Discharge to Ground Water  $\geq$  2,000 gallons per day
- 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):

- 1. Public Water System
  - Existing     Proposed
- 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:

- Reservoir             Surface Water Intake             Confined aquifer
- Unconfined Aquifer diversion with a passing flow requirement
- 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)

- Existing Water Allocation Permit will not require modification

- Existing Water Use Registration will not require modification
- Increase in existing Water Allocation Permit
- New Water Allocation Permit
- 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](http://www.nj.gov/dep/parksandforests/natural/heritage/datareq.html))