



**State of New Jersey  
Department of Environmental Protection**

Revised: April, 2014

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



**COASTAL GENERAL PERMIT APPLICATION FOR DEVELOPMENT AT  
SINGLE FAMILY/DUPLEX PROPERTIES CHECKLIST**

**CALL NJDEP AT (609) 777-0454 OR (609) 984-0162 IF YOU HAVE ANY QUESTIONS**

To apply for a COASTAL GENERAL PERMIT , complete this checklist and send the material required below to the following address.

**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, 2<sup>nd</sup> Floor  
Trenton, New Jersey, 08609  
**Attn: Application Support**

1. A completed LURP application form;
2. Permit review fee in the form of a check or money order or, governmental voucher in the amount of \$600 for each type of Coastal General Permit - (Payable to: Treasurer - State of New Jersey);
3. A copy of the tax map for the property and a copy of a portion of the county road map showing the property location.
4. Photographs showing the specific location of the proposed development taken from a minimum of four different locations and labeled as to orientation. Submit originals mounted with description and location of each view;
5. White certified mailing receipts or other written receipts as evidence that **three** complete copies of the application package have been submitted to the clerk of the municipality in which the development is proposed, including a letter requesting that the clerk distribute one copy to the planning board and one to the environmental commission. The third copy shall be maintained by the clerk's office.
6. White certified mailing receipts or other written receipts as evidence that a copy of (1) the completed LURP application form, (2) the site plan (this plan maybe on an 8.5 by 11" sheet of paper provided it generally depicts the proposed development and the site location) and (3) the notice below, have been forwarded to the following parties:
  - a) County Planning Board;
  - b) Municipal Construction Official;
  - c) County Environmental Commission;
  - d) All property owners, including easements, surrounding and sharing a property boundary at any point on the perimeter of the proposed development; and
  - e) Verification in the form of a list certified by the municipality of all owners of real property, as described in (d) above.

The public notice required by this item shall read as follows:

*"This letter is to provide you with legal notification that an application will be submitted to the New Jersey Department of Environmental Protection, Division of Land Use Regulation for authorization under a coastal general permit for **(DESCRIBE THE PROPOSED DEVELOPMENT)**.*

*The complete permit application package can be reviewed at either the municipal clerk's office 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 days of receiving this letter. Your comments should be sent along with a copy of this letter 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 08625-0420  
Attn: (Municipality in which the property is located) Bureau Chief."*

7. A copy of the public notice, which was mailed to those parties, listed in item 6 above.

8. The additional information as outlined below and on the following pages for your specific general permit(s):

Attention: *Plans submitted with applications for coastal general permits on lagoon front properties for bulkheads and docks*

- *The Department is prohibited from accepting professional signed and/or sealed drawings with hand drawn changes made to them.*
- *Homeowners/applicants who apply themselves must submit either hand drawn plans to scale which must be signed and dated by homeowner/applicant or signed and sealed drawings prepared by a professional engineer or land surveyor. All agents submitting applications for their clients must submit signed and sealed plans with no hand drawn.*

**(a) 7:7-7.7 Coastal general permit for voluntary reconstruction of certain residential developments**

1. Three copies of a site plan(s) signed and sealed with no hand drawn changes showing the following:
  - i. The locations and dimensions of all existing and proposed structures, existing site conditions (including all special areas as defined at N.J.A.C. 7:7E-3), All existing and proposed public accessways to tidal waterways and their shores on the site, and all proposed filling, grading, excavation and clearing;
2. In the case of residential reconstruction, documentation that there will not be an increase in the number of dwelling units; and In the case of commercial reconstruction, documentation that there will not be an increase in the number of parking spaces or equivalent parking area associated with the proposed reconstruction;
3. A compliance statement demonstrating how the proposed project complies with the criteria of the coastal general permit at 7:7-7.7 in the Coastal Permit Program Rules including supplemental documents as appropriate, such as maps or surveys;

4. A compliance statement demonstrating how the project complies with N.J.A.C. 7:7E-3.25 Flood Hazard Areas; and
5. A compliance statement demonstrating how the project complies with N.J.A.C. 7:7E-3.26 Riparian Zones.

**(b) 7:7-7.8 Coastal general permit for the construction of a single family home or duplex not on a bulkheaded lagoon lot**

1. Three copies of a site plan(s) signed and sealed with no hand drawn changes showing the following:
  - i. The mean and spring high water lines of the tidal waters at or in proximity to the site;
  - ii. The locations and dimensions of all existing and proposed structures, existing site conditions (including topography, and all special areas as defined at N.J.A.C. 7:7E-3) and all proposed filling, grading, excavation and clearing; and
  - iii. Existing roads and utilities immediately adjacent to the site;
  - iv. All proposed development, including all structures, grading, clearing and limits of disturbance;
  - v. The limits and depth of all proposed excavation within 25 feet of a coastal bluff crest;
2. A Compliance Statement demonstrating how the proposed project complies with the criteria of the coastal general permit at 7:7-7.8 in the Coastal Permit Program Rules including supplemental documents as appropriate, such as maps or surveys;
3. A compliance statement demonstrating how the project complies with N.J.A.C. 7:7E-3.25 Flood Hazard Areas; and
4. A compliance statement demonstrating how the project complies with N.J.A.C. 7:7E-3.26 Riparian Zones.

**(c) 7:7-7.9 Coastal general permit for the expansion, or reconstruction (with or without expansion), of a single family home or duplex (If the proposed expansion does not exceed a cumulative surface area of 400 square feet on the property constructed after July 19, 1994, the project may qualify for a Permit-By-Rule (7:7-7.2(a)).**

1. Three copies of a site plan(s) signed and sealed with no hand drawn changes showing the following:
  - i. The mean high and spring high water lines of the tidal waters at the site;
  - ii. The locations and dimensions of all existing and proposed structures, existing site conditions (including topography and all special areas as defined at N.J.A.C. 7:7E-3) and all proposed filling, grading, excavation and clearing.
  - iii. Existing roads and utilities immediately adjacent to the site;
  - iv. All proposed development, including all structures, grading, clearing and limits of disturbance;
  - v. The limits and depth of all proposed excavation within 25 feet of the bluff crest;

2. A Compliance Statement demonstrating how the proposed project complies with the criteria of the coastal general permit at 7:7-7.9 in the Coastal Permit Program Rules including supplemental documents as appropriate, such as maps or surveys;
3. A compliance statement demonstrating how the project complies with N.J.A.C. 7:7E-3.25 Flood Hazard Areas; and
4. A compliance statement demonstrating how the project complies with N.J.A.C. 7:7E-3.26 Riparian Zones.

**(d) 7:7-7.10 Coastal general permit for construction of a bulkhead and placement of associated fill on a manmade lagoon**

1. Three copies of a site plan(s) showing the following:
  - i. The mean high and spring high water lines of the tidal waters at the site;
  - ii. The locations and dimensions of all existing and proposed structures, existing site conditions (including topography and all special areas as defined at N.J.A.C. 7:7E-3) and all proposed filling, grading, excavation and clearing. The plan must show the upper and lower limits of wetlands and beach areas.
  - iii. Bulkheads or other retaining structures on adjacent properties;
  - iv. All proposed structures including deadmen, tiebacks and returns; and
2. A Compliance Statement demonstrating how the proposed project complies with the criteria of the coastal general permit at 7:7-7.10 in the Coastal Permit Program Rules including supplemental documents as appropriate, such as maps or surveys.

**(e) 7:7-7.11 Coastal general permit for the construction of a revetment at a single family/duplex lot**

1. Three copies of a site plan(s) signed and sealed with no hand drawn changes showing the following:
  - i. The mean high, mean low and spring high water lines of the tidal waters at the site;
  - ii. The locations and dimensions of all existing and proposed structures, existing site conditions (including topography and all special areas as defined at N.J.A.C. 7:7E-3) and all proposed filling, grading, excavation and clearing.
  - iii. The upper and lower limits of wetlands, beach, dunes and coastal bluff areas at the site and on adjacent waterfront properties;
  - iv. Bulkheads or other retaining structures on adjacent properties;
  - v. The proposed location of the revetment and limit of disturbance;
  - vi. Cross sections of the proposed revetment in relationship to mean high, and mean low water, and spring high water lines; and
2. A Compliance Statement, demonstrating how the proposed development complies with the criteria of the coastal general permit at N.J.A.C. 7:7-7.11, in the Coastal Permit Program Rules, including supplemental documents as appropriate, such as maps or surveys.

**(e) 7:7-7.12 Coastal general permit for the construction of gabions at a single family/duplex lot**

1. Three copies of site plan(s) signed and sealed with no hand drawn changes showing the following:
  - i. The mean high, mean low and spring high water lines of the tidal waters at the site;
  - ii. The locations and dimensions of all existing and proposed structures, existing site conditions (including topography and all special areas as defined at N.J.A.C. 7:7E-3) and all proposed filling, grading, excavation and clearing;
  - iii. The upper and lower limits of wetlands, beach, dune, and coastal bluff areas at the site and on adjacent waterfront properties;
  - iv. Bulkheads or other retaining structures on adjacent properties;
  - v. The proposed location of the gabions in relationship to mean high and mean low water;
  - vi. Cross sections of the proposed gabions in relationship to mean high and mean low water; and
2. A Compliance Statement demonstrating how the proposed development complies with the criteria of the coastal general permit at N.J.A.C. 7:7-7.12, of the Coastal Permit Program rules the Coastal Permit Program rules including supplemental documents as appropriate, such as maps or surveys.

**(f) 7:7-7.14 Coastal general permit for the reconstruction of a legally existing functioning bulkhead (For project sites which are located on a lagoon lot, the reconstruction of a legally existing bulkhead is located in-place or upland of the existing bulkhead. For project sites which are not located on a lagoon lot or the reconstruction of a legally existing bulkhead is located in-place or upland of the existing bulkhead; or located within 18 inches outshore of the existing bulkhead (measured from the waterward face of the original bulkhead alignment of the existing bulkhead to the waterward face of the proposed bulkhead) when a timber bulkhead is used; or located up to a maximum of 24 inches outshore of the existing bulkhead (measured from the waterward face of the original bulkhead alignment of the existing bulkhead to the waterward face of the proposed bulkhead) when a vinyl bulkhead is used, provided the vinyl bulkhead abuts the pilings of the existing bulkhead.**

1. Three copies of a site plan(s) showing the following:
  - i. The mean and spring high water lines of the tidal waters at the site;
  - ii. The locations and dimensions of all existing and proposed structures, existing site conditions (including topography and all special areas as defined at N.J.A.C. 7:7E-3) and all proposed filling, grading, excavation and clearing. The plan must show the all waterfront structures, existing bulkhead, and upper and lower limits of wetlands, beach areas and dune areas.
  - iii. Bulkheads or other retaining structures on adjacent properties;
  - iv. The proposed new bulkhead including returns and tie backs and splash pad if located within the V-zone;
  - v. The location of all existing and proposed public access areas; and

2. A Compliance Statement demonstrating how the proposed development complies with the criteria of the coastal general permit at, N.J.A.C. 7:7-7.14, of the Coastal Permit Program rules, including supplemental documents as appropriate, such as maps or surveys.
- (g) 7:7-7.18 Coastal general permit for bulkhead construction and placement of associated fill at a single family/duplex lot on a natural waterbody**
1. Three copies of a site plan(s) signed and sealed with no hand drawn changes showing the following:
    - i. The mean high and spring high tide lines of the tidal waters at the site;
    - ii. The upper and lower limits of wetlands, beach and dune areas;
    - iii. The locations and dimensions of all existing and proposed structures, existing site conditions (including topography and all special areas as defined at N.J.A.C. 7:7E-3) and all proposed filling, grading, excavation and clearing. The plan must show features both at the site and on adjacent waterfront sites including all waterfront structures, existing bulkhead and other retaining structures;
    - iv. The proposed new bulkhead including returns and tie backs and splash pad if located within the V-zone;
    - v. All existing and proposed public access areas and public accessways to tidal waterways and their shores on-site; and
  2. A Compliance Statement demonstrating how the proposed development complies with the criteria of the coastal general permit at N.J.A.C. 7:7-7.18 of the Coastal Permit Program rules, including supplemental documents as appropriate, such as maps or surveys.
- (h) 7:7-7.19 Coastal general permit for construction of piers, docks including jet ski ramps, pilings, and boatlifts in man-made lagoons**
1. Three copies of a site plan(s) showing the following;
    - i. The mean high and mean low water lines of the tidal waters at the site;
    - ii. The upper and lower limits of wetlands at the site;
    - iii. The locations and dimensions of all existing and proposed structures, existing site conditions (including topography and all special areas as defined at N.J.A.C. 7:7E-3) and all proposed filling, grading, excavation and clearing. The plan must show the all existing structures including all waterfront structures (docks, pilings and bulkheads) on the project site and adjacent waterfront properties;
    - iv. The opposite side of the lagoon with the width of the lagoon indicated;
    - v. The proposed structures and boat mooring area; and
  2. A Compliance Statement demonstrating how the proposed development complies with the criteria of the coastal general permit at N.J.A.C. 7:7-7.19 of the Coastal Permit Program rules, including supplemental documents as appropriate, such as maps or surveys.
- (i) 7:7-7.20 Coastal general permit for maintenance dredging in a man-made lagoons**
1. Three copies of a site plan(s) showing the following:

- i. Mean high and mean low water lines of the tidal waters at the site;
  - ii. The upper and lower limits of wetlands on site and on adjacent lagoonfront properties;
  - iii. The existing and proposed water depths in the area to be dredged;
  - iv. Proposed cross sections of the area to be dredged;
  - v. The location (municipal block and lot numbers, site location map and two photographs) of the dredged material disposal site;
  - vi. Method of dredging; and
  - vii. Method of stabilization of dredged material; and
2. A Compliance Statement demonstrating how the proposed development complies with the criteria of the coastal general permit at N.J.A.C. 7:7-7.20, of the Coastal Permit Program rules including supplemental documents as appropriate, such as maps or surveys.

**(j) 7:7-21 Coastal general permit for the stabilization of eroded shorelines**

1. Three copies of a site(s) plan signed and sealed with no hand drawn changes showing the following:
  - i. Mean high, mean low and spring high water lines of the tidal waters at the site;
  - ii. Existing waterfront structures at the site and on adjacent waterfront sites;
  - iii. The upper and lower limits of wetlands, beach areas, and dune areas at the site and on adjacent waterfront properties;
  - iv. The location and cross section of the proposed stabilization materials in relationship to mean high and mean low water;
  - v. On public lands, the location of the existing and proposed public access to the waterfront;
2. A Compliance Statement demonstrating how the proposed development complies with the criteria of the coastal general permit at N.J.A.C. 7:7-7.21, of the Coastal Permit Program rules, including supplemental documents as appropriate, such as maps or surveys;
3. A compliance statement demonstrating how the project complies with N.J.A.C. 7:7E-3.25 Flood Hazard Areas; and
4. A compliance statement demonstrating how the project complies with N.J.A.C. 7:7E-3.26 Riparian Zones.