



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



Revised: June 2018

Website: www.nj.gov/dep/landuse

COASTAL ZONE MANAGEMENT APPLICATION CHECKLIST
Request for reconsideration of the application of the Coastal Zone Management Rules

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

To request a reconsideration of the application of the Coastal Zone Management rules, N.J.A.C. 7:7, please submit the information below to:

Postal Mailing Address

NJ Department of Environmental Protection
Division of Land Use Regulation
P.O. Box 420, Code 501-02A
Trenton, New Jersey 08625
Attn: Application Support

Street Address (Courier, Overnight, & Hand Carry Only)

NJ Department of Environmental Protection
Division of Land Use Regulation
501 East State Street
Station Plaza 5, Second Floor
Trenton, New Jersey, 08609
Attn: Application Support

1. Completed application form.

2. Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:7-24, as follows:

Notice to municipal clerk (N.J.A.C. 7:7-24.3(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.

i. 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.

Notice to governmental entities and property owners (N.J.A.C. 7:7-24.3(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. 7:7-24.3(d)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:**
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.

ii. Documentation of compliance with this requirement shall consist of:

- A. A copy of the certified United States Postal Service white mailing receipt for each public notice that was mailed, or other written receipt; and
- B. 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.

iii. The form notice letter required under N.J.A.C. 7:7A-24.3(d)1iii shall read as follows:

"This letter is to provide you with legal notification that a request for reconsideration of the Department's action or inaction on a coastal permit<<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 receipt of this notice.

*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"*

- 3. An environmental impact statement or compliance statement, providing the information necessary for the Department to evaluate the environmental impacts of the proposed minimum beneficial economically viable use in accordance with N.J.A.C. 7:7-19.2(e) and (f).
- 4. Site plans showing the project that is proposed in order to provide a minimum beneficial economically viable use.
- 5. Document(s) showing when the property as a whole was acquired, the purchase price of the property as a whole, and the instrument which documents the applicant's real property interest.
- 6. Documents showing the amount and nature and date of any investments made to maintain and/or develop the property as a whole, other than the purchase price.
- 7. The language of a proposed conservation restriction that meets the requirements of N.J.A.C. 7:7-19.2(l)2.
- 8. Documentation that the property has been offered for sale, in a letter following the form provided by the Department, to all owners of property, including easements as shown on the tax duplicate within 200 feet of

the property as a whole, and to the land conservancies, environmental organizations, and governmental agencies identified by the Department. This letter may be combined with the public notice letter required under 2 above. This documentation shall include the following:

- i. A copy of the certified United States Postal Service white mailing receipt;
- ii. A copy of each letter including attachments, sent by the property owner;
- iii. All responses the property owner receives to the letters sent under this subsection. Each response shall be submitted to the Department within 15 calendar days after the property owner's receipt of the response; and
- iv. A list certified by the municipality, of all owners of real property within 200 feet of the property as a whole, including owners of easements as shown on the tax duplicate. The list of property owners certified by the municipality shall be no more than one year old.

9. A copy of a court determination that the Department's issuance, modification, or denial of a coastal permit would constitute a taking of property without just compensation;

10. Documents showing that the property owner has concluded all administrative and judicial appeals of the Department's decision on the application for a coastal permit. Such documentation shall include the last of the following (submitted after the appeal period for the applicable decision has expired):

- i. A Department decision on the coastal permit application, made in accordance with the rules as strictly applied;
- ii. A final decision issued by the Commissioner regarding the Department's decision on the coastal permit application if the property owner contested the permit decision; or
- iii. Documentation that all appeals of any final decision issued by the Commissioner under item ii above have been concluded.