State of New Jersey
Department of Environmental Protection

Revised: November, 2015 **Website: www.nj.gov/dep/landuse**

Coastal Zone Management
GENERAL PERMIT APPLICATION CHECKLIST
General Permit 13 – Construction of Recreational Facilities at Public Parks

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

To apply for a CAFRA INDIVIDUAL 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, Overnight Mail & Hand Carry Only)

NJ Department of Environmental Protection
Division of Land Use Regulation
501 East State Street
Station Plaza 5, 2nd Floor
Trenton, New Jersey, 08609
Attn: Application Support

1. A completed application form;

2. The application fee in the form of a check (personal, bank, certified, or attorney), money order, or government purchase order made payable to the "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. Color photographs showing the specific location of the proposed development taken from a minimum of four different locations and labeled as to orientation. The original color photographs must be mounted on 8 1/2 inch by 11 inch paper and be accompanied by a map showing the location and direction from which each photograph was taken with a description and location of each view.

5. Documentation in the form of a copy of the certified United States Postal Service white mailing receipt or other written receipt that a copy of the entire application, as submitted to the Department, has been provided to the clerk in each municipality in which the site is located.

   NOTE: For a project in the Pinelands Preservation Area, the Pinelands Protection Area, or the Pinelands National Reserve, documentation shall be submitted showing that a copy of the entire application has been provided to the New Jersey Pinelands Commission.

6. Documentation in the form of a copy of the certified United States Postal Service white mailing receipt (or other written receipt) verifying that notice of the application has been provided to the entities listed at (a) through (g) below. This notice shall be provided no more than 30 calendar days prior to submittal of the application and no later than the date the application is submitted to the Department.

The notice shall consist of a notice letter, a brief description of the proposed project, and a site plan showing the location and boundaries of the project site and depicting the proposed development in relationship to existing site conditions. The site plan may be shown on an 8 1/2 inch by 11 inch sheet of paper provided the scale is legible and the location of the project in relation to the property boundary is clearly shown.

a) Municipal Construction Official of each municipality in which the site is located;
b) Municipal Environmental Commission, or other government agency with similar responsibilities, of each municipality in which the site is located;
c) Municipal Planning Board of each municipality in which the site is located;
d) County Planning board of each county in which the site is located;
e) Local Soil Conservation District if the project will disturb 5,000 square feet or more of land; and
f) All owners of real property, including easements, within 200 feet of the property to be developed.

Verification in the form of a list certified by the municipality of all owners of real property, as described in (e) above as well as one copy of the public notice, which was mailed to those parties, shall also be submitted. The certified list shall be no more than one year old.

Sample Public Notice - 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 general permit(s) ***(LIST GENERAL PERMIT NUMBERS)*** *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)*** *Supervisor"*

7. Three (3) copies of development plans/site plans to the appropriate scale (MUST BE FOLDED if larger than 8 ½ x 11 inch size), indicating the following as well as any additional requirements required for the specific General Permit:

a) All existing features both on and adjacent to the site including:
   i. Lot lines
   ii. Land and waterfront structures;
   iii. Land coverage;
   iv. Limits of vegetation;
   v. Bathymetry;
   vi. Mean high, mean low, and spring high tide lines of any adjacent tidal waters;
   vii. Tidelands claim line(s)
   viii. For projects waterward of the mean high water line – water depths and location of any navigation channel;
   ix. Public accessways to tidal waters and shores.

b) Existing and proposed topography where necessary to demonstrate that the proposed development meets the applicable requirements. All topography shall reference the National Geodetic Vertical Datum of 1929 (NVGD), or include the appropriate conversion factor to NGVD;
   i. Limits of any existing or proposed tidelands instrument;
   ii. Details of any proposed soil erosion or sediment control measures;
   iii. The mean high, mean low, and spring high water lines of any tidal waters, water depths, and location of navigation channels;
   iv. The location of any existing or proposed public access to lands and waters subject to the public trust rights set forth at N.J.A.C. 7:7-9.48;

c) The upper and lower limits of all special areas, as described at N.J.A.C. 7:7-9, including but not limited to: Shellfish habitat (7:7-9.2), Submerged vegetation habitat (7:7-9.6), Navigation channels (7:7-9.7), Intertidal and subtidal shallows (7:7-9.15), dunes (7:7-9.16), Coastal high hazard areas (7:7-9.18), Beaches (7:7-9.22), Filled water's edge (7:7-9.23), Flood hazard areas (7:7-9.25), Riparian zones (7:7-9.26), Wetlands (7:7-9.27), Wetlands buffers (7:7-9.28), and Endangered or threatened wildlife or plant species habitats (7:7-9.36),

d) All proposed regulated activities including:
   i. Changes in lot lines;
   ii. Size, location, and details of proposed structures, roads, and/or utilities;
   iii. Details of any clearing, grading, filling, excavation, and/or dredging;
   iv. Changes in bathymetry;
   v. Proposed public accessways to tidal waters and shores;
   vi. Anticipated limits of disturbance.

e) Each site plan shall also include the following:
   i. The general site location of the development, which may be on a county or local road map or an insert from U.S. Geological Survey topographic quadrangle map;
   ii. The scale of the survey or map, and a north arrow;
   iii. The name of person who prepared the plan and the date the plan was prepared;
   iv. The name of the applicant, lot and block number(s), and municipality. Leave a margin of one inch on the top and left hand sides of the plan.

PLEASE NOTE:

- All site plans shall be signed and sealed by a New Jersey licensed professional engineer, surveyor or architect, as appropriate.
- Development plans for activities in an area subject to a tidelands instrument shall be prepared by a New Jersey licensed professional engineer or land surveyor, and must depict the limits of the tidelands instrument. All activities in areas except man-made lagoons are subject to this requirement.
- For site plans submitted with a general permit application for bulkheads and docks on man-made lagoons:
    - 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 revisions.

- The Department is prohibited from accepting professional signed and/or sealed drawings with hand drawn changes made to them.

8. Three (3) copies of a compliance statement which includes:

   a) A written description demonstrating how the proposed development satisfies the requirements of the applicable general permit;
   b) For an application for authorization under a CAFRA general permit, a written statement that the findings set forth in CAFRA at N.J.S.A. 13:19-10, and at N.J.A.C. 7:7-1.4 must be provided with the application in order for the Department to issue the approval.
   c) A description of the site characteristics and the location of all proposed regulated activities, potential impacts from the construction process, and as applicable, the operation of the development after completion;
   d) Supplemental documents as appropriate, such as calculations, maps, or surveys as outlined below;

9. **General Permit 13 – Construction of Recreational Facilities at Public Parks**
   Authorizes the construction of various recreational facilities at parks which are publicly owned or controlled for the purposes of public access

   a) Provide three (3) copies of a compliance statement demonstrating how the proposed development satisfies the requirements of the general permit as outlined below:

      i. For the construction of playground equipment including, but limited to, swings, slides, jungle gyms; picnic tables, benches, and grills that are not seasonal; and fences that do not require permanent footings demonstrate that the proposed construction will not take place on a dune or in a wetland area;

      ii. For the construction of gazebos, rain shelters, and sheds demonstrate that:
         1. The proposed construction will not take place on a dune or in a wetland area; and
         2. The footprint of development does not exceed 200 square feet;

      iii. For the construction of pathways, bicycle paths, and jogging and nature trails as well as associated fitness equipment demonstrate that the proposed construction will not take place on a beach, dune, or in a wetland area:

      iv. For the construction of restroom facilities demonstrate that:
         1. The proposed construction will not take place on a beach, dune, or in a wetland area;
         2. The restroom facilities will connect to an existing sewer line located in or abutting the park, or will discharge to a subsurface sewerage disposal system;
         3. The connection shall be consistent with the adopted Water Quality Management Plan pursuant to N.J.A.C. 7:15;
         4. The restroom building is set back a minimum of 100 feet from the mean high water line (unless the Department determines there is no alternate location);
         5. The restroom building is set back a minimum of 100 feet from the inland limit of any wetlands (unless the Department determines there is no alternate location);

      v. For trails or boardwalks which are proposed in wetlands, demonstrate the following:
         1. The maximum width does not exceed 6 feet except for barrier free trails and boardwalks designed in accordance with the Barrier Free Subcode of the Standard Uniform Construction Code, N.J.A.C. 5:23-7;

2. No covered or enclosed structures such as gazebos or rain shelters are proposed to be located on the trail or boardwalk;
3. The height of the structure over wetlands, other than wetlands regulated by the Freshwater Wetlands Protection Act and implementing rules (N.J.A.C. 7:7A), is a minimum of 4 feet;
4. The structure does not interfere with the natural hydrology of the area;
5. The project does not encroach upon or adversely affect the habitat of any threatened or endangered species;

vi. For all development listed in i. through v. above, demonstrate that public access is provided in accordance with the lands and waters subject to public trust rights at N.J.A.C. 7:7-9.48 and the public access rule at N.J.A.C. 7:7-16.9;

b) Provide three (3) copies of a site plan(s) showing, in addition to the requirements at 7 above, the following:

i. Both the mean high and spring high water lines of the tidal waters on or adjacent to the site;

ii. The proposed development including all limits of disturbance, structures, grading, and clearing;

iii. The upper and lower limits of wetlands, beach, dune, coastal buffs, endangered or threatened wildlife or vegetation habitats areas within 150 feet of the limit of disturbance; and

iv. All existing and proposed public access areas and public accessways to tidal waterways and their shores on-site.