State of New Jersey
Department of Environmental Protection

Revised: June 2016 **Website: www.nj.gov/dep/landuse**

FLOOD HAZARD AREA APPLICATION CHECKLIST
General Permit 7— Relocation of manmade roadside ditches to facilitate public roadway improvements

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

To apply for an authorization under general permit 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 08625-0420
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, 2nd Floor
Trenton, New Jersey, 08609
Attn: Application Support

Please note: If you apply for a verification and an authorization under a general permit at the same time, the application requirements may be combined. For example, an application for a verification and a general permit authorization each require three sets of site plans. Rather than submitting six sets of site plans, three sets may be submitted.

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

1. A completed application form.

2. Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:13-19, as follows:

Notice to governmental entities and property owners (N.J.A.C. 7:13-19.3(a) and (b))

i. Documentation of public notice 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.

ii. The notice letter required under N.J.A.C. 7:13-19.3(d)1iii shall read as follows:

"This letter is to provide you with legal notification that an application for an authorization under flood hazard area general permit 7 <<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 development follows: <<INSERT DESCRIPTION OF THE PROPOSED PROJECT>>

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 calendar days of the date of this letter to:

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"

Newspaper Notice (N.J.A.C. 7:13-19.3(c))

i. Documentation of newspaper notice shall consist of:

A. A copy of the published newspaper notice; and

B. The date and name of the newspaper in which notice was published.

ii. The newspaper notice may be either a legal notice or display advertisement and must read as follows:

"Take Notice that an application for an authorization under flood hazard general permit 7 <<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Use Regulation for the development described below:

APPLICANT:

PROJECT NAME:

PROJECT DESCRIPTION:

PROJECT STREET ADDRESS:

BLOCK: LOT:

MUNICIPALITY: COUNTY:

A complete copy of the application package is available to 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 calendar days of the date of this notice 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
Attn: (Municipality in which the property is located) Supervisor"

Notice for projects located in the Pinelands Area

i. For a project in the Pinelands Area as designated by Section 10(a) of the Pinelands Protection Act, N.J.S.A. 13:18-1 et seq., documentation showing that a copy of the completed application form has been provided to the New Jersey Pinelands Commission.

3. The appropriate application fee, as specified in N.J.A.C. 7:13-20.1, in the form of a check (personal, bank, certified, or attorney), money order, or government purchase order made payable to the "Treasurer of the State of New Jersey."

4. Three sets of site plans, certified in accordance with N.J.A.C. 7:13-18.2(j). Prior to issuance of any permit, the Department will require four to five sets of final site plans. The site plans must be signed and sealed by a New Jersey licensed professional engineer, surveyor, or architect, as appropriate, pursuant to N.J.A.C 13:40-7.2 through 7.4. The site plans must include the scale of the site plans, a north arrow, the name of the person who prepared the plans, date the site plans were prepared, and the applicant's name and the block, lot, and municipality in which the site is located. In addition, the site plans shall include the following information, both on and adjacent to the site, in accordance with N.J.A.C. 7:13-18.4(a)4:

i. Existing features:

A. Lot Lines and right-of-way lines;

B. Buildings and structures; and

C. Land cover and vegetation.

ii. Proposed regulated activities:

A. Changes in lot lines or right-of-way limits;

B. Size, location, and detail of proposed ditch(es);

C. Location and size of all proposed clearing, cutting, and/or removal of riparian zone vegetation;

D. Details of any planting to restore disturbed areas in accordance with N.J.A.C. 7:13-6.7(b)5.

iii. Topography:

A. Existing and proposed topography. All topography must reference NGVD or include the appropriate conversion factor to NGVD.

iv. Soil erosion and sediment control:

A. Details of any proposed soil erosion and sediment control measures.

v. Riparian zone:

A. The location of any riparian zone onsite (see N.J.A.C. 7:13-4.1).

vi. Metes and bounds description:

A. Not required for this general permit.

vii. Flood hazard area/floodway information:

A. A depiction of any flood hazard area and floodway limits shown on a Department delineation or FEMA flood insurance study, where such depictions exist (see N.J.A.C. 7:13-3).

viii. Details of construction proposed in a regulated water:

A. A thorough description of proposed construction methods;

B. A timetable for construction; and

C. Details of any trenching, diversionary channels, temporary piping, and other disturbances to the regulated water.

5. State plane coordinates in accordance with N.J.A.C. 7:13-18.4(a)5.

6. Color photographs depicting the existing and proposed location of the ditch(s). Photographs must be mounted on 8½ -inch by 11-inch paper and accompanied by a map showing the location and direction from which each photograph was taken. Copies of photographs are acceptable provided they are color copies. Black and white copies of photographs are not acceptable.

7. Calculations and analyses:

i. Documentation that the relocated ditch will possess equivalent flood carrying capacity as the existing ditch; and

ii. If the project is a major development as defined by N.J.A.C. 7:8-1.2, a demonstration of compliance with the requirements of the Stormwater Management Rules, N.J.A.C. 7:8.

Any calculations or analyses submitted as part of an application must include the certification set forth at N.J.A.C. 7:13-18.2(j).

8. A written narrative of avoidance and/or minimization of impacts to threatened or endangered wildlife or plant species habitat in and near the project area, as applicable.

9. Color copies of the following maps:
   i. The tax map for the property;
   ii. A copy of the portion of the county road map showing the property location; and
   iii. A copy of the USGS quad map(s) that include the site, with the site clearly outlined to scale.

10. A copy of an NJDEP, Office of Natural Lands Management Natural Heritage Database data request response for endangered or threatened species of flora or fauna, including a Landscape Map report.

11. A written narrative explaining how each requirement of general permit 7 at N.J.A.C. 7:13-9.7 will be met by the proposed project.