

## **PRE-APPLICATION REQUEST SUBMITTALS**

It is recommended that every request for a pre-application meeting include the items listed below. Please note that each Rule implemented by the Division of Land Use Regulation has specific requirements for pre-application meetings. Therefore, any pre-application meeting request that includes items as noted in the applicable rule will also be accepted.

- 1) A complete written description of the project and all proposed activities (the State Plane coordinates for the site should be included in this document).
- 2) A written meeting agenda with goals and objectives.
- 3) One copy of a USGS quad map with the site clearly outlined to scale.
- 4) One copy of the municipal tax map with the site clearly outlined to scale.
- 5) One color copy of an aerial photograph of the site.
- 6) One copy of the appropriate United States Soil Conservation Service map(s) with the site clearly outlined to scale.
- 7) One copy of each previous approval received from the Department concerning the site, if such approvals exist.
- 8) One set of color photographs depicting the entire project area, mounted on 8.5" x 11" paper and accompanied by a map showing the location and direction from which each photograph was taken.
- 9) One set of drawings depicting the proposed project.

### **Special Notes**

- 1) If applicable, the potential applicant shall also include a copy of any floodplain mapping such as a Department flood hazard area map or FEMA flood insurance map with the site clearly outlined to scale.

This package should be directly mailed to:

#### *Regular Mail*

NJ Department of Environmental Protection  
Division of Land Use Regulation  
Mail Code 501-02A; PO Box 420  
Trenton, NJ 08625-0420

#### *UPS or FedEx*

NJDEP-Division of Land Use Regulation  
5 Station Plaza  
501 East State Street, Second Floor  
Trenton, NJ 08609