



**State of New Jersey**  
Department of Environmental Protection  
Division of Land Use Regulation  
PO Box 439  
Trenton, NJ 08625-0439  
Fax# (609)-777-3656  
[www.nj.gov/dep/landuse/](http://www.nj.gov/dep/landuse/)



Jon S. Corzine  
Governor

Lisa P. Jackson  
Commissioner

**CAFRA INDIVIDUAL PERMIT APPLICATION**  
**CHECKLIST FOR ADMINISTRATIVE COMPLETENESS**

(4/24/06)

These are the submission requirements for an administratively complete application for **CAFRA** projects that require an individual permit. Please read each section and check each area after you have fully completed or compiled the information for each applicable requirement. Visit our website at [www.nj.gov/dep/landuse/](http://www.nj.gov/dep/landuse/) for additional help and information.

- 1. A completed LURP application form;
- 2. Permit review fee in the form of a check, money order or government voucher (see fee schedule) - Payable to the Treasurer - State of New Jersey, Environmental Services Fund;
- 3. 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.
- 4. 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.
- 5. Applications for CAFRA permits within the Pinelands Preservation Area or Protection Area must also contain verification that a complete copy of the application package has been submitted to the Pinelands Commission.
- 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 may be on an 8.5 by 11 inch 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) Municipal Construction Official
  - b) County Planning Board
  - c) County Environmental Commission (if one exists)

The public notice required in 6 above 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, Land Use Regulation Program for a permit for the development shown on the enclosed plan.*

*The complete permit application package can be reviewed at either the municipal clerk's office or by appointment at the DEP'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 to:*

*New Jersey Department of Environmental Protection  
Land Use Regulation Program  
PO Box 439  
501 East State Street  
Trenton, New Jersey 08625-0439  
Attn: "(Municipality in which the property is located) Section Chief"*

**NOTE:** Individual notice to owners of property, including easements, within 200 feet of the property to be developed **IS NOT REQUIRED** at the time of application but at the time of the public hearing or commencement of the public comment period. The applicant will be notified of property owner notification requirements upon scheduling of the public comment period or public hearing.

- 6. Fifteen copies of development plans. Plans must be folded if larger than 8 1/2 inches by 11 inches in size. Development plans shall be prepared and sealed by a professional engineer or a licensed land surveyor. Plans for activities proposed on public parklands may be prepared, signed, and sealed by a State Certified Landscape Architect. These plans must include, but not be limited to, the following information:
  - A. All existing structures, roads, utilities, topography, vegetation, coastal and freshwater wetlands, mean high water line, spring high water line, and any proposed structures, filling, grading, excavation, clearing, roads, utilities, sewers, landscaping and lighting, and soil erosion and sediment control devices.
  - B. For activities in an area which requires a tidelands instrument the development plans shall depict the limits of the area for which the tidelands instrument will be sought.
  - C. State Plane coordinates for a point at the approximate center or the site. The accuracy of the State plane coordinate shall be within 50 feet of the actual center point of the site. Please use nad 1983. For assistance in determining the State plane coordinates for a site, contact the Department's Geographic Information (GIS) Office at (609) 777-0672.

For a linear development or shore protection development including beach nourishment, beach and dune maintenance or dune creation of one-half mile or less in length, the State plane coordinates shall include the coordinates for the end points of the development. For these projects one-half mile or more in length, the State plane coordinates shall include the coordinates for the end point of the development and the coordinates for points located at 1,000 foot intervals along the entire length of the development.

- 7. Fifteen copies of documentation addressing the applicable Coastal Zone Management rules, N.J.A.C. 7:7E. This statement must discuss each individual rule, which is applicable to the proposed project and may take the form of an Environmental Impact Statement (EIS) or Compliance Statement.
- 8. If the activity would occur on regulated wetlands, then the applicant may submit a mitigation plan as part of the application.
- 9. Stormwater management must be provided in certain cases as described below. See [www.njstormwater.org](http://www.njstormwater.org) for more information.

A. Check (and explain) if the project:

- Is exempt from the stormwater rules at N.J.A.C. 7:8-5.2(d). (In such cases, you do not need to complete the rest of this section.)
- Meets the waiver requirements for public roadway improvements at N.J.A.C. 7:8-5.2(e).

B. Enter the total amount of land that will be disturbed onsite:

\_\_\_\_\_ ft<sup>2</sup> or acres (circle one).

If at least 1 acre (43,560 ft<sup>2</sup>) of land will be disturbed, submit the following (in the engineering report):

- One completed Low Impact Design checklist (see Appendix A of BMP manual at [www.njstormwater.org](http://www.njstormwater.org)).
- One copy of a USGS map, showing the site and its HUC-14 watershed and indicating any 300-ft buffers onsite.
- Proof that the groundwater recharge standards at N.J.A.C. 7:8-5.4(a)2 are met (unless exempted at N.J.A.C. 7:8-5.4(a)2ii).
- Proof that the runoff quantity standards at N.J.A.C. 7:8-5.4(a)3 are met (unless the project lies in a tidal floodplain and will cause no adverse impacts to flooding, as described at N.J.A.C. 7:8-5.4(a)3iv).
- Proof that the use of nonstructural stormwater strategies has been maximized onsite via one of the following:
  - A completed Nonstructural Stormwater Strategies Point System spreadsheet (see [www.njstormwater.org](http://www.njstormwater.org)).
  - A detailed narrative (including an alternative analysis where necessary), explaining how the project does (or does not) implement all nine nonstructural strategies required at N.J.A.C. 7:8-5.3.

C. Enter the net-increase in impervious area onsite:

\_\_\_\_\_ ft<sup>2</sup> or acres (circle one).

Include all new impervious areas onsite, as well as existing impervious areas from which stormwater currently sheet-flows, but which will be collected into a basin or storm sewer system. Subtract any impervious areas being removed onsite.

If a net-increase of at least ¼ acre (10,890 ft<sup>2</sup>) of impervious area will occur, submit all material in Part B above and the following:

- Proof (in the engineering report) that the water quality standards at N.J.A.C. 7:8-5.5 are met.

**Applications shall be submitted to:**

New Jersey Department of Environmental Protection  
Land Use Regulation Program  
PO Box 439  
501 East State Street  
Trenton, New Jersey 08625-0439  
Attn: Application Support

**Effective October 16, 2000**

Applicants for CAFRA individual permits are required to provide public notice that a CAFRA permit application has been filed with the Department and that a public hearing may be requested in accordance with N.J.A.C. 7:7-4.3. This notice shall:

- 1) Be published in a newspaper of general circulation in the municipality or in a newspaper of general circulation, if there is no official newspaper;
- 2) Be a display advertisement a minimum of four inches in width; and
- 3) Read as follows:

*“Take Notice that an application has been submitted to the New Jersey Department of Environmental Protection, Land Use Regulation Program for a CAFRA permit for the development described below:*

*APPLICANT:*

*PROJECT NAME:*

*PROJECT DESCRIPTION:*

*PROJECT STREET ADDRESS:*

*BLOCK:*

*LOT:*

*MUNICIPALITY:*

*COUNTY:*

*The CAFRA permit application can be reviewed at either the municipal clerk’s office or by appointment at the Department’s Trenton office. A 30 day public comment period or a fact-finding public hearing will be held on this application in the future. A public hearing will be held only if the Department determines that, based on public comment or a review of the project, its scope and environmental impact, additional information is necessary to assist in its review or evaluate potential impacts and that this information can only be obtained by providing an opportunity for a public hearing. Individuals may request that the Department hold a public hearing on this application. Requests for a public hearing shall be made in writing within 15 days of the date of this notice and shall state the specific nature of the issues proposed to be raised at the hearing. Hearing requests should be sent to:*

*Land Use Regulation Program  
P.O. Box 439  
501 East State Street  
Trenton, New Jersey 08625-0439  
Attn: (Municipality in which the property is located) Section Chief.”*

**THIS NOTICE SHALL BE PUBLISHED AFTER THE CAFRA APPLICATION HAS BEEN FILED WITH THE DEPARTMENT.** Proof of the public notice shall be submitted to the Department within 10 calander days of filing the application with the Department. Proof of the public notice shall specify the date and newspaper in which the notice was published, and shall include a copy of the newspaper notice.