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## WATERFRONT DEVELOPMENT/COASTAL WETLANDS PERMIT APPLICATION

### CHECKLIST FOR ADMINISTRATIVE COMPLETENESS

(3/27/09)

These are the submission requirements for an administratively complete application package for Waterfront Development and Coastal Wetland projects. Please read each section and check each area after you have fully completed 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. Completed LURP application form.
- ❑ 2. Permit review fee in the form of a check, money order or government voucher (see fee schedule) Payable to: 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. 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.

NOTE: For a 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 projects greater than one-half mile 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.

- ❑ 5. White certified mailing receipts or other written receipt 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 in the clerk's office.
- ❑ 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) County Planning Board
- b) County Environmental Commission (if one exists)
- c) U.S. Army Corps of Engineers
- d) Municipal Construction Official
- e) Owners of real property, including easements, in accordance with 1 or 2 below:

1. **For linear developments of one-half mile or more in length or shore protection developments including beach nourishment, beach and dune maintenance, or dune creation** of more than one-half mile in length, public notice shall be provided in the official newspaper of the municipality or in a newspaper of general circulation in the municipality if there is no official newspaper(s). The newspaper notice shall be published as a display ad at least four inches in width.

Notice shall **also** be provided to all owners of property including easements, within 200 feet of a proposed above ground structure related to the linear development or shore protection development such as a pump station or treatment plant, groin, bulkhead, revetment or gabion

2. For **developments other than linear development or shore protection developments of one half mile or more in length**, public notice of the application shall be provided to all owners of real property, including easements, within 200 feet of the property to be developed.

NOTE: For additional development proposed on the site of an existing industrial facility of at least 100 acres in size, or a park facility of at least 50 acres in size, the Department may, at its discretion, eliminate, modify or reduce the requirement for individual notice to owners of property including easements, depending on the scope, location and anticipated impacts of the proposed development. For example, an applicant proposing to construct a salt dome or guard shack at an industrial facility located greater than 500 feet from adjacent properties would be required to provide notice in a newspaper instead of notifying all owners of property including easements within 200 feet. Similarly, an applicant proposing to construct tennis courts located on one side of a 200 acre park facility would be required to notice only those property owners within the vicinity of the proposed tennis court. If the applicant feels reduced notice for proposed development is warranted, the applicant shall contact the regional section chief at (609) 292-0060.

The public notice to property owners and governmental agencies required in item 5 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 **(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 to:*

*New Jersey Department of Environmental Protection  
Division of Land Use Regulation  
P.O. Box 439  
Trenton, New Jersey 08625-0439  
Attn: (Municipality in which the property is located) Section Chief*

The newspaper notice required in 5 above, shall read as follows:

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

*APPLICANT:*

*PROJECT NAME:*

*PROJECT DESCRIPTION:*

*PROJECT STREET ADDRESS:*

*BLOCK:*

*LOT:*

*MUNICIPALITY:*

*COUNTY:*

*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 notice to:*

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

- 7. Certified list of all owners of property within 200 feet of the property to be developed.
- 8. A copy of the public notice that was mailed to those parties listed at item 5 and 5(e)1 above.
- 9. Applications for sites within the Pinelands Preservation Area or Protection Area must submit either a Certificate for Filing, Notice of Filing, or a Certificate of Compliance from the Pinelands Commission along with the application. Applicants may contact the Pinelands Commission at (609) 894-7300 for further information.

**NOTE:** An application for a project in the Pinelands Area cannot be deemed administratively complete without the above.

- 10. Applications for installing a submarine cable or sand mining in the ocean must also contain verification that a certified mail notice (white mailing receipt or other written receipt is acceptable) that a complete LURP application form and NOAA nautical chart depicting the proposed cable route or limits of the proposed sand mining area. has been forwarded to the following organizations:
  - (1) Garden State Seafood Association;
  - (2) National Fisheries Institute;
  - (3) North Atlantic Clam Association
  - (4) Rutgers Cooperative Extension
  - (5) New Jersey Shellfisheries Council
  - (6) New Jersey Marine Fisheries Council; and
  - (7) Commercial Fishing Communications Association
  
- 11. Ten copies of documentation addressing the applicable Coastal Zone Management rules, N.J.A.C. 7:7E. This statement must discuss each individual policy that is applicable to the proposed project and may take the form of an Environmental Impact Statement (EIS) or Compliance Statement.
  
- 12. Evidence of Tidelands Ownership – Permit applications cannot be accepted for filing without evidence that a tidelands instrument has been previously issued or applied for. The Bureau of Tidelands Management may be reached at (609) 292-2573.
  
- 13. 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.

□ 14 Development Plans – Submit 15 copies of a development plan to the appropriate scale (**MUST BE FOLDED** if larger than 8 ½ x 11 inch size), indicating the following:

- a) The lot;
- b) All existing waterfront structures (piers, bulkheads, pilings, etc.) on the lot and immediately adjacent lots (if vacant or if no structure exists, please state so);
- c) Locations and dimensions of areas, structures, lots, wetlands, mean high water line, spring high water line, upland property, road and utility lines;
- d) The proposed construction (structures, grading, filling, etc.) and the proposed development area clearly labeled and showing all distances and dimensions;
- e) 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;
- f) The scale of the survey or map, and a north arrow;
- g) The name of person who prepared the plan and date prepared;
- h) 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;
- i) Dock plans must show channel location, depths at mean low water outshore of the dock for a distance of at least 100 feet (excluding lagoons), location and orientation of proposed mooring areas, mooring area depths at mean low water, including the method, time, date of soundings, cross sections of the dock including height and width of wetland crossings;
- j) Location of upper and lower wetlands boundary. The “upper” wetlands boundary refers to the upland or landward limit of wetlands, and the “lower” wetlands boundary refers to the waterward limit of wetlands;
- k) Dredging plans must show the area to be dredged, existing depth, proposed depth, adjacent depths, the amount of material to be dredged, the method of dredging, the exact location of the dredge material dewatering and disposal site by municipal block and lot, and the means of containing the spoils. A dredge material analysis may also be required; and
- l) Plans for development landward of the mean high water line must show 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.

**NOTE:** Development plans for activities in an area subject to a tidelands instrument shall be prepared by a 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.

- 15 DREDGING APPLICATIONS shall be submitted to the Office of Dredging and Sediment Technology at P.O. Box 028, Trenton, NJ 08625-0028. Questions concerning dredging applications should be directed to the Office of Dredging and Sediment Technology at (609) 292-1250. Attachment “ A” contains the additional information required for dredging projects.

**Application packages shall be submitted to:**

New Jersey Department of Environmental Protection  
Division of Land Use Regulation  
P.O. Box 439  
Trenton, New Jersey 08625-0439  
Attn: Application Support

**Attachment "A"**  
**Additional Information Required for Dredging Projects**

Dredging projects in tidal waters typically require that dredged material be sampled and tested and that an acceptable placement site with sufficient capacity be identified as part of the Waterfront Development Permit Application. Because the number of sediment sample cores, target analytes and specific analytical tests will vary depending on the location of the project, the method of dredging and the dredged material placement site, the Department strongly encourages prospective applicants to secure a dredged material sampling and testing plan prior to application. The following information is required for the Department to prepare a dredged material sampling and testing plan for a specific dredging project.

- 1) A copy of the USGS quad map(s) showing the location of the dredging site and disposal site;
- 2) A description of the dredging project including:
  - a. Volume of material to be dredged;
  - b. Depth of proposed dredging;
  - c. History of dredging at the project site (for example, the date of last dredging and volume);
  - d. Method of dredging proposed, (For example, hydraulic or mechanical);
  - e. Proposed use or disposal site for dredged material and owner of site;
  - f. Proposed add mixtures to be blended with dredged material, or treatment technology; and
  - g. Any known spills at or near the dredging site; and
- 3) Two copies of recent bathymetry of the dredging site. The bathymetry shall be:
  - a. Dated and not more than 6 months old;
  - b. Performed by an ACSM certified hydrographer; and
  - c. Accurate to .10 foot vertical and 1 foot horizontal.

In addition, the bathymetry shall identify:

- a. The area(s) to be dredged; and
- b. All nearby features, bulkheads, outfalls, mooring dolphins etc.

If dredged material is proposed to be used as remediation material at the Historic Area Remediation Site (HARS, formerly the Mud Dump Ocean Disposal Site) please contact Region 2 of the U. S. Environmental Protection Agency directly for sampling and testing guidance.

For additional information concerning New Jersey's sampling and testing requirements please consult the Department's technical manual, *The Management and Regulation of Dredging Activities and Dredged Material in New Jersey's Tidal Waters*, (October, 1997). Requests for sampling plans should be sent to the Department of Environmental Protection, Office of Dredging and Sediment Technology, P.O. Box 028, Trenton, New Jersey 08625. Questions concerning the required information should be directed to the Office of Dredging and Sediment at (609) 292-1250.