



**State of New Jersey**  
**Department of Environmental Protection**



Revised: June 3, 2021

Website: [www.nj.gov/dep/landuse](http://www.nj.gov/dep/landuse)

**COASTAL ZONE MANAGEMENT APPLICATION CHECKLIST**

**General Permit-by-certification 1A – Installation of an elevated timber dune walkover at a residential, commercial, or public development other than a single-family home or duplex**

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

To apply for an authorization under general permit-by-certification 1A, please visit the Department's online permitting system at [www.nj.gov/dep/online](http://www.nj.gov/dep/online).

**Please prepare the following information prior to beginning the general permit-by-certification 1A online application (DO NOT submit paper copies of this information to the Department):**

1. The number and subject matter of the general permit-by-certification under which the application will be made.
2. The name of or other identifier for the proposed project.
3. The location of the proposed activity or project, including address, city, state, zip code, municipality, State plane coordinates, lot, and block. The full length of the project and access should be depicted on a sketch or drawing.
4. Information specific to the proposed project (see section below and N.J.A.C. 7:7-5.3).
5. Contact information for both the applicant and the property owner, including: name, address, telephone number, e-mail address, municipality, county, organization, and organization type.
6. Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:7-24, as follows:

i. Notice to municipal clerk (N.J.A.C. 7:7-24.3(a))

A copy of the entire application, as submitted to the Department, must be provided to the municipal clerk in each municipality in which the site is located.

- Documentation of compliance with this requirement shall consist of a copy of the certified United States Postal Service white mailing receipt, or other written receipt, for each copy of the application sent.

ii. Notice to governmental entities and property owners (N.J.A.C. 7:7-24.3(b) and (c))

A brief description of the proposed project, a legible copy of the site plan, and the form notice letter described at N.J.A.C. 7:7-24.3(d)1iii must be sent to the following recipients:

- A. The construction official of each municipality in which the site is located;
- B. The environmental commission, or other government agency with similar responsibilities, of each municipality in which the site is located;
- C. The planning board of each municipality in which the site is located;
- D. The planning board of each county in which the site is located;
- E. The local Soil Conservation District if the regulated activity or project will disturb 5,000 square feet or more of land;

F. The Delaware Coastal Management Program if the activity is within the 12-mile circle with Delaware or is within 200 feet of the 12-mile circle; and

G. Adjacent property owners:

If the application is for one of the following projects (listed at N.J.A.C 7:7-24.3(c)1-5), notice shall be sent to all owners of real property, including easements, located within 200 feet of any proposed above-ground structure that is part of the proposed development, such as a pumping station, treatment plant, groin, bulkhead, revetment or gabion, or dune walkover:

- A linear project of one-half mile or longer
- A shore protection development, including beach nourishment, beach and dune maintenance, or dune creation of one-half mile or longer
- A public project on a site of 50 acres or more
- An industrial or commercial project on a site of 100 acres or more
- Maintenance dredging of a State navigation channel of one-half mile or longer

For any other project, notice shall be sent to all owners of real property, including easements, located within 200 feet of the site of the proposed regulated activity.

The owners of real property, including easements, shall be those on a list that was certified by the municipality, with a date of certification no more than one year prior to the date the application is submitted.

- Documentation of compliance with this requirement shall consist of:
  1. A copy of the certified United States Postal Service white mailing receipt for each public notice that was mailed, or other written receipt;
  2. 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; and
  3. A copy of the form notice letter.
- The form notice letter required under N.J.A.C. 7:7-24.3(d)1iii shall read as follows:

*"This letter is to provide you with legal notification that an application for an authorization under coastal general permit-by-certification 1A <<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Resource Protection for the development shown on the enclosed plan(s). A brief description of the proposed project follows: <<INSERT DESCRIPTION OF THE PROPOSED PROJECT>>*

*The complete permit application package can be reviewed at either the municipal clerk's office in the municipality in which the site subject to the application is located, 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 receiving this letter to:*

*New Jersey Department of Environmental Protection  
Division of Land Resource Protection  
P.O. Box 420, Code 501-02A  
Trenton, New Jersey 08625  
Attn: (Municipality in which the property is located) Supervisor"*

iii. Newspaper notice (N.J.A.C. 7:7-24.5)

Newspaper notice, in the form of a legal notice or display advertisement in the official newspaper of the municipality(ies) in which the project site is located, or if no official newspaper exists, in a newspaper with general circulation in the municipality(ies), is required for the following projects:

- A. A linear project of one-half mile or longer
- B. A shore protection development, including beach nourishment, beach and dune maintenance, or dune creation of one-half mile or longer
- C. A public project on a site of 50 acres or more
- D. An industrial or commercial project on a site of 100 acres or more
- E. Maintenance dredging of a State navigation channel of one-half mile or longer

**If your project is not one listed above, newspaper notice is not required.**

- Documentation of newspaper notice shall consist of:
  - 1. A copy of the published newspaper notice; and
  - 2. The date and name of the newspaper in which notice was published.
- 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 coastal general permit-by-certification 1A <<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Resource Protection 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 in the municipality in which the site subject to the application is located, 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 receiving this letter to:*

*New Jersey Department of Environmental Protection  
Division of Land Resource Protection  
P.O. Box 420, Code 501-02A  
501 East State Street  
Trenton, New Jersey 08625  
Attn: (Municipality in which the property is located) Supervisor”*

- 7. Certification that the applicant has obtained written consent from the property owner that the application can be made on the property owner’s behalf. This certification is required regardless of whether the applicant and property owner are the same person. The Property Owner Certification form can be used to obtain the necessary signatures. The form is available at [https://nj.gov/dep/landuse/download/lur\\_042.pdf](https://nj.gov/dep/landuse/download/lur_042.pdf).
- 8. The PIN that was issued to the applicant upon registering with the Department’s online permitting system.
- 9. The application fee for a general permit-by-certification set forth at N.J.A.C. 7:7-25.1.

**To obtain an authorization under general permit-by-certification 1A for the installation of an elevated timber dune walkover at a residential, commercial, or public development other than a single-family home or duplex it will be necessary to certify to the following concerning the proposed activity:**

1. The site identified in the application is the actual location of the project site;
2. Public notice of the application has been provided in accordance with N.J.A.C. 7:7-24;
3. Written consent from the property owner that the application can be made on the property owner's behalf has been obtained by the applicant. This certification is required regardless of whether the applicant and property owner are the same person;
4. Only one walkover is installed at the site unless New Jersey 2012 High Resolution Orthophotography (available for download at [https://njgin.state.nj.us/NJ\\_NJGINExplorer/DataDownloads.jsp](https://njgin.state.nj.us/NJ_NJGINExplorer/DataDownloads.jsp)) reflects that more than one walkover was present on the site on the date depicted in the image. In such case, the maximum number of walkovers that may be installed shall be equal to the number of walkovers reflected on the 2012 orthophotography;
5. The construction of the elevated timber dune walkover is in accordance with the standards and specifications described in Beach Dune Walkover Structures (Florida Sea Grant, 1981) available from the Department at the address set forth at N.J.A.C. 7:7-1.6;
6. For non-commercial properties, the width of the walkover structure does not exceed six feet and the total width of the elevated timber walkover, fencing, and/or edging not to exceed eight feet;
7. For commercial properties, the width of the walkover structure does not exceed 10 feet and the total width of the walkover, fencing, and/or edging does not exceed 12 feet; and
8. The activity complies with any applicable management plan for protection of State and Federally listed threatened or endangered species, as approved by the Department and the USFWS, and/or the endangered or threatened wildlife or vegetation species habitat rule, N.J.A.C. 7:7-9.36.

**Once the online application process is successfully completed, the authorization will be accessible through the Department's online permitting system at [www.nj.gov.dep/online](http://www.nj.gov.dep/online). Please DO NOT submit paper copies of the certification to the Department.**