



## FLOOD HAZARD AREA APPLICATION CHECKLIST

### Verification

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

To apply for a flood hazard area verification, please submit the information below to:

<u>Postal Mailing Address</u>	<u>Street Address (Courier &amp; Hand Carry Only)</u>	<u>Electronic Submission*</u>
NJ Department of Environmental Protection Division of Land Use Regulation P.O. Box 420, Code 501-02A Trenton, New Jersey 08625-0420 <b>Attn: Application Support</b>	NJ Department of Environmental Protection Division of Land Use Regulation 501 East State Street Station Plaza 5, 2 <sup>nd</sup> Floor Trenton, New Jersey 08609 <b>Attn: Application Support</b>	Access the submission system at <a href="https://njdeponline.com">https://njdeponline.com</a> . Follow the registration process and create an account. To submit an application, select the service "Apply for a Land Use Permit or Authorization."

**\*An application for a verification must be submitted electronically if it accompanies an application for a general permit, individual permit, or transition area waiver. Paper submission is required when applying solely for a verification.**

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1. A completed [application form](#) (Paper submissions ONLY)
2. A completed [Property Owner Certification form](#) (Electronic submissions ONLY)
  - Acceptable file formats include pdf, jpg, and png.
3. Public Notice:
 

Public notice is required only if the proposed verification is based on Method 4, 5, or 6 (see N.J.A.C. 7:13-3.4(f), 3.5, and 3.6, respectively).

  - **Electronic Submissions:** A completed [Public Notice form](#). Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:13-19 must be attached to the form (see below for details). Acceptable file formats include pdf, jpg, and png.
  - **Paper Submissions:** Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:13-19 (see below for details).

Both electronic and paper submissions require documentation of public notice as follows:

- i. Notice to municipal clerk (N.J.A.C. 7:13-19.3(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. For electronic submissions, the application consists of a description of the project, the specific permit(s)/authorization(s) being sought, and all items that will be uploaded to the online service, including all required items on this checklist.

  - 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. 7:13-19.3(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. 7:13-19.3(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; and
- F. Adjacent property owners:

If the application is for one of the following projects (listed at N.J.A.C 7:13-19.3(c)1-6), notice shall be sent to all owners of real property, including easements, located within 200 feet of any proposed above-ground structure, except for any conveyance lines suspended above the ground or small utility support structures (e.g. telephone poles):

- A delineation of one-half mile or longer of a regulated water
- A linear project 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
- A project to remove sediment or debris from a 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. 7:13-19.3(d)1iii shall read as follows:

*"This letter is to provide you with legal notification that an application for a flood hazard area verification under <<Method 4/ Method 5/ Method 6>><<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. 7:13-19.4)

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 delineation of one-half mile or longer of a regulated water
- B. A linear project 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. A project to remove sediment or debris from a 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 a flood hazard area verification under <<Method 4/ Method 5/ Method 6>><<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 the date of this notice 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”

iv. Notice for projects located in the Pinelands Area

For a project in the Pinelands Area as designated under the Pinelands Protection Act at N.J.S.A. 13:18A-11.a, documentation showing that a copy of the application form has been provided to the New Jersey Pinelands Commission. For electronic submissions, the “application form” will consist of a description of the project, including the lot, block, municipality, and county, and the specific permit(s)/authorization(s) being sought.

4. Application fees:

- **Electronic Submissions:** The appropriate application fee, as specified in N.J.A.C. 7:13-20.1, payable through the online service via credit card or e-check, or to receive a bill, select “Bill Me” on the payment screen. Bills will be sent to the Fee Billing Contact identified in the service and must be paid directly to the Department of Treasury.
- **Paper Submissions:** 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 “Treasurer State of New Jersey.”

5. Site plans:

All 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. All relevant existing features such as lot lines, structures, land coverage, and vegetation
- ii. Topography:
  - A. Existing topography. All topography shall reference NGVD or include the appropriate conversion factor to NGVD
  - B. The limits of the regulated water including the “top of bank”, the “centerline” for linear waters with drainage areas of <150 acres, the limits of the two-year flood for linear waters with drainage areas of >150 acres, and/or the centerline for amorphous/irregularly shaped water features
- iii. Riparian zone:
  - A. The location of any riparian zone onsite (see N.J.A.C 7:13-4.1)
- iv. Metes and bounds description:
  - A. A metes and bounds description of any existing and proposed flood hazard area and floodway limits onsite
  - B. Identification of the method at N.J.A.C. 7:13-3 that was used to determine these limits
- v. Flood hazard area/floodway information:
  - A. If the entire site lies within a flood hazard area and/or floodway, the site plans shall indicate this
  - B. The elevation(s) of the flood hazard area design flood throughout the site
- vi. Details of construction proposed in a regulated water:
  - A. N/A: No regulated activities will be authorized by a verification
- vii. The following statement: “NOTE: The State of New Jersey has determined that all or a portion of this lot lies in a flood hazard area and/or riparian zone. Certain activities in flood hazard areas and riparian zones are regulated by the New Jersey Department of Environmental Protection and some activities may be prohibited on this site or may first require a flood hazard area permit. Consult

[www.nj.gov/dep/landuse](http://www.nj.gov/dep/landuse) or contact the Division of Land Use Regulation at (609) 777-0454 for more information prior to any construction onsite."

- **Electronic Submissions:** Acceptable file formats include pdf and zip. Site plans must be certified in accordance with N.J.A.C. 7:13-18.2(j) and prepared according to the Department's [site plan specifications](#) for electronic site plans. All plans must be digitally 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, with signatures and seals that meet the requirements of N.J.A.C. 13:40-8.1A. Site plans with electronic signatures, such as scans of site plans with a handwritten signature, will not be accepted.
- **Paper Submissions:** Three sets of site plans certified in accordance with N.J.A.C. 7:13-18.2(j). Prior to issuance of any verification, 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.

6. Photographs:

- i. Color photographs depicting the site; and
  - ii. A photo location map showing the location and direction from which each photograph was taken.
- **Electronic Submissions:** Acceptable file formats include pdf, doc, docx, jpg, zip, ppt, and pptx.
  - **Paper Submissions:** One set of photographs mounted on 8½-inch by 11-inch paper. Copies of photographs are acceptable provided they are color copies. Black and white copies of photographs are not acceptable

7. An engineering report that includes:

- i. The name, address, and telephone number of the engineer, as well as any other person designated by the engineer to answer questions about the report;
  - ii. All supporting hydrologic, hydraulic, flood storage volume, stormwater and structural calculations that are necessary to demonstrate that the application meets the requirements of N.J.A.C. 7:13;
  - iii. A narrative that explains the submitted calculations and describes why each particular calculation or methodology was used;
  - iv. All maps, references, and other supporting materials that were used to prepare the submitted calculations;
  - v. All flood maps, drainage area maps, and other materials used to determine the flood hazard area and/or floodway limits; and
  - vi. The certification set forth at N.J.A.C. 7:13-18.2(j).
- **Electronic Submissions:** Acceptable file formats include pdf and zip. Engineering reports for a verification based on Methods 4, 5, or 6 must be digitally signed and sealed by a New Jersey licensed professional engineer. Digital signatures and seals must meet the requirements of N.J.A.C. 13:40-8.1A. Engineering reports with electronic signatures, such as scans of reports with a handwritten signature, will not be accepted.
  - **Paper Submissions:** Three copies of the engineering report. Engineering reports for a verification based on Methods 4, 5, or 6 must be signed and sealed by an engineer.

8. Natural Heritage Program Letter:

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, if available

- **Electronic Submissions:** Acceptable file formats include pdf, jpg, and png.

9. A computer disk containing a copy of the entire application (Paper submissions ONLY)