



FRESHWATER WETLANDS APPLICATION CHECKLIST

General Permit 24— Malfunctioning individual subsurface sewage disposal (septic) systems

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

To apply for an authorization under general permit 24, please submit the information below, at least 30 days prior to commencing activities, to:

<u>Postal Mailing Address</u>	<u>Street Address (Courier & 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 Attn: Application Support	NJ Department of Environmental Protection Division of Land Use Regulation 501 East State Street Station Plaza 5, 2 nd Floor Trenton, New Jersey 08609 Attn: Application Support	Access the submission system at https://njdeponline.com . Follow the registration process and create an account. To submit an application, select the service "Apply for a Land Use Permit or Authorization."

See N.J.A.C. 7:7A-19.3 for the application review process for this application.

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

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:
 - **Electronic Submissions:** A completed [Public Notice form](#). Documentation that notice of the application has been provided in accordance with N.J.A.C. 7:7A-17 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. 7:7A-17 (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. 7:7A-17.3(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. 7:7A-17.3(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. 7:7A-17.3(e)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:

Unless the project is one listed at N.J.A.C. 7:7A-17.3(c)1-5 (which require different notice to property owners as described in the rules), 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. 7:7A-17.3(e)1iii shall read as follows:

"This letter is to provide you with legal notification that an application for an authorization under freshwater wetlands general permit 24 <<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Use Regulation 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 Use Regulation
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. 7:7A-17.4)

Please refer to this portion of the rules for guidance on providing newspaper notice for certain large scale linear, public, or commercial projects.

4. The location of the site, including the county and municipality, and the block and lot, identified on both a regional map and a tax map
 - **Electronic Submissions:** The maps should be uploaded under the attachment type "Site Plans." Acceptable file formats include pdf and zip.
5. A letter from the local board of health with jurisdiction over the individual subsurface sewage disposal system, stating that:
 - i. The proposed activities are authorized under, and comply with, the Department's Standards for Individual Subsurface Sewage Disposal Systems at N.J.A.C. 7:9A;
 - ii. The proposed activities are not directly or indirectly caused by an expansion of the facility the individual subsurface sewage disposal system serves, or a change in its use, including a change from disuse or abandonment to any type of use; and
 - iii. There is no alternative on the site that:
 - A. Has a seasonal groundwater table deeper than one and one-half feet below the existing ground surface; and
 - B. Can be used for a subsurface sewage disposal system.
 - **Electronic Submissions:** The letter should be uploaded under the attachment type "Environmental Report with Site Location Maps." Acceptable file formats include pdf, doc, docx, rtf, and zip.
6. A description and plan of the activities
 - **Electronic Submissions:** The description and plan should be uploaded under the attachment type "Environmental Report with Site Location Maps" along with the required letter from the local board of health. Acceptable file formats include pdf, doc, docx, rtf, and zip.
7. Photographs:
 - i. Color photographs or other visual representations that illustrate existing site conditions; 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.
8. Additional requirements:
 - i. Proof of ownership, such as a deed, if available – applies only if the current owner purchased the property before June 30, 1988
 - **Electronic Submissions:** Acceptable file formats include pdf, jpg, and png.
 - ii. Highlands applicability determination (highlands exemption) – applies only if the project is located within the Highlands Preservation Area
 - **Electronic Submissions:** Acceptable file formats include pdf, jpg, and png.
 - iii. Conservation restriction – applies only if the proposed project is subject to an existing conservation restriction
 - **Electronic Submissions:** Acceptable file formats include pdf, jpg, and png.
9. A computer disk containing a copy of the entire application (Paper submissions ONLY)