

Instructions for completing the Application Form for Permits/Authorizations from the Division of Land Use Regulation
(Please print clearly or type all information in every section)

Section 1. Applicant Information

- ✓ Please check off whether this Application is an Initial Application, required as a result of a Deficiency Letter from DLUR where additional permits/authorizations are needed, or an Extension or Modification of an existing Permit.
- ✓ Please check off whether the project is an NJDOT Priority 1 or 2 Repair.
- ✓ Make sure all applicant information is correct and up to date.
- ✓ Do not provide telephone numbers with call intercept.
- ✓ Must include correct E-mail address.

Section 2. Agent Information

- ✓ Make sure all agent information is correct and up to date.
- ✓ Do not provide telephone numbers with call intercept.
- ✓ If you do not have an agent, leave this section blank.
- ✓ Must include correct E-mail address.

Section 3. Property Owner Information

- ✓ Identify the property owner of record if different from applicant.

Section 4. Project Name and Site Information

- ✓ **Note:** Project Name could be anything that will help identify the application, for example: clients name, bridge number.
- ✓ List the street address if known (or nearest crossroads) along with the correct zip code for the property.
- ✓ List all blocks and lots if more space is needed please attach a list to the application form.
- ✓ Make sure the state plane coordinates are given and that they are 1983 datum otherwise the application will be rejected.
 - Applicants can find state plane coordinates on USGS maps or by going to the NJDEP website and using the GeoWeb feature to find the location of property and the exact state plane coordinates
- ✓ Watershed and waterway information can be obtained by using DLUR's web mapping screening tool found at: <https://njdep.maps.arcgis.com/apps/MapJournal/index.html?appid=6b0c860163064898902771f65c3fd67>

Section 5. Project Description

- ✓ Briefly describe what you are proposing to construct within regulated areas. In addition, list any previous LUR file number(s) and if a Waiver Request has been submitted to the Office of Permit Coordination and Environmental Review please list the Waiver Request ID number(s) on the line provided.

Section A. Applicant's Signature

- ✓ The person or responsible party representative applying for this permit and to whom the permit will be issued must sign here.

Section B. Property Owner's Signature

- ✓ The legal owner of the property on which the regulated activities are proposed must sign here and certify items one through four in this section. In additional, all easement owners on the project site are also required to sign the certification. (For FWW see 7:7A-16.2, for FHA 7:13-18.2, for CAFRA & WDA 7:7-23.2)

Section C. Applicant's Agent Authorization

- ✓ If the applicant is represented by a consultant or engineer, that individual shall fill out this section.

Section D. Statement of the Preparer of Plans, Specifications, Surveyor's or Engineer's Report

- ✓ All Flood Hazard Area and Waterfront Development applications require that the person preparing the plans and reports fill out this section

Section E. Statement of the Preparer of Application, Reports and Supporting Documents

- ✓ Anyone who prepares and is the responsible person for part of the application, reports or supporting documents must fill out this section

Section F. Type of Application you are submitting and Fee Calculations

- ✓ Place an (X) mark next to each type of activity you are requesting in this application package. Please fill in the amount of fees paid for each permit. The fee calculations are included to allow an applicant to determine the fee for applications where the fee will vary due to size of site, impacts, etc.
- ✓ Whenever the calculation requires an acreage figure (including the Stormwater calculations), you will need to round UP to the nearest whole number, for example: 0.25 acres gets rounded up to one (1) acre or 2.61 acres gets rounded up to three (3) acres.
- ✓ The maximum fee for a CAFRA Individual permit, an Upland Waterfront Development permit, or an In-Water Waterfront Development permit is \$30,000 per permit type. For example: if you are applying for both an upland and an in-water Waterfront Development the maximum fee is applied to each permit for a maximum total of \$60,000 plus any applicable stormwater review fee.

ALL APPLICATIONS SUBMITTED TO THE DIVISION SHOULD BE ORGANIZED AS FOLLOWS:

Please Note: NO staples, binders, spiral binding, glue binding etc. *Binder clips or paper clips only*

- Cover Letter or Transmittal on top
- Application form with method of payment paperclipped to the upper left side
- 2 Copies of the remainder of application materials
- 3 Paper copies of plans – folded.
- An electronic copy of the entire application, including plans, should be submitted on CD-ROM or thumb drive for Individual permit applications with separate folder for each type of report
- Page numbers on all reports

- ✓ The stormwater review fee is applied only one time per project, maximum of \$20,000, regardless of multiple applications.

Multiple types of individual permits are available for selection to ensure that the appropriate fees are calculated since the fee can depend on the activity and the area in which the activity is being performed. For example:

If the project is in the CAFRA area and includes mixed development, you may need to select both "CAFRA Residential Development (not SFH/Duplex)" and "CAFRA Commercial/Industrial/ Public". Likewise, you may need to select both a landward and a waterward MHWL Waterfront Development Individual Permit if the project includes the construction of a house and a dock.

Appendices

Please follow the directions as outlined for each Appendix.

- ✓ Both Appendix I and II are required to be filled-out and submitted in order for the application form to be considered completed