



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Division of Land Use Regulation
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RIPARIAN ZONE MITIGATION PROPOSAL CHECKLIST FOR COMPLETENESS

These are the application requirements for an administratively complete proposal package for an onsite or offsite riparian zone mitigation proposal. Please read each section and check the box next to each area after you have fully completed the information for each requirement that applies to you.

Please provide two copies of the following information and plans.

- ❑ 1. An introduction describing the riparian zone mitigation proposal. The introduction must include basic information regarding the applicant and/or consultant (name, address, contact info), the disturbance for which the mitigation is intended to mitigate, the lot, block, municipality and county of the proposed mitigation site, and a copy of the permit (if issued) or enforcement document that is the source of the mitigation requirement;
- ❑ 2. The following material sufficient to explain and illustrate the existing and proposed conditions at the mitigation site, including:
 - Visual materials such as maps, site plans, planting plans, surveys, topography diagrams, delineations, and/or photographs;
 - A narrative describing the existing conditions and proposed mitigation; and
 - A preventive maintenance plan detailing how invasive or noxious vegetation will be controlled, and how predation of the mitigation plantings will be prevented;
- ❑ 3. A specific breakdown of each resource for which mitigation is being proposed and the type and quantity of proposed mitigation for each resource;
- ❑ 4. A site plan for the mitigation project which includes:
 - Project location within the region;

- The lot, block, municipality and county of the mitigation project location;
- A depiction of the metes and bounds of the mitigation area if available at the time of submission of the mitigation proposal;
- The width of the riparian zone; and
- The vegetative planting plan on the proposed mitigation site that includes the following:
 - i. Species;
 - ii. Quantity of each species;
 - iii. Spacing of all plantings (trees- 10' on center; shrubs- 8' on center, bare root- 4,000/acre);
 - iv. Stock type (bare root, potted, seed); and
 - v. Source of the plant material.
- 5. A narrative description of the planting plan. This description should identify the proper time to plant and must indicate any appropriate substitutions. If bare root stock is used, it must be planted in the spring while the plant is still dormant.
- 6. Schedules describing in detail the sequence of mitigation activities and estimated dates for completion for each mitigation activity;
- 7. A description of post-construction activities, including schedules for monitoring, maintenance and reporting;
- 8. Contingency measures that will be followed if the mitigation project fails or shows indications of failing;
- 9. A preventive maintenance plan detailing how invasive or noxious vegetation will be controlled, and how predation of the mitigation plantings will be prevented. The plan shall explain the measures that will be taken if a problem with invasive or noxious plants or predation presents itself during the construction or monitoring period. Listed below are several devices/structures that may be incorporated into your plan to control problems resulting from the presence of deer, geese, rodents, and rabbits on the mitigation site;
 - i. Deer fence
 - ii. Goose fence
 - iii. Snags for raptors
- 10. Information regarding the presence or absence of endangered and/or threatened species wildlife and plant species habitat;

- 11. Any letters, contracts, agreements, easements, conservation restrictions, or other draft or executed documents necessary to ensure compliance with this chapter such as:
 - a. Draft financial assurance in accordance with N.J.A.C. 7:13-13.14; for creation and restoration only, and/or
 - b. A draft conservation restriction and metes and bounds survey (if available at time of submission of mitigation proposal) that meets the requirements of N.J.A.C. 7:13-13.2(g). The conservation restriction shall conform to the format and content of the requirements at N.J.A.C. 7:13-14 and Riparian Zone Mitigation Area model conservation restriction that is available at:
<http://www.nj.gov/dep/landuse/forms/index.html>
- 12. A certification of truth and accuracy in accordance with N.J.A.C. 7:13-18.2(j)
- 13. Consent from the owner of the proposed mitigation area allowing the Department to enter the property in a reasonable manner and at reasonable times to inspect the proposed mitigation area.

For restoration and creation riparian zone mitigation projects, the following additional information shall be submitted as part of the request for approval of the mitigation proposal:

- 1. A preliminary characterization and assessment of the site in accordance with N.J.A.C. 7:13-13.4(h) to enable the Department to determine if contamination is present and if the proposed mitigation activities pose an ecological risk;
- 2. All hydrologic, hydraulic and stability engineering calculations to demonstrate that the mitigation proposal to create or restore regulated waters will comply with the requirements under the Flood Hazard Area Control Act Regulations (N.J.A.C. 7:7-13).
- 3. Information regarding relevant features of other properties in the vicinity of the mitigation area, such as whether nearby properties are publicly owned or contain preserved open space, or significant natural resources;
- 4. Cost estimates to perform the mitigation and maintain the mitigation area after construction and/or transfer is completed; and

Proposal packages shall be submitted to:

New Jersey Department of Environmental Protection
Division of Land Use Regulation
Mail Code 501-02A, P.O. Box 420
Trenton, New Jersey 08625-0420
Attn: Mitigation Unit