

SURVEY REQUIREMENTS CHECKLIST

This survey requirements checklist for the Bureau of Tidelands Management should be used for grant, lease, and license applications. For survey requirements for Statement of No Interest applications, please refer to our “Statement of No Interest (SNI) Application Package” on the Department’s website at

<https://www.nj.gov/dep/landuse/forms.html> under the Tidelands Program Tab.

For Tidelands grant applications on man-made lagoons or for grant applications with special circumstances where the applicant is unsure how to proceed with their final survey, please do not submit a final survey at this time. Initially, it is recommended that you submit a sketch/site plan/drawing. In these cases, once your file is assigned a case manager, you will be contacted by that case manager with specific survey requirements for your situation. Please be advised that if you do choose to send in a final survey with the initial application, significant revisions may be required.

There needs to be a “Surrounding Envelope” shown on the submitted survey for properties requesting a grant (for a pier(s), dock(s), or other similar type structure(s) that do not exclude the ebb and flow of the tide) outside of record title located on man-made lagoons that are impacted by a historic claim. For additional specifications, please see the “Survey Instructions for Tidelands Grant Applications on Man-made Lagoons” on the Department’s website at <https://www.nj.gov/dep/landuse/forms.html> under the Tidelands Program Tab.

Grants, Leases, Licenses:

- Four (4) copies of a survey signed and sealed by a New Jersey Licensed Land Surveyor. Photocopies of plans and/or plans that do not bear the signature and seal of a New Jersey Licensed Land Surveyor will not be accepted. The survey must include the following:
 - Existing and proposed conditions (where appropriate) of the property.
 - The date of the original drawing and any subsequent revision dates. The date of either the original drawing or the most recent revision must be current.
 - The owner’s name, tax block and lot, municipality and county for the subject property.
 - Include a useable engineering scale, which must be depicted on the plan, must be one of the following: 1”=10’, 1”=20’, 1”=30’, 1”=40’, 1”=50’ or 1”=60’. Other scales will not be accepted.
 - Depiction of a north arrow.
 - Depiction of the complete upland area of the subject property and provides the following:
 - A point of beginning (POB) on the property line that is defined with an X-Y Coordinate using the NJ Plane Coordinate System (NJPCS), 1983 North American Datum (NAD) in feet;

- From the above referenced POB, all appropriate bearings and distances around the entire parcel perimeter must be defined; and
- Record title must be clearly marked. Note: Record title might not run to the current shoreline (upland area) and it may extend beyond the current shoreline.
- Bearings are in degrees, minutes and seconds as whole numbers with no decimals (e.g. N 14 degrees, 56 minutes, 36.5 seconds E would not be accepted). All arcs must contain Radius, Arc Length, Chord Bearing & Length.
- All distances are to two decimals with a positional tolerance of +/- .07 feet.
- The total square footage including bearings and distances of the following:
 - Total area within record title broken down by upland and water areas;
 - The total area outside of record title being granted broken down by upland and water areas;
 - The total area outside of record title bisected by the claim of the property (rounded up to the whole foot); and
 - The outer parcel perimeter must close and must also be described in the metes and bounds description.
- The location of the mapped Tidelands "Claim Line" (per the appropriate promulgated Tidelands Claim map) with the source of the line noted.
- The location of the current (and/or former) mean high water line (MHWL) as applicable and a description on how the MHWL was established (e.g., based on elevation measurements in relation to the nearest tide gauge information, direct on-site observations – if so, provide the date, time, and tide data when the observations were made). If the MHWL defines the outer perimeter of the parcel, then it must provide proper defined bearings and distances.
- Identify the condition and type of the current shoreline/MHWL (e.g., defended vs. undefended, eroded vs. stable, natural vs. bulkheaded, or rip-rap, sloped beach, vegetated, marsh, etc.).
- Clearly indicate the Tidelands claim area¹ proposed to be purchased from the State of New Jersey. If a portion of the claim area is currently flowed tidelands, then this area must be defined and labeled.

¹ Note: The claim area may not be the same as the "Claim Line" drawn from the promulgated map or the MHWL from a previous survey. Tidelands are all lands that are currently and formerly flowed by the mean high tide of a natural waterway. The Tidelands Claims maps include a disclaimer statement that "claim lines do not reflect the changes constantly occurring from the movement of land and water at the ocean's shore and elsewhere or the impact of additional data which may become available or useable after the maps were drawn". For example, the claim area may extend further inland to the current MHWL where the shoreline processes have changed (i.e., eroded since the Tidelands Claim map was promulgated and/or the shoreline has changed from previous surveys). If you have any questions were the current claim area is located, please contact the Bureau of Tidelands Management for guidance.

- The total square footage of the claim area. Separate total square footages are required for formerly flowed and currently flowed areas.
- The claim area depicted and the area called out in square feet rounded up to the whole foot. (This item is only applicable for an upland sweep grant.)
- Abutting blocks and/or lots, streets, waterways, and other relevant items.
- The location, boundary limits, and details (i.e. Liber, square footage) of any existing tidelands conveyances (such as grants, licenses, SNI's) on the subject property.
- All outshore structures are shown.
- The survey should not show extraneous survey details such including, but not limited to, soundings, elevations, and additional upland features (e.g. buildings, landscaping, walkways). Although these items may be appropriate for a typical permit plan, a Tidelands Survey should be clear of all such items.
- All lines that run to existing retaining walls, bulkheads, rip-rap, or other similar structure, are measured to the waterside face of the structure rather than to a point in the middle of the structure.
- For all grants, and lease surveys, provide a separate written metes and bounds description that matches the submitted survey defining the perimeter of the parcel being covered by the grant, or lease. The metes and bounds description must be revised any time survey revisions are made. The description must be on the survey company letterhead, as it will become an attachment to those documents that require a metes and bounds description.

Additional Requirements for Lease Applications:

- The total square footage of the actual area(s)/structure(s) being leased outlined with bearings and distances. These normally include the home/building and any associated decking.

Additional Requirements for License Applications:

- An as-built survey is required depicting the final location of the bulkhead. (This item is only applicable to bulkheads.)

***Upon application review by a Tidelands Bureau case manager, additional survey revisions may be required.*