New Tidelands Application
First, navigate to http://www.nj.gov/dep/online

Then, log in to NJDEP Online using the “Login to NJDEP Online” button.

NEW USERS

Click here to register for an account. You can find additional instructions on how to register by clicking “Registration Instructions”
Verify you have an appropriate version of your browser, then proceed by clicking the “Continue” button.
To start a new Tidelands application, select the “New Tidelands Application” button under service selection.

If the “New Tidelands Application” button does not appear under service selection, click the configure services button. Then, select the services you wish to appear in your workspace and confirm your selection by pressing the “OK” button at the bottom of the page.
Before you begin your new Tidelands application, please ensure that you read the directions on each page carefully and follow the instructions as they are written.

To begin your application, select the “Continue” button.
First, enter an Application/Project Name. Only fields marked by an asterisk (*) are required fields. However, users are encouraged to enter as much information as possible. When you are finished, press the “Continue” button.
Using the drop-down menus, select the appropriate options for your new Tidelands application. When all drop downs are completed for your application, press the “Continue” button.
First, enter the Address for the site where the proposed project will occur.
To find X coordinate, Y coordinate, Block and Lot, use the “Map Location” button. When using the “Map Location” tool, X and Y coordinates for the site will populate automatically. Users will have to manually enter the Block and Lot using the results from the tool.

The “Map Location” tool will find the X coordinate, Y coordinate, Block and Lot based on the address entered by the user.

Block and Lot information can be found on the map after selecting the “Map Location” button.
After entering the information for X coordinate, Y coordinate, Block and Lot, click the checkbox at the bottom of the page to certify the location of the proposed project, then click the “Continue” button.
Enter application details into the table provided. If you require additional rows, you can hit the “Add Row” button located underneath the table. Once you’ve finished, click the “Continue” button.

<table>
<thead>
<tr>
<th>Row</th>
<th>Application Type</th>
<th>Presently Planned/Formerly Planned</th>
<th>Unit</th>
<th>Quantity</th>
<th>Waterway</th>
<th>*Number of Ships</th>
<th>Potential Income (annual)</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Square feet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Carefully read each statement, then check the corresponding checkbox once you’ve read and agree to each statement. After checking each statement, select the “Continue” button.
Fill in all the required contact information for the application. Please note: users are required to fill in contact information for the Tidelands Applicant, Billing Contact, Property owner, and Agent. Users can switch fields by clicking the tabs.

When the user is finished entering contact information, they should save using the “Save” button, then select The “Continue” button.
Attachment Upload

Upload all required attachments for your application type. Users can select a file for each attachment requirement by selecting the “Choose File” button located in the table. Please note: users may see different attachment types based on the application they are applying for.

When all required files are attached, the user should press the “Continue” button to proceed.
Please certify that all the information provided for the application is correct. Users will be prompted to answer one of their security questions, then click “Submit”. Users should then enter the Certification PIN that was set when the user account was created. After entering their PIN, users should select the “Certify” button to continue to payment.