

New Tidelands Application



NEW JERSEY
DEPARTMENT OF
ENVIRONMENTAL
PROTECTION

Log Into NJDEP Online

Governor Phil Murphy • Lt. Governor Sheila Oliver
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STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION

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njdep online
your portal to e-government services

Welcome to New Jersey Department of Environmental Protection's Online Business Portal

The NJDEP Online system can be accessed via the myNewJersey Portal at <https://www.nj.gov> or accessed directly from this page by selecting "Log in to NJDEP Online". You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

NJDEP Online offers 2 different types of services, Non-registered and Registered:

- 1 Non-registered Services** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
 - [Pay a Paper Invoice](#) (Certain invoice types are not available for online payment)
 - [Documents and Forms](#)
 - [Pay for a License](#)
 - [Pesticide Product Registration](#)
 - [Saltwater Angler Registration](#)
 - [Request a Waiver](#)
 - [Vehicle Registration Add-on/Modification](#)
 - [Vehicle Registration Renewal](#) (Recommended renewal method for companies with 30 or fewer vehicles)
- 2 Registered Services** require users to create a NJDEP Online and myNewJersey account:
 - [View Registered Services](#) (You must be logged in to use these services)

Already a Registered User?

[Login to NJDEP Online](#)

Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees.

[Forgot your password?](#)

New User?

Please read the following instructions carefully before continuing:
[Registration Instructions](#) (PDF - 1.27MB)

[Request Access to NJDEP Online](#)

For use with Microsoft Internet Explorer 11, Mozilla Firefox 34 or later or Google Chrome 33 or later.

For optimal performance, it is advised to maintain only one browser window or tab when using NJDEP Online.

What's New

NOTICE:
LSRPs: The CID has been updated to version 1.5.1 to address upload problems. Email CID versions 1.3, 1.4 or 1.5 to srcidconversion@dep.nj.gov to get a converted copy of the latest version, 1.5.1, which is the only version that may be uploaded.

First, navigate to

<http://www.nj.gov/dep/online>

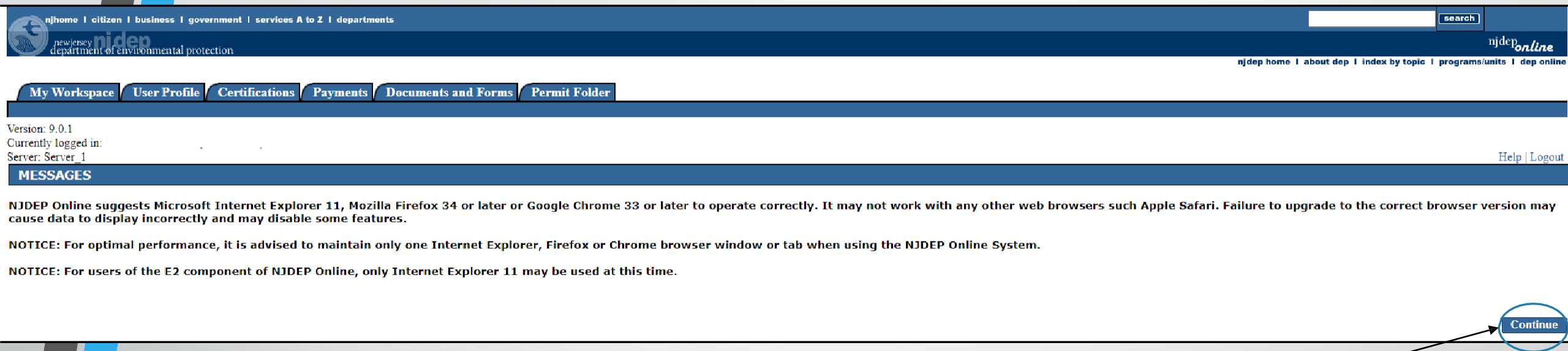
Then, log in to NJDEP Online using the "Login to NJDEP Online" button.

NEW USERS

Click here to register for an account. You can find additional instructions on how to register by clicking "[Registration Instructions](#)"



Navigate To Workspace



The screenshot shows the NJDEP Online interface. At the top, there is a navigation bar with links: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#). Below this is a search bar with a [search](#) button. The NJDEP logo is on the left, and [njdep online](#) is on the right. A secondary navigation bar contains buttons for [My Workspace](#), [User Profile](#), [Certifications](#), [Payments](#), [Documents and Forms](#), and [Permit Folder](#). Below the buttons, it displays 'Version: 9.0.1', 'Currently logged in:', and 'Server: Server_1'. A 'MESSAGES' section contains a warning about browser compatibility and two notices. A 'Continue' button is circled in blue on the right side.

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[search](#)

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MESSAGES

NJDEP Online suggests Microsoft Internet Explorer 11, Mozilla Firefox 34 or later or Google Chrome 33 or later to operate correctly. It may not work with any other web browsers such Apple Safari. Failure to upgrade to the correct browser version may cause data to display incorrectly and may disable some features.

NOTICE: For optimal performance, it is advised to maintain only one Internet Explorer, Firefox or Chrome browser window or tab when using the NJDEP Online System.

NOTICE: For users of the E2 component of NJDEP Online, only Internet Explorer 11 may be used at this time.

[Continue](#)

Verify you have an appropriate version of your browser, then proceed by clicking the "Continue" button.



Start a New Tidelands Application

To start a new Tidelands application, select the “New Tidelands Application” button under service selection.

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Division of Land Use Regulation

- [Apply for Land Use General Permit-by-Certification](#)
- [Apply for a Land Use Authorization or Permit](#)
- [Apply for or Revise a Letter of Interpretation](#)
- [Renew Tidelands License](#)
- [Tidelands License Ownership Change](#)
- [New Tidelands Application](#)
- [Submit Additional Information for a Land Use Authorization or Permit](#)
- [Submission Approval Area \(FSS\)](#)

[Configure Services](#)

Division of Land Use Regulation

- ☒ Apply for Land Use General Permit-by-Certification
- ☒ Apply for a Land Use Authorization or Permit
- ☒ Apply for or Revise a Letter of Interpretation
- ☒ Renew Tidelands License
- ☒ Tidelands License Ownership Change
- ☒ New Tidelands Application
- ☒ Submit Additional Information for a Land Use Authorization or Permit
- ☒ Submission Approval Area (FSS)

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.



Instructions

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Currently logged in: Jonathan Bernstein (JBERNSTE)

Server: Server_1

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INSTRUCTIONS

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Please Note

You may click on a previously visited page (above) to navigate back to that screen.

Welcome to the NJDEP's electronic portal for the Bureau of Tidelands Management. Through this online service you will be able to submit a New Tidelands application.

For every application you are required to upload certain documents including but not limited to a Survey of the project/property and an Application Support letter describing the purpose for the application. Most applications will also require a copy of the recorded property deed. For more information or to access copies of these forms please visit <https://www.nj.gov/dep/landuse/forms.html> and click the Tidelands Program tab.

Please click Continue at the bottom right of the screen to begin. If at any time you wish to go back to a previous screen, **DO NOT HIT THE BACK BUTTON**. Click on the tab for the specific screen you wish to revisit. If you need to exit or close the program, you will be able to access the information on the "My Workspace" screen.

Continue

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.



Application Name

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APPLICATION NAME

Please provide an application name. This name will be used to identify the application in the Department's database.

Be as precise as possible. Enter data in all capital letters, with last name followed by first name. Do not use punctuation (commas, periods, apostrophes, etc.), however dashes and hyphens are acceptable.

- For Individuals or Homeowners, Organizations, Public Entities, Road and Bridge projects or more information including examples, please see the complete instructions for naming applications (https://www.nj.gov/dep/landuse/download/lur_055.pdf).

***Application/Project Name:**

Project/Site Description:

** Required*

[Continue](#)

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Please Note

You may click on a previously visited page (above) to navigate back to that screen.

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.



Application Type

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APPLICATION TYPE

Please use the drop downs to select the type of application you wish to submit. When finished click Continue at the bottom of the screen. If you wish to go back to a previous screen, click on the tab on the left for the specific screen/step you wish to revisit. **DO NOT HIT THE BACK BUTTON.**

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- Please Note**
You may click on a previously visited page (above) to navigate back to that screen.

Application Type:

Is this application for aquaculture, dredging, or an offshore energy project in any of the following waterbodies?

- Arthur Kill River
- Atlantic Ocean
- Delaware Bay
- Delaware River including Logan Twp (Gloucester County) and points south
- Hudson River
- Kill Van Kull River
- Raritan Bay
- Sandy Hook Bay
- Upper New York Bay

Are you applying as an organization or an individual?

Are you the current property owner applying jointly with the former property owner?

Is this application on behalf of a Condo Association?

Are there any records for Tidelands on this property?

Have you ever received a Land Use Permit?

[Continue](#)

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.



Site Information

First, enter the Address for the site where the proposed project will occur.

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SITE INFORMATION

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*Location Address:

*Line 1:

Line 2:

Line 3:

*City:

*State:

*Zip Code:

New Jersey

*County:

Select a county

or

Multi-County:

☐

*Municipality:

Select a municipality

or

Multi-Municipality:

☐

If you have checked the multi-municipality or multi-county box, a primary municipality and county where the project is located is required before you can advance to the next screen.

or

Location Description:

--

Please Note

You may click on a previously visited page (above) to navigate back to that screen.



Site Information

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.

Coordinates:

X Coordinate	Y Coordinate	Coordinate System
420956.67	505465.67	01 - NJ State Plane (NAD83) - USFEET

The X,Y coordinates must be in the New Jersey State Plane, NAD 83 (ft.), Coordinate System and must directly correspond to the County and the Municipality information you have provided in the top right data fields on this screen.

If you do not know the X,Y coordinates of the property, you may be able to obtain them using one of the following methods:

1. Adding as much information into the "Location Address" above, and/or the first row of the "Block and Lot" table below, and clicking the "Map Location" button.
2. Clicking the "Launch NJGeoWeb" button and interacting with that application to determine a set of coordinates.
3. Interacting with the map below to zoom into your desired location. When you have found your location, click the "Undo Location" button, click on the map at the center of the site or the center of the facility (moves the red X mark to the center of the map), and then click on the "Set Location" button.

***Block and Lot:**

☐ I certify that a valid block/lot combination does not apply.

Row	*Block	*Lot	*County	*Municipality	Map	Remove
1	1302	8	Mercer	Trenton City		

[Add Row](#) [Add Range](#)

Note: If there is more than one block and/or lot associated with the application, click the Add Row button. If you have the same Block with multiple consecutive Lots, click Add Range. Each block and/or lot must have its own entry line. Only the first Block and Lot listed will be mapped below.

Note: If there are no valid Block and Lots, and you selected Multi-Municipality and/or Multi-County checkbox above, a new row should be added for each municipality and county where the proposed project will take place. Add "NA" to each block and lot field for these new rows if not auto populated.

After entering valid location information above, click the Map Location button to update the map below.

If you need to verify the correct location of the property, click "Launch NJGeoWeb" button.

[Map Location](#) [Launch NJGeoWeb](#) [Clear All Fields](#)

Coordinate Selection

Use the "Map Tool" along the left side of the map to zoom in to the specific location of your Facility. If the site location is incorrect:

1. Click the "Undo Location" button.
2. Click on the correct site location.
3. Click the "Set Location" button to set the point as the location.
4. Upon clicking "Set Location" the X and Y Coordinate information associated with your site will automatically be updated.

Coordinates - Easting (X): 420956.67 Northing (Y): 505465.67
County: MERCER Municipality: Trenton City
Block: 1302 Lot: 8 FAMS_PIN: 1111_1302_8

Legend

- Selected Location (Red cross)
- Parcels (Block and Lot) (Blue outline)
- Municipalities (Green outline)
- Counties (Red outline)
- State Boundary (Black outline)

Bucks County, PA, Mercer County, NJ, State of New Jersey, Esri, HERE, Garmin, INCREMENT P, NOAA, USGS | Powered by Esri



Site Information

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.

Location Confirmation

Verify the location of the Site of this Tidelands application.

☒ I hereby certify that the location of the proposed project for which I am submitting this application is the same as the information provided above.

Continue



Application Details

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.

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Please use the drop down to choose the type of application you are applying for and enter all required information in the boxes below. If there is more than one entry needed, click Add Row and enter the new information. If an additional row was added in error, click the Red Circle X to remove it.

Click Continue when complete. If you wish to go back to a previous screen, click the tab on the left for the specific screen/step you wish to revisit. **DO NOT HIT THE BACK BUTTON.**

Row	*Application Type	*Presently Flowed/Formerly Flowed	*Unit	*Quantity	*Waterway	*Number of Slips	*Potential Income (annual)	Remove
1			Square Feet					

Add Row

Continue

Please Note
You may click on a previously visited page (above) to navigate back to that screen.



Application Certification

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.

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Currently logged in: Jonathan Detsch (JDETSCH)
Server: Server_1

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APPLICATION CERTIFICATION

You are required to certify to all of the following statements in order to proceed with this application.

☒ I hereby certify that this application is associated with the address entered on the Site Information screen.

☒ I certify that I am the current owner of the subject property or that I have obtained written permission from the owner granting permission to submit this application to the Department of Environmental Protection. I will maintain and provide a copy of this written permission upon request.

☒ I certify that all structures and/or fill associated with this property are legally existing. To qualify as legally existing, all structures and/or fill must either be covered by a valid Waterfront Development Permit and/or be visible on the State's 1977 aerial photography in the same footprint as they exist today.

☒ I certify that I understand that the State of New Jersey maintains the right to revoke a tidelands instrument for any reason as set forth in N.J.S.A. 12:3-10 and 13:1B-13.

☒ I certify that I will abide by all terms and conditions contained in the tidelands instrument.

☒ The Bureau of Tidelands Management has the right to place a Notice of Action on the property if the applicant/property owner fails to maintain the appropriate tidelands instrument. A Notice of Action acts as a lien and is meant to memorialize an action of the Tidelands Resource Council affecting the title to real property, and is recorded pursuant to N.J.S.A. 46:26A-1 et. seq.

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Please Note
You may click on a previously visited page (above) to navigate back to that screen.



Contacts

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.

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Server: Server_1

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Contacts

Please enter the contact information for each of the required tabs below. This information may differ from the physical location of the site. If there is more than one property owner, select the drop down at the bottom of the screen and click Add Contact. Up to 4 additional property owners can be added.

Click Continue when complete. If you wish to go back to a previous screen, click the tab on the left for the specific screen/step you wish to revisit. **DO NOT HIT THE BACK BUTTON.**

1. Tidelands Applicant 2. Billing Contact 3. Property Owner 4. Agent

1. Tidelands Applicant

Note: Selecting an option below will replace all information for this contact.
Insert From Existing Contact(s)...

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

*First Name:
*Middle Initial:
*Last Name:
*Title:
*E-Mail Address:
*Confirm E-Mail:
*Organization Name:
*Organization Type:

*Address Line 1:
*Address Line 2:
*Address Line 3:
*County:
*City:
*State/Country:
*Zip Code:

☐ Save to My Favorite Contacts

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Number

Available Contact Types... Add Contact

Note: Please enter contact information on ALL required before clicking Continue to delete Agent or extra Property Owner Contact tab, click on the red "X" in the tab

<< Previous Next >> Save Continue

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.

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ATTACHMENT UPLOAD

There are required attachments marked with an (asterisk (*)) as well as some optional attachments listed below. For each row, click the button under the "Upload File Name" column to search for the file you wish to attach. A green check will appear under the "Status" column when the upload is successful.

If the attachment is not listed or you wish to add a different document than what is shown, click the Add Attachment dropdown list on the bottom left to add the additional files.

If you wish to remove an uploaded file or a file was uploaded by mistake, click the corresponding red circle with an X under the "Remove" column. You can also remove a row with an optional attachment by clicking the corresponding X. You are not allowed to remove rows with required attachments.

For additional service-specific instructions, click the link "How do I upload a File?" below.

Once you uploaded all required and any optional files, click Continue. If you wish to go back to a previous screen, click the tab on the left for the specific screen/step you wish to revisit. **DO NOT HIT THE BACK BUTTON.**

Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	Status	File Size (MB)	Remove
*Organization Data Form	Organization Data Form	pdf, doc, docx, xls, xlsx, rtf, gif, jpg, png, tif, zip, txt	<div>Choose File</div> No file chosen		0	<div></div>
*Application Support Letter	Application Support Letter	pdf, doc, docx, xls, xlsx, rtf, gif, jpg, png, tif, zip, txt	<div>Choose File</div> No file chosen		0	<div></div>
*Property Survey	Property Survey	pdf, doc, docx, xls, xlsx, rtf, gif, jpg, png, tif, zip, txt	<div>Choose File</div> No file chosen		0	<div></div>
*Written Description of Project	Written Description of Project	pdf, doc, docx, xls, xlsx, rtf, gif, jpg, png, tif, zip, txt	<div>Choose File</div> No file chosen		0	<div></div>
Recorded Deed	Recorded Deed	pdf, doc, docx, xls, xlsx, rtf, gif, jpg, png, tif, zip, txt	<div>Choose File</div> No file chosen		0	<div></div>
Waterfront Development Permit	Waterfront Development Permit	pdf, doc, docx, xls, xlsx, rtf, gif, jpg, png, tif, zip, txt	<div>Choose File</div> No file chosen		0	<div></div>
Permission from Upland Owner	Permission from Upland Owner	pdf, doc, docx, xls, xlsx, rtf, gif, jpg, png, tif, zip, txt	<div>Choose File</div> No file chosen		0	<div></div>
Total Uploaded:					0 MB	

* Required

How do I upload a File?

Add Attachment...

Add Attachment

Continue

When all required files are attached, the user should press the "Continue" button to proceed.



Certification

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.

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Please Note

You may click on a previously visited page (above) to navigate back to that screen.

SERVICE CERTIFICATION

Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

WARNING: After clicking "Certify" a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

Certification by Access Type: General

Service ID	Submittal Type	Creation Date	View
1069445	Division of Land Use Regulation - New Tidelands Application - New Tidelands Application	10/27/2021	

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party: Jonathan

User ID of Certifying Party: JBERNSTE

Challenge/Response Question

Prior to certifying your submission, you must answer the following Question correctly:

*Something you always wanted to do?

(Not Case Sensitive)

Submit

Cancel

Forgot Challenge Q/A

Certification PIN

*Certification PIN:

(Case-Sensitive)

* Required

Certify

Forgot Certification PIN

Cancel