



New Jersey Department of Environmental Protection
Land Use Management Program
Division of Land Use Regulation
PUBLIC NOTICE

SECTION A. SITE INFORMATION

Applicant's Name: _____
Street Address: _____
Municipality: _____ County: _____ Zip Code: _____
Blocks and Lots: _____

SECTION B. STANDARD NOTICE REQUIREMENTS

Except as provided at item 6 below, public notice of the application shall be provided no more than 30 calendar days prior to submitting the application and no later than the date the application is submitted to the Department.

1. Public notice is required for all of the following (*check all that apply*):

- ☐ A flood hazard area general permit authorization (except general permit 1)
- ☐ A flood hazard area individual permit
- ☐ A flood hazard area verification
- ☐ A coastal general permit authorization
- ☐ A CAFRA individual permit
- ☐ An in-water waterfront development individual permit
- ☐ An upland waterfront development individual permit
- ☐ A coastal wetlands individual permit
- ☐ A freshwater wetlands individual permit
- ☐ A freshwater wetlands transition area waiver
- ☐ A freshwater wetlands general permit authorization (except general permit 15)
- ☐ A freshwater wetlands general permit 15 (**please skip to [Section C](#)**)

2. Has a copy of the entire application been sent to the municipal clerk of each municipality in which the proposed activity or project is located? ☐ Yes ☐ No

Note: For electronic submissions, the application consists of a description of the project, which must include the lot and block, municipality, and county, the specific permit(s)/authorization(s) being sought, and all items that will be uploaded to the submission service, including all required items on the applicable application checklist(s).

If "**Yes**," did you attach a copy of the certified United States Postal Service white mailing receipt, or other written receipt, and a copy of any letter sent with the application to this form? ☐ Yes ☐ No

3. Have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to the all following applicable agencies? ☐ Yes ☐ No

- The construction official of each municipality in which the site is located
- The environmental commission, or other government agency with similar responsibilities, of each municipality in which the site is located
- The planning board of each municipality in which the site is located
- The planning board of each county in which the site is located

If "**Yes**," did you attach **both** of the following to this form? ☐ Yes ☐ No

- A copy of the certified United States Postal Service white mailing receipt or other written receipt
- A copy of the notice letter

4. Is the application for a coastal permit for an activity within the 12-mile circle with Delaware, as described at N.J.A.C. 7:7-1.2(c), or within 200 feet of the 12-mile circle? ☐ Yes ☐ No
- If "Yes," have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to the State of Delaware, Department of Natural Resources & Environmental Control, Delaware Coastal Management Program, 89 Kings Highway, Dover, DE 19901? ☐ Yes ☐ No
- If "Yes," did you attach **both** of the following to this form? ☐ Yes ☐ No
- A copy of the certified United States Postal Service white mailing receipt or other written receipt
 - A copy of the notice letter
5. Is the application for a waterfront development individual permit to install a submarine cable in the ocean or to perform sand mining in the ocean? ☐ Yes ☐ No
- If "Yes," have you submitted a description of the project, the specific permit(s)/authorization(s) being sought, and a copy of the NOAA nautical chart showing the proposed cable route or the limits of the proposed sand mining area to **all** of the following entities? ☐ Yes ☐ No
- Garden State Seafood Association
 - National Fisheries Institute
 - North Atlantic Clam Association
 - Rutgers Cooperative Extension
 - New Jersey Shellfisheries Council
 - New Jersey Marine Fisheries Council
6. Does the application include a CAFRA individual permit? ☐ Yes ☐ No
- If "No," skip to Question 7.
- If "Yes," has newspaper notice, consisting of a legal notice or display advertisement, been published in the official newspaper of the municipality in which the site is located or a newspaper of general circulation in the municipality? ☐ Yes ☐ No
- If "Yes," did you attach a copy of the published newspaper notice, the date of publication, and the name of the newspaper to this form? ☐ Yes ☐ No
- If "No," did you verify that a newspaper notice, consisting of a legal notice or display advertisement, will be published in the official newspaper of the municipality in which the site is located or a newspaper of general circulation in the municipality no more than **10 calendar days** after the application is submitted to the Department? ☐ Yes ☐ No
- Note:** A copy of the published newspaper notice, the date of publication, and the name of the newspaper must be submitted to the Department within this timeframe.
7. Does the application include one or more of the activities listed below (**other than those proposed in a freshwater wetlands individual permit application**)? ☐ Yes ☐ No
- A delineation of one-half mile or longer of a regulated water
 - A mosquito control activity subject to flood hazard general permit 2
 - A linear project of one-half mile or longer
 - A shore protection development, including beach nourishment, beach and dune maintenance, or dune creation of one-half mile or longer
 - A public development on a site of 50 acres or more
 - An industrial or commercial development on a site of 100 acres or more
 - A project to remove sediment or debris from a channel of one-half mile or longer
 - Maintenance dredging of a State navigation channel of one-half mile or longer
 - A trail or boardwalk of one-half mile or longer subject to a freshwater wetlands general permit or transition area waiver

If you answered "**No**," to question 7:

Have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to all owners of real property, including easements, located **within 200 feet of the property boundary of the site**? ☐ Yes ☐ No

If "**Yes**," did you attach **all** of the following to this form? ☐ Yes ☐ No

- A copy of the certified United States Postal Service white mailing receipt or other written receipt
- A copy of the notice letter
- A certified list of all owners of real property, including easements, within 200 feet of the property boundary, prepared by the municipality with a date of certification no earlier than one year prior to the date of the application

If you answered "**Yes**," to question 7, answer questions I. and II. below:

I. Have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to all owners of property, including easements, **within 200 feet of any proposed above-ground structure**? ☐ Yes ☐ No

If "**Yes**," did you attach **all** of the following to this form? ☐ Yes ☐ No

- A copy of the certified United States Postal Service white mailing receipt or other written receipt
- A copy of the notice letter
- A certified list of all owners of real property, including easements, within 200 feet of the property boundary, prepared by the municipality with a date of certification no earlier than one year prior to the date of the application

II. For all applications, **except CAFRA individual permits**, has newspaper notice, consisting of a legal notice or display advertisement been published in the official newspaper of the municipality in which the site is located or a newspaper of general circulation in the municipality? ☐ Yes ☐ No

If "**Yes**," did you attach a copy of the published newspaper notice, the date of publication, and the name of the newspaper to this form? ☐ Yes ☐ No

8. Will the proposed activity or project disturb 5,000 square feet of land or more? ☐ Yes ☐ No

If "**Yes**," have both a notice letter, including a brief description of the proposed activity or project, and a legible copy of the site plans been sent to the local Soil Conservation District? ☐ Yes ☐ No

If "**Yes**," did you attach a copy of the certified United States Postal Service white mailing receipt or other written receipt **and** a copy of the notice letter to this form? ☐ Yes ☐ No

9. Is the proposed activity or project located within the Pinelands Area as designated under the Pinelands Protection Act at N.J.S.A. 13:18A-11(a)? ☐ Yes ☐ No

If "**Yes**," you are also required to complete **Section D** of this form.

10. Does the application include a freshwater wetlands individual permit application? ☐ Yes ☐ No

If "**No**," skip to Question 11.

If "**Yes**," does the proposed project involve more than 10 acres of fill? ☐ Yes ☐ No

If "**Yes**," has newspaper notice been published in a newspaper with regional circulation in the region in which the site is located? ☐ Yes ☐ No

If "**Yes**," did you attach a copy of the published newspaper notice, the date of publication, and the name of the newspaper to this form? ☐ Yes ☐ No

If "**No**," has newspaper notice consisting of a legal notice or display advertisement been published in the official newspaper of the municipality in which the site is located or a newspaper of general circulation in the municipality? ☐ Yes ☐ No

If "**Yes**," did you attach a copy of the published newspaper notice, the date of publication, and the name of the newspaper to this form? ☐ Yes ☐ No

11. Does the application include a flood hazard individual permit based on a hardship exception? ☐ Yes ☐ No
- If "Yes," do all notice letters and published newspaper notices attached to this form (under questions 3, 4, 7, and 8 above, as applicable) include a description of the nature of the hardship as well as the citation and subject matter of each requirement for which the hardship exception is being requested? ☐ Yes ☐ No

SECTION C. FRESHWATER WETLANDS GENERAL PERMIT 15

This section only applies to applications that include a freshwater wetlands general permit 15.

1. Is the applicant a Federal agency conducting activities on Federal land? ☐ Yes ☐ No
- If "Yes," public notice is not required for this activity.
2. Has a display advertisement describing the proposed activities, at least four column inches in size, been published in a newspaper with local circulation (including the municipality) and in a newspaper with regional circulation (including the county)? ☐ Yes ☐ No
- If "Yes," did you attach a copy of the published newspaper notices, the dates of publication, and the names of the newspapers to this form? ☐ Yes ☐ No

SECTION D. PINELANDS

This section only applies to applications where the proposed activity or project is located within the Pinelands Area as designated under the Pinelands Protection Act at N.J.S.A. 13:18A-11.a.

1. Does the application include a flood hazard general permit or individual permit? ☐ Yes ☐ No
- If "Yes," has a description of the project, including the lot and block, municipality, county, and specific permit(s)/authorization(s) being sought, been sent to the New Jersey Pinelands Commission? ☐ Yes ☐ No
- If "Yes," did you attach a copy of the certified United States Postal Service white mailing receipt or other written receipt and a copy of any letter provided with the project description to this form? ☐ Yes ☐ No
2. Does the application include a coastal general permit or individual permit? ☐ Yes ☐ No
- If "Yes," has a copy of the entire application been sent to the New Jersey Pinelands Commission? ☐ Yes ☐ No
- Note: For electronic submissions, the application consists of a description of the project, which must include the lot and block, municipality, and county, the specific permit(s)/authorization(s) being sought, and all items that will be uploaded to the submission service, including all required items on the applicable application checklist(s).
- If "Yes," did you attach a copy of the certified United States Postal Service white mailing receipt or other written receipt and a copy of any letter provided with the application to this form? ☐ Yes ☐ No
3. Is the application solely for a freshwater wetlands general permit(s)? ☐ Yes ☐ No
- If "Yes," do not submit the application to the Department. Submit the application to the New Jersey Pinelands Commission.