



COASTAL ZONE MANAGEMENT APPLICATION CHECKLIST

CAFRA Individual Permit

CALL NJDEP AT (609) 777-0454 IF YOU HAVE ANY QUESTIONS

All applications for a CAFRA individual permit **must** be submitted electronically through the submission system at <https://njdeponline.com>. Follow the registration process and create an account. To apply, select the service "Apply for a Land Use Permit or Authorization."

For more information on submitting an electronic application, visit <https://dep.nj.gov/wlm/eservices/lrp-eservices/#lup>

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1. A completed [Property Owner Certification form](#)
 - Acceptable file formats include pdf, jpg, and png.

2. Public notice:

A completed [Public Notice form](#). All documentation necessary to demonstrate that notice of the application has been provided in accordance with N.J.A.C. 7:7-24 must be attached to the form (see below for details).

- Acceptable file formats include pdf, jpg, and png.

Documentation of public notice is required as follows:

- i. Notice to municipal clerk (N.J.A.C. 7:7-24.3(a))

A copy of the entire application, as submitted to the Department, must be provided to the municipal clerk in each municipality in which the site is located. The application consists of a description of the project, the specific permit(s)/authorization(s) being sought, and all items that will be uploaded to the online service, including all required items on this checklist.

- Documentation of compliance with this requirement shall consist of a copy of the certified United States Postal Service white mailing receipt, or other written receipt, for each copy of the application sent.

- ii. Notice to governmental entities and property owners (N.J.A.C. 7:7-24.3(b) and (c))

A brief description of the proposed project, a legible copy of the site plan, and the form notice letter described at N.J.A.C. 7:7-24.3(d)1iii must be sent to the following recipients:

- A. The construction official of each municipality in which the site is located;
- B. The environmental commission, or other government agency with similar responsibilities, of each municipality in which the site is located;
- C. The planning board of each municipality in which the site is located;
- D. The planning board of each county in which the site is located;
- E. The local Soil Conservation District if the regulated activity or project will disturb 5,000 square feet or more of land;

F. The Delaware Coastal Management Program if the activity is within the 12-mile circle with Delaware or is within 200 feet of the 12-mile circle; and

G. Adjacent property owners:

If the application is for one of the following projects (listed at N.J.A.C 7:7-24.3(c)1-5), notice shall be sent to all owners of real property, including easements, located within 200 feet of any proposed above-ground structure that is part of the proposed development, such as a pumping station, treatment plant, groin, bulkhead, revetment or gabion, or dune walkover:

- 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 project on a site of 50 acres or more
- An industrial or commercial project on a site of 100 acres or more
- Maintenance dredging of a State navigation channel of one-half mile or longer

For any other project, notice shall be sent to all owners of real property, including easements, located within 200 feet of the site of the proposed regulated activity.

The owners of real property, including easements, shall be those on a list that was certified by the municipality, with a date of certification no more than one year prior to the date the application is submitted.

- Documentation of compliance with this requirement shall consist of:
 1. A copy of the certified United States Postal Service white mailing receipt for each public notice that was mailed, or other written receipt;
 2. A certified list of all owners of real property, including easements, located within 200 feet of the property boundary of the site (including name, mailing address, lot, and block) prepared by the municipality for each municipality in which the project is located. The date of certification of the list shall be no earlier than one year prior to the date the application is submitted to the Department; and
 3. A copy of the form notice letter.
- The form notice letter required under N.J.A.C. 7:7-24.3(d)1iii shall read as follows:

"This letter is to provide you with legal notification that an application for a CAFRA individual permit <<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Resource Protection for the development shown on the enclosed plan(s). A brief description of the proposed project follows: <<INSERT DESCRIPTION OF THE PROPOSED PROJECT>>

The complete permit application package can be reviewed at either the municipal clerk's office in the municipality in which the site subject to the application is located, or by appointment at the Department's Trenton Office. Either a 30-day public comment period or public hearing will be held on the application in the future. Individuals may request a public hearing on the application within 15 calendar days of the date of receiving this letter. Requests for a public hearing shall be sent to the Department at the address below and shall state the specific nature of the issues to be raised at the hearing:

*New Jersey Department of Environmental Protection
Division of Land Resource Protection
P.O. Box 420, Code 501-02A
Trenton, New Jersey 08625
Attn: (Municipality in which the property is located) Supervisor"*

iii. Newspaper notice (N.J.A.C. 7:7-24.5)

Newspaper notice, in the form of a legal notice or display advertisement in the official newspaper of the municipality(ies) in which the project site is located, or if no official newspaper exists, in a newspaper with general circulation in the municipality(ies), is required to be published **within 10 days of submitting your application.**

- If newspaper notice is published prior to submitting your application, include documentation with the application. If published after the application is submitted, submit documentation to the Department when the notice is published. Documentation of newspaper notice shall consist of:
 1. A copy of the published newspaper notice; and
 2. The date and name of the newspaper in which notice was published.
- The newspaper notice may be either a legal notice or display advertisement and must read as follows:

“Take notice that an application for a CAFRA individual permit<<has been/will be>> submitted to the New Jersey Department of Environmental Protection, Division of Land Resource Protection for the development described below:

APPLICANT:

PROJECT NAME:

PROJECT DESCRIPTION:

PROJECT STREET ADDRESS:

BLOCK: LOT:

MUNICIPALITY: COUNTY:

The complete permit application package can be reviewed at either the municipal clerk’s office in the municipality in which the site subject to the application is located, or by appointment at the Department’s Trenton Office. Either a 30-day public comment period or public hearing will be held on the application in the future. Individuals may request a public hearing on the application within 15 calendar days of the date of this notice. Requests for a public hearing shall be sent to the Department at the address below and shall state the specific nature of the issues to be raised at the hearing:

*New Jersey Department of Environmental Protection
Division of Land Resource Protection
P.O. Box 420, Code 501-02A
501 East State Street
Trenton, New Jersey 08625
Attn: (Municipality in which the property is located) Supervisor”*

iv. Notice for projects located in the Pinelands Area

For a project in the Pinelands Area as designated by as designated under the Pinelands Protection Act at N.J.S.A. 13:18A-11(a), documentation showing that a copy of the entire application has been provided to the New Jersey Pinelands Commission. The application consists of a description of the project, the specific permit(s)/authorization(s) being sought, and all items that will be uploaded to the online service, including all required items on this checklist.

Note that additional notice is required for the public comment period and, as applicable, public hearing, scheduled by the Department under N.J.A.C. 7:7-26.4 and 26.5, during the Department’s review of the application.

3. Application fees:

The appropriate application fee, as specified in N.J.A.C. 7:7-25.1, payable through the online service via credit card or e-check, or to receive a bill, select "Bill Me" on the payment screen. Bills will be sent to the Fee Billing Contact identified in the service and must be paid directly to the Department of Treasury.

4. Site plans:

All site plans must include the scale of the site plans, a north arrow, the name of the person who prepared the plans, date the site plans were prepared, and the applicant's name and the block, lot, and municipality in which the site is located. In addition, the site plans shall include the following information, both on and adjacent to the site:

- i. Existing features such as lot lines, structures, land coverage, and vegetation;
 - ii. All proposed regulated activities such as changes in lot lines; the size, location, and details of any proposed structures, roads, or utilities; details of any clearing, grading, filling, and excavation; the location and area of any riparian zone vegetation that will be disturbed; cross-sections of regulated waters or water control structures being analyzed; and the anticipated limits of disturbance;
 - iii. Topography:
 - A. Existing and proposed topography where necessary to demonstrate that the proposed regulated activity or project meets the requirements of this chapter. All topography must reference NGVD or include the appropriate conversion factor to NGVD.
 - iv. Tidelands:
 - A. The limits of any existing or proposed tidelands instrument;
 - v. Soil erosion and sediment control:
 - A. Details of any proposed soil erosion and sediment control measures.
 - vi. Water information:
 - A. For all applications, as applicable: The mean high, mean low, and spring high water lines of any tidal waters, water depths, and location of navigation channels.
 - B. Where the regulated activity is the construction of a dock, pier, or mooring area, the site plan must show the location and orientation of the proposed mooring area(s), the water depths at mean low water within the mooring area(s), and cross sections of the dock including the height and width of the structure over the water and crossing wetlands. Except for docks proposed within lagoons, the site plan must also depict water depths at mean low water for a distance of at least 100 feet waterward of the dock. The site plan must include the method, date, and time of all soundings;
 - C. For dredging activities, the area to be dredged, existing and proposed water depths at mean low water, the water depths at mean low water adjacent to the area to be dredged, the amount of material to be dredged, the method of dredging, the location of the dredged material dewatering and placement site, including the municipal block and lot, and the means of containing the dredged material;
 - vii. The upper and lower limits of all special areas, as described at N.J.A.C. 7:7-9. For the purposes of this requirement, "upper" refers to the upland or landward limit and "lower" refers to the waterward limit of the special area; and
 - viii. The location of any existing or proposed public access to lands and waters subject to public trust rights as set forth at N.J.A.C. 7:7-9.48.
- Acceptable file formats include pdf and zip. Site plans must be certified in accordance with N.J.A.C. 7:7-23.2(j) and prepared according to the Department's [site plan specifications](#) for electronic site plans. All plans must be digitally signed and sealed by a New Jersey licensed professional engineer, surveyor,

or architect, as appropriate, pursuant to N.J.A.C. 13:40-7.2 through 7.4, with signatures and seals that meet the requirements of N.J.A.C. 13:40-8.1A. Site plans with electronic signatures, such as scans of site plans with a handwritten signature, will not be accepted.

NOTE: In accordance with N.J.A.C. 7:7-23.3(h), an applicant may elect to prepare his or her own plan if both of the following are true: (1) the applicant proposes an activity in a man-made lagoon, or the applicant proposes the construction of a single-family home or duplex or an accessory development located landward of the mean high water line, such as a patio, garage, or shed on his or her own property for his or her own use, and (2) the proposed regulated activity or project is one for which no survey, topography, or calculations are necessary to demonstrate the requirements of N.J.A.C. 7:7 are met.

5. Photographs:

- i. Color photographs depicting the entire project area; and
 - ii. A photo location map showing the location and direction from which each photograph was taken.
- Acceptable file formats include pdf, doc, docx, jpg, zip, ppt, and pptx.

6. An Environmental Impact Statement (EIS) prepared in accordance with N.J.A.C. 7:7-23.6(b) that:

- i. Describes in narrative form:
 - A. The proposed development or activity;
 - B. The characteristics of the site and the surrounding region; and
 - C. The location of all proposed regulated activities, potential impacts from the construction process, and, as applicable the operation of the development after completion; and
 - D. Any anticipated impacts of the proposed activity or project, including any monitoring or reporting methods that will be used.
 - For an application for an individual permit for the construction of wind turbines for which, in accordance with the energy facility use rule at N.J.A.C. 7:7-15.4, pre- and/or post-construction monitoring is required, include the proposed monitoring methodology (see Technical Manual for Evaluating Wildlife Impacts of Wind Turbines Requiring Coastal Permits, available at <https://dep.nj.gov/wlm/maps/>).
 - ii. Discusses the applicability of the Coastal Zone Management rules to the proposed development, including a detailed statement of compliance with each rule applicable to the type of development proposed. Where the applicant believes a rule otherwise applicable to the type of development proposed does not apply, the applicant shall explain the reasons why the rule does not apply to the applicant's development;
 - iii. Demonstrates that the findings set forth in CAFRA at N.J.S.A. 13:19-10, and at N.J.A.C. 7:7-1.4, which must be addressed in order for the Department to issue the approval, can be made for the proposed development;
 - iv. As necessary based on project-specific and site-specific circumstances, provides support by relevant experts for the assessments, discussions, and statements made in the EIS; includes the qualifications of the persons who prepared each part of the EIS; and provides references and citations to all information, reports, or treatises that are mentioned in the EIS but not contained in the EIS; and
 - v. For an activity or project in the Pinelands Area as designated under the Pinelands Protection Act at N.J.S.A. 13:18A-11(a), includes a Certificate of Filing, a Certificate of Completeness, or a resolution approving an application for public development, issued by the NJ Pinelands Commission.
- The EIS should be uploaded under the attachment type "Environmental Report with Site Location Maps." Acceptable file formats include pdf, doc, docx, rtf, and zip.

7. Color copies of the following maps:

- i. The tax map for the property;
 - ii. A copy of the portion of the county road map showing the property location; and
 - iii. A copy of the USGS quad map(s) that include the site, with the site clearly outlined to scale.
- The required maps should be uploaded with the compliance statement under the attachment type “Environmental Report with Site Location Maps.” Acceptable file formats include pdf, doc, docx, rtf, and zip.

8. Stormwater Management Analysis:

If the project is a major development as defined by N.J.A.C. 7:8-1.2, a demonstration of compliance with the requirements of the Stormwater Management Rules, N.J.A.C. 7:8, is required. Please see the [Stormwater Management flow chart](#) to determine which version of the Stormwater Management rules applies to the application.

- All calculations or analyses submitted as part of an application must include the certification set forth at N.J.A.C. 7:7-23.2(j). Acceptable file formats include pdf, doc, docx, rtf, and zip unless stormwater calculations are necessary. Stormwater drawings and calculations must be digitally signed and sealed by a New Jersey licensed professional engineer in accordance with N.J.A.C. 13:40-8.1A. Stormwater drawings and calculations with electronic signatures, such as scans of calculations with a handwritten signature, will not be accepted. Therefore, when calculations are necessary, the acceptable file formats are limited to pdf and zip.

9. Natural Heritage Program Letter:

A copy of an NJDEP, Office of Natural Lands Management Natural Heritage Database data request response for endangered or threatened species of flora or fauna, including a Landscape Map report, if available

- Acceptable file formats include pdf, jpg, and png.

10. Mitigation:

For an activity that requires mitigation in accordance with N.J.A.C. 7:7, the applicant may submit a mitigation proposal as part of the application for the individual permit. If the applicant does not submit a mitigation proposal with the application, the applicant must submit the mitigation proposal at least 90 calendar days before the start of activities authorized by the permit, in accordance with N.J.A.C. 7:7-17.

- If a mitigation proposal is available at the time of submission, the service will provide an attachment type for “Mitigation Proposal.” Alternatively, it may be uploaded separately at a later time through the service “Submit Additional Information for a Land Use Permit or Authorization.” Acceptable file formats include pdf, doc, docx, rtf, and zip.

11. Additional requirements:

- i. Conservation restriction – applies only if the proposed project is subject to an existing conservation restriction
 - Acceptable file formats include pdf, jpg, and png.
- ii. Tidelands license application or documentation – applies only if the proposed project is below the mean high water line or in an area formerly flowed by the tide. Documentation of compliance with the tidelands requirements may include one of the following:

- A. Information regarding the existing Tidelands instrument
 - B. Information regarding an intended submission to the Bureau of Tidelands Management for a Tidelands instrument
 - C. An explanation regarding why a Tidelands instrument is not required for the project
 - Acceptable file formats include pdf, doc, docx, rtf, jpg, and png.
- iii. Sewer/water authority letter – applies only if the project will require public sewer and or water. The letter should provide details regarding the availability of public water and sewer to service the project, which may include, but is not limited to, the following:
- A. Information about the required water and/or sewer demand for the project
 - B. The available water and/or sewer capacity of the utility provider
 - C. Information regarding consistency with the applicable Water Quality Management Plan to demonstrate compliance with Section 10 of CAFRA
 - Acceptable file formats include pdf, jpg, and png.
- iv. Written consent from municipality – applies only if the project includes a gas pipeline and any section of that pipeline is located within a municipally-owned right-of-way. Written consent shall consist of one of the following:
- A. Written consent from the municipality in the form of a resolution of the governing body or an ordinance
 - B. A municipal designation of the route pursuant to N.J.S.A. 48:9-25.4
 - C. A Board of Public Utilities designation of route pursuant to N.J.S.A. 48:9-25.4
 - Acceptable file formats include pdf, jpg, and png.
- v. Traffic impact study – applies only if the proposed project will have the potential to result in the operation of any roadway in excess of Level of Service (LOS) D
- Acceptable file formats include pdf, doc, docx, rtf, and zip.
- vi. A completed [Impervious Cover and Vegetative Cover Calculations Spreadsheet Form](#) – applies only if the proposed project is subject to compliance with the impervious and vegetative cover requirements at N.J.A.C. 7:7-13
- Acceptable file formats include pdf, xls, and xlsx.