



# State of New Jersey Department of Environmental Protection

Revised: July 17, 2023

Website: <https://dep.nj.gov/wlm/lrp/>



## COASTAL ZONE MANAGEMENT APPLICATION CHECKLIST

### General Permit 4 – Development of one or two single-family homes or duplexes

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

All applications for authorization under general permit 4 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

Unless your project is one listed at N.J.A.C. 7:7-24.3(c)1-5 (which require different notice to property owners as described in the rules), 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 an authorization under coastal general permit 4 <<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. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 calendar days of receiving this letter to:*

*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)

Please refer to this portion of the rules for guidance on providing newspaper notice for certain large scale linear, public, or commercial projects.

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.

### 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, in accordance with N.J.A.C. 7:7-23.4(a)4:

- i. Existing features:
    - A. Lot lines
    - B. Land cover and vegetation;
    - C. Mapped coastal wetlands line, if applicable; and
    - D. Tidelands claim line(s).
  - ii. Proposed regulated activities:
    - A. Size, location, and details of the proposed structure(s), roads, or utilities;
    - B. Anticipated limits of any other disturbance; and
    - C. Limits and depth of all proposed excavation within 25 feet of the crest of a coastal bluff as defined at N.J.A.C. 7:7-9.29, if applicable.
  - iii. Existing and proposed topography. All topography must reference NGVD or include the appropriate conversion factor to NGVD.
  - iv. The limits of any existing or proposed tidelands instrument.
  - v. Details of any proposed soil erosion and sediment control measures.
  - vi. The mean high, mean low, and spring high water lines of any tidal waters, water depths, and location of navigation channels.
  - vii. The upper and lower limits of all special areas described at N.J.A.C. 7:7-9.
  - 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.

### 5. Photographs:

- i. Color photographs depicting:
    - A. The entire project area;
    - B. The location of the proposed single-family home(s) or duplex(es); and
    - C. Access points to the construction.
  - 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. A compliance statement prepared in accordance with N.J.A.C. 7:7-23.5 that includes:

- i. Materials demonstrating how the proposed development satisfies each requirement of general permit 4 at N.J.A.C. 7:7-6.4(a) through (n);
  - ii. If applying for a general permit in the CAFRA area, a written statement 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 can be made for the proposed construction; and
  - iii. A description of the site characteristics and the location of all proposed regulated activities, potential impacts from the construction process, and from the operation of the development after completion.
- The compliance statement 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. 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.