



State of New Jersey
Department of Environmental Protection
Division of Watershed and Land Management
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NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

CREATION, RESTORATION OR ENHANCEMENT FOR A COASTAL WETLAND MITIGATION PROPOSAL

CHECKLIST FOR COMPLETENESS

(1-2-13)

These are the application requirements for an administratively complete proposal package for an onsite or offsite coastal wetland mitigation proposal. Please read each section and check the box next to each area after you have fully completed the information for each requirement that applies to you.

Please provide three copies of the following information and plans as well as a cd containing all required information

- ☐ 1. An introduction describing the wetland mitigation proposal. The introduction must include the following:
 - a. The type of permit that requires you to perform wetland mitigation (include a copy of the permit);
 - b. How many acres of wetland mitigation are you required under N.J.A.C. 7:27E-3.27 or permit to create, enhance and/or restore;
 - c. The goals of the mitigation project in terms of wetlands types, values, and functions, and a discussion of how the mitigation proposal will satisfy those goals. (e.g., The goal of the wetlands mitigation project is to establish a low marsh wetland complex dominated by *Spartina alterniflora* that is flowed twice daily by the tide, etc.);
 - d. The reason why the mitigation site is an appropriate site for meeting the goals in (1c.) above, and the aspects of the site that will ensure the success of the mitigation project; and

- e. A copy of USGS quad map(s) showing the location of the permitted activity and showing the mitigation site with the state plane coordinates of the mitigation site. The accuracy of these coordinates should be within 50 feet of the actual center point of the site. For linear mitigation projects, the applicant shall provide State plane coordinates for the end-points. For linear mitigation projects 2000 feet in length and longer, the applicant supply additional coordinates at each 1000 foot interval.
- ❑ 2. A description (e.g., size, type, vegetation, hydrology, wildlife use, etc.) of the wetlands that are being destroyed or disturbed by the permitted activity.
- ❑ 3. Photos of the proposed mitigation site, showing topographic, vegetative, tidal streams and wetland features.
- ❑ 4. The names and addresses of all current and proposed owner(s) of the proposed mitigation site.
- ❑ 5. The lot, block, municipality and county of the proposed mitigation site. This information must be clearly visible on the front page of the proposal and must also be placed on the mitigation plans as required under item 14. In addition, provide the New Jersey Wetland/Tidelands Map number(s) for the development site and the mitigation site if it is in a different location.
- ❑ 6. A description (e.g., size, type, vegetation, hydrology, wildlife and adjacent land use etc.) of the proposed mitigation site.
- 7. The New Jersey Department of Environmental Protection requires that the “Regionalized Water-Budget Manual for Compensatory Wetland Mitigation Sites in New Jersey” be used to prepare a water budget for proposed mitigation sites. This publication is available as an Adobe document on the Internet at: http://www.nj.gov/dep/landuse/o2_budgetmanual_final_7_22_08.pdf. The manual is indexed with quick links that take the user directly to the topic of interest within the manual. Additionally, the manual contains live links to Internet sites that will be used in the preparation of the water budget.
- ❑ 8. Existing soil profiles including the location of soil borings on the proposed mitigation site.
- ❑ 9. A detailed discussion of the substrate you propose to create for the mitigation site (e.g. How will the substrate of the site be prepared? Is the soil texture appropriate for the community proposed? Is the pH appropriate?).
- ❑ 10. A landscape plan showing the proposed vegetative community on the proposed mitigation site that includes the following:
 - the species;

- quantity of each species;
- the spacing of all plantings;
- the stock type (plugs, potted, seed); and
- the source of the plant material.

The wetland buffer required as part of the mitigation site under N.J.A.C. 7:7E-3.28 must also be planted. The landscape plan must identify the proper time to plant and must indicate any appropriate substitutions.

- ❑ 11. A preventive maintenance plan detailing how invasive or noxious vegetation will be controlled, and how predation of the mitigation plantings will be prevented. The plan shall explain the measures that will be taken if a problem with invasive or noxious plants or predation presents itself during the construction or monitoring period. The applicant is encouraged to install a goose fence to control problems resulting from the presence of geese in the State.
- ❑ 12. A metes and bounds description of the proposed mitigation site. The metes and bounds description shall include the wetland buffer required under N.J.A.C. 7:7E-3.28.
- ❑ 13. An estimate of the actual cost of carrying out the construction of the mitigation project. The cost estimate should include but is not limited to the value of the land, engineering costs, environmental consultant fees, attorney fees, site preparation costs, construction costs, planting costs, supervising construction fees, and monitoring costs. The cost estimate of the project will be used when determining the amount of the financial assurance required.
- ❑ 14. A site plan for the mitigation project which includes:
 - i. Project location within the region;
 - ii. The lot and block number of the mitigation project location;
 - iii. Existing and proposed elevations and grades of the mitigation site and, when necessary off-site elevations and grades. All existing and proposed elevations and grades must be shown in at least one foot intervals. The slope shall be no greater than 10:1 along a created transition area as well as along any berms that are intended to function as water control structures or berms created along a stream;
 - iv. The wetland buffer required under N.J.A.C. 7:7E-3.28 shown clearly;
 - v. A detail that shows, or a statement indicating, the soil amendments and the seed stabilization mix if any to be used on the mitigation site; and
 - viii. Pre and post construction plan views and cross sectional views of the mitigation site.
- ❑ 15. A construction schedule including projected dates of excavation, planting, fertilizing, etc.

- ❑ 16. A draft conservation restriction that meets the requirements of N.J.A.C. 7:7A 15.14. The conservation restriction shall conform to the formal and content of the Wetlands Mitigation Area model conservation restriction that is available at: www.nj.gov/dep/landuse
- ❑ 17. Financial assurance that meets the requirements at N.J.A.C. 7:7E-3B.3.
- ❑ 18. Certify the proposed mitigation will not adversely affect properties, which are listed or are eligible for listing on the National Register of Historic Places. If the mitigator before or during the course of mitigation work encounters a probable historic property that has not been listed or determined eligible for listing on the National Register, but which may be eligible for listing on the National Register, the permittee shall immediately notify the Department and proceed as directed by the Department.

Proposal packages shall be submitted to:

New Jersey Department of Environmental Protection
Division of Watershed and Land Management
Mail Code 501-02A, P.O. Box 420
Trenton, New Jersey 08625-0420
Attn: Mitigation Unit