

# Tidelands Additional Documentation

Instructions for Online Submittals



Department of Environmental Protection  
Division of Watershed Protection and Restoration



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## Section 1: Accessing NJDEP Online

You can access the service on [NJDEP Online](#). If you do not have access to NJDEP Online you can find sign-up instructions [here](#).

If you do not see the service listed on your workspace after logging in you can select **Configure Services** under the *Service Selection* row and scroll down until you see **“Submit Additional Information for a Land Use Permit or Authorization”**

**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 Water Resources Management**  
[WQMP - Wastewater Management Plan](#)

**NJDEP Staff**  
[Migration Processor Administration](#)

**Division of Land Resource Protection**  
[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 \(ESS\)](#)

Configure Services

## Section 2: The Online Service

The online service is organized into several screens or pages, each serving a specific purpose, such as to provide the Department with all necessary contact information.

Please send questions pertaining to the online service to [Land Resource Protection Contact Page](#) and select Subject Category – **E-Submission**.

### Submittal Name

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This page is solely for the user and will appear on your My Workspace screen as the "Application Name." If you have filed or will file multiple applications or other submissions through DEP Online, this name will help you locate this specific submission on the My Workspace screen. Therefore, it is important that you create a unique name for each application and submission that you file.

This name could be a client's name, the site address, the name of the document you are submitting, or anything else that will help you identify the specific submission. You cannot change this name once the submission is complete.

This page also provides an optional “Comments” text box where you can briefly describe the proposed project or submission.

Department staff will not have access to your submittal name or comments, so please refer to the Land Use file number when contacting the Department.

After you have finished naming your submittal, click **Continue** to proceed to the next page.

### Submission Type Selection

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You will only have one option when selecting your submission type, these options will determine the activities available for selection on the next page.

#### **Tidelands Additional Documentation**

This is currently the only option and will be used for all Tidelands Files.

Select the applicable radio button and then click **Continue** to proceed to the next page.

### Facility Selection

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You will now select the facility (File Number) where you would like to submit the documents to. If this is your first time using this facility you will need to add it to your profile first.

If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#)

You can add the facility to your profile by clicking on “Click Here” which will bring you to a facility selection screen. On the drop-down select **PI ID** which is synonymous with file number and facility ID. It will be in the format of xxxx-xx-xxxx.x. Click the checkbox next to any facilities you’d like to add and then click **Add Facilities**.

You will be returned to the Facility Selection page where you can select the applicable radio button choice and then click **Continue**.

### Activity Selection

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You will now select the activity/application you wish to submit your documentation to. An example of what this number would look like is TDL210001. You will find this listed anywhere your file number has been listed. Your facility may have multiple activities associated with it, take care to ensure that you select the correct record.

The grid below contains a list of activities associated with the site you chose on the previous page. Note only activities for pending permit applications will be displayed. Your permit/permit application activity number is on all Land Use correspondence and the email confirmation sent when the original online application was filed. It is important to choose the correct activity number as each activity number refers to a different permit.

Select	Activity Number	Activity Type	Status	Status Date	Document Title
<input type="radio"/>	FWW210001	FWL13 Less Than 1 Acre Delineation LOI	Pending	02/18/2021	Land Use Document Set - TEMPO
<input checked="" type="radio"/>	LLI220001	FWL11 presence/absence LOI	Pending	01/12/2022	Land Use Document Set - TEMPO
<input type="radio"/>	LUP190001	Land Use Authorization	Pending	09/18/2019	Land Use Document Set - TEMPO
<input type="radio"/>	LUP190002	Land Use Authorization	Pending	09/27/2019	Land Use Document Set - TEMPO
<input type="radio"/>	LUP190003	Land Use Authorization2	Pending	08/14/2020	Land Use Document Set - TEMPO
<input type="radio"/>	LUP190004	Land Use Authorization2	Pending	08/14/2020	Land Use Document Set - TEMPO
<input type="radio"/>	LUP190006	Land Use Authorization2	Pending	08/14/2020	Land Use Document Set - TEMPO
<input type="radio"/>	LUP190007	Land Use Authorization2	Pending	08/14/2020	Land Use Document Set - TEMPO
<input type="radio"/>	LUP200001	Land Use Authorization	Pending	10/01/2020	Land Use Document Set - TEMPO
<input type="radio"/>	LUP200002	Land Use Authorization	Pending	04/19/2021	Land Use Document Set - TEMPO

Clicking a column title will sort the table by that column.

[Clear](#) [Continue](#)

After you've selected the activity, click **Continue** to move on.

## Contacts

The contact page consists of one required contact, the submitter. This is the contact information of the user submitting the additional documentation. Anyone involved in the project can submit additional documentation and it does not need to be submitted by a specific individual.



**1. Submitter**

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

<p>*First Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>*E-Mail Address: <input type="text"/></p> <p>*Confirm E-Mail: <input type="text"/></p> <p>*Organization Name: <input type="text"/></p> <p>*Organization Type: <input type="text"/></p>	<p>*Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>*County: <input type="text"/></p> <p>*City: <input type="text"/></p> <p>*State/Country: <input type="text" value="New Jersey"/></p> <p>*Zip Code: <input type="text"/></p>
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**\* At least 1 phone number is required.**

*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](#)

\* Required

After completing all mandatory field (marked with a \*), click **Continue** to proceed.

## Attachment Upload

On this page will you add all additional documentation you'd like to submit. You can upload multiple documents during one submission, but you must add a separate row for each attachment.

### How do I upload a File?



Select the dropdown box (1) and click an attachment type. If you do not see an attachment type that matches what you'd like to upload you may select **Other** and upload anything. You can then click **Add Attachment** (2). A new row will appear for your document to be attached to.

Click on Browse and search your computer for the file you would like to upload. Afterwards browse will be replaced with the file name and a green check mark will appear under *Status* to let you know it's been successfully attached. Large files may take several minutes to upload.

**ATTACHMENT UPLOAD**

There are no pre-defined attachments associated with your service, however, **for your service to be submitted a minimum of one attachment is required.** A list of attachments can be found in the dropdown "Add Attachment" located below.

To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button. Click on the attachment type & then click the Add Attachment Button. A table listing your attachment type will generate.

Click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading, and will be replaced by the file name, and a green circle with a check will appear under the "Status" column. Then, repeat for the other rows.

Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	*Document Type	*Sub-Doc Type	*Document Date (MM/DD/YYYY)	Status	File Size (MB)	Remove
Site Plans	Site Plans	pdf	<input type="button" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="02/11/2022"/>		0	<input type="button" value="X"/>
<b>Total Uploaded:</b>								0 MB	

Both the Document Type and Sub-Doc Type are mandatory fields and must be filled out before proceeding. All document types will auto populate except for "Other". Please select the most applicable option for the document you are uploading.

Upload File Name	*Document Type	*Sub-Doc Type	*Document Date (MM/DD/YYYY)	Status	File Size (MB)
Sample Plan_smallerfile.pdf	<input type="text" value="Plan"/>	<input type="text" value="Revised Plan"/>	<input type="text" value="02/11/2022"/>	<input checked="" type="checkbox"/>	1.22
<b>Total Uploaded:</b>					1.22 MB

Repeat for as many attachments as you would like to upload.

**Note: Every attachment type has requirements on the file type allowed. Be sure your file type is allowed for that attachment type.**

If you've selected the wrong attachment, you may click the red circle to remove the attachment.

Once all documents have been added you can click **Continue**.

## Certification Page

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This page is where you will certify to and complete your submission. You will need your challenge question answers and certification pin.

When entering your certification pin, do not hit the enter key but click on **Certify**

## After Submission

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Your completed submission will appear in your workspace under the "My Services Submitted" bar. There are 2 different statuses your submission can receive.

### Successful

Congratulations your submission has been received and nothing else needs to be done.

### Submitted-Pending DEP Review

An activity was not selected for your submission and will require a WPR employee to review the submission. You may be contacted for more information regarding this submission.