



State of New Jersey
Department of Environmental Protection



FLOOD HAZARD AREA APPLICABILITY DETERMINATION CHECKLIST

Revised: November 26, 2010

Website: www.nj.gov/dep/landuse

CALL NJDEP AT (609) 777-0454 OR (609) 984-0162 IF YOU HAVE ANY QUESTIONS

To apply for a flood hazard area applicability determination, complete this checklist and send the material required below to the following address (please do not submit more copies than required):

Postal Mailing Address:

NJDEP Division of Land Use Regulation
Mail Code 501-02A
P.O. Box 420
Trenton, NJ 08625

Street Address (For courier service and hand deliveries only):

NJDEP Division of Land Use Regulation
501 East State Street, Station Plaza Five, 2nd Floor
Trenton, NJ 08609

CHECK ALL BOXES BELOW OR MARK N/A

- 1. One completed copy of this checklist.
- 2. One copy of an application report, as described at N.J.A.C. 7:13-15.3, which includes:
 - a. A complete written description of the project and all proposed activities.
 - b. One completed LURP-2 application form.
 - c. One copy of a USGS quad map with the site clearly outlined to scale.
 - d. One copy of a municipal tax map with the site clearly outlined to scale.
 - e. One copy of a Department flood hazard area map or FEMA flood insurance rate map with the site clearly outlined to scale, if such mapping exists.
 - f. One copy of each previous approval received from NJDEP concerning the site, if such approvals exist.
 - g. One set of color photographs depicting the entire project area, mounted on 8½ -inch by 11-inch paper and accompanied by a map showing the location and direction from which each photograph was taken. Copies of photographs are acceptable provided they are color copies. Black and white copies of photographs are not acceptable. (Note: The photographs shall also show any sections of channel or riparian zone that will be disturbed by the project.)
- 3. One set of drawings, signed and sealed by an engineer, land surveyor or architect, as appropriate, detailing the proposed activities.
 - a. If fill or grading is proposed, the drawing shall show existing and proposed topography unless the Department determines that topography is not necessary to determine compliance with this chapter.
 - b. All topography shall reference NGVD, or include the appropriate conversion factor to NGVD, unless the applicant demonstrates that such reference is not necessary.