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FRESHWATER WETLANDS LETTER OF INTERPRETATION (LOI) EXTENSION

APPLICATION CHECKLIST AND FEE TABLE

(Updated February 2015)

This checklist is to be used for an extension to an LOI. Rules governing LOI extensions can be found at N.J.A.C. 7:7A-3.6.

To complete this checklist, you will need the following attachments:

Attachment A: Form letter for providing certified mail notice of an application.

DLUR Form: Application form

NOTES:

- Please provide only **one copy** of each item listed on this checklist, unless the item specifically states that more copies should be provided.
- The person who signs the DLUR application form as the applicant must be the owner of the site, or a person with legal authority over the site to carry out all requirements of any authorization issued. Others may assist the applicant in preparing the application, however only one person may be identified in the application as the applicant's agent. The agent may be a consultant, engineer, attorney, or other person who has assisted or prepared the application. The agent is the person to which all correspondence will be sent and the person that has authority to make decisions with regard to the application.
- If any portion of this site is known or suspected of having any contamination the applicant shall provide any and all information regarding said contamination to this office with the associated permit application.

APPLICATION REQUIREMENTS:

To be deemed administratively complete, an application for extension of a letter of interpretation (LOI) must include all of the following items:

- ☐ 1. DLUR application form completed in accordance with the directions on the form;
- ☐ 2. The appropriate fee, indicated in the fee table below, paid as follows:
 - The fee shall be paid by personal check, certified check, attorney check, government purchase order, or money order;
 - For all projects except those in the Pinelands, the fee shall be made payable to "**Treasurer, State of New Jersey**";

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- For projects in the Pinelands, the fee shall be made payable to "NJDEP-Pinelands Wetlands Program."
- Each check, purchase order, or money order must be marked with the name of the applicant;
- Each check, purchase order, or money order must indicate the type of letter of interpretation (LOI) for which the application is submitted (for example "reissuance of a LOI");
- If more than one permit is requested a fee break down should be included on a separate page.

- ☐ 3. Proof that the public notice requirements at A and B below have been met. (Note: To prove that an item has been sent to a person, submit either the stamped white postal receipt you receive when you send the item by certified mail, or the signed green certified mail return receipt card.) All of the following must be submitted:
- A. Proof that the municipal clerk has been sent a copy of the entire application that was submitted to NJDEP;
- B. Proof that a completed copy of the notice letter found in Attachment A has been sent to each of the following:
- ___ i. The municipal environmental commission (if one exists);
 - ___ ii. The municipal planning board;
 - ___ iii. The municipal construction official;
 - ___ iv. The county planning board; and
 - ___ v. One of the following sets of neighboring landowners (applicant choose one option):
- Option 1 ___ All owners of land within 200 feet of the boundary of the site (see N.J.A.C. 7:7A-1.4 for a definition of "site").
- If this option is selected, the application must also include a certified list of landowners within 200 feet of the site, obtained from the municipality; or
- Option 2 ___ If the LOI is part of a joint application for an LOI extension and a general permit authorization for a linear development, trail, or boardwalk; and the project is more than one half mile long, proof that both of the following have been done:
- A copy of the notice in Attachment A has been sent to all owners of land within 200 feet of any proposed above ground structure (not including telephone poles, power lines or similar structures), such as an access road, treatment plant, power substation, or similar structure; and
 - A display advertisement has been published in the newspaper of record for the municipality in which the site is located and in a newspaper with regional circulation in the region in which the site is located. The advertisement shall be at least four column inches in size;
 - To prove that this advertisement has been placed, the application must include a copy of the advertisement, or a copy of an affidavit from the newspaper, stating that the advertisement was published;

Note: if a site is located in more than one municipality or county, the notice requirements in item 3 above must be met for each municipality and/or county in which the site is located.

- ☐ 4. A copy of a USGS quad map, with: the site clearly outlined); and State Plane coordinates for a point at the approximate center of the site. The accuracy of the State plane coordinate shall be within 50 feet of the actual center point of the site. Please use NAD1983. For assistance in determining the State plane coordinates for a site, contact the Department's Geographic Information (GIS) Office at (609) 777-0672.

Note: For a linear development, the State plane coordinates shall include the coordinates for the end point of the development and the coordinates for points located at 1,000 foot intervals along the entire length of the development.

- ☐ 5. An up to date county road map or local street map, with the site clearly indicated;
- ☐ 6. A copy of the original LOI which the applicant wishes to extend; and
- ☐ 7. A copy of the survey or site plan submitted as part of the application for the original LOI which the applicant wishes to extend.

LETTER OF INTERPRETATION (LOI) APPLICATION FEES

Type of LOI	Fee
LOI extension under N.J.A.C. 7:7A-3.6	\$500.00, or 50% of original fee, whichever is greater

For more information, see the Freshwater Wetlands Protection Act rules at N.J.A.C. 7:7A.