

NJDEP Office of Permit Coordination and Environmental Review

The mission of DEP's Office of Permit Coordination and Environmental Review (PCER) is to coordinate all Federal NEPA and State EO 215 reviews for the Department by the Environmental Review Unit, and to coordinate and facilitate the permitting of large complex projects across multiple Department permitting programs by the Permit Coordination Unit.

Specifically, the Permit Coordination Unit's mission is to:

- 1) Be the primary manager/driver for several large cross- program projects at any given time.
- 2) Provide a "One Stop"/single point of entry for a second tier of smaller cross- program projects where we will coordinate and facilitate multi program permits but not be primary manager of those projects. Applicants will leave our Permit Readiness Process with confidence that:
 - there is no fatal flaw (early 'no' if needed) in their site or project,
 - certainty they are in fact ready to submit permit applications (that no preliminary approvals like LOIs or consistency with WQMPs) are needed or if so that they have been obtained),
 - their project has had the benefit of an informal review and comment on their project by permit reviewers prior to submitting a formal application,
 - they have been introduced to individual program contacts,
 - they have an approximate predictable schedule for permit issuance assuming the submission of a complete and approvable application and fees.
- 3) Provide an early, informal review and comment on 'ideas' or conceptual projects for less sophisticated applicants before they invest time and money into more detailed project design ie - a general GIS overall of site limitations or encumbrances to determine if it is worth further investing in a project.
- 4) Identify and resolve initial/overarching policy or rule interpretation or process questions by the Department needed to determine the viability of a project prior to entering the permit application process.

We generally accomplish this initially for 1 and 2 above through the use of the Permit Readiness Checklist (PRC) form, the submission of which to Ruth.Foster@dep.nj.gov usually starts those processes. This document serves as an early planning, fatal flaw screen of major approvals and site conditions like land use, site remediation, water, sewer and local approvals. This document generally provides the Department with the minimum necessary information to informally review what permits may be needed for the project. After receipt of the completed PRC, the Department generally invites the applicant in to present an overview of the project, discuss the conclusions of the individual DEP programs who have reviewed the PRC, allow the programs to offer informal suggestions on how to minimize or qualify for permits, and to project an anticipated schedule for permit review assuming a good application.

The Readiness Checklist form is available on our website at <http://www.nj.gov/dep/pcer.htm>.

Please include with any Permit Readiness Checklist submittal, as appropriate, a short (1-2 page) summary of the project with project water allocation intake and wastewater needs, air emissions, a site location map, a site map indicating development outlines and environmental features, a wetlands Letter of Interpretation and/or wetlands and flood hazard lines and buffers (if applicable), and any other documents or information which will allow us to conduct a thorough pre-review your project. Please also identify any overarching preliminary or policy questions or decisions the Department must make prior to the project going forward.

If a project receives more than 1 million dollars in State or federal funding, or require a Federal Permit, an environmental assessment may be required according to Executive Order EO-215 or the National Environmental Policy Act. As our goal is to provide superior customer service, please do not hesitate to contact Supervisor Ruth Foster, at 609-292-3600 at any time with any questions or comments.

We hope you will have the opportunity to utilize our permit coordination services. There is no fee associated with this service. Please don't hesitate to call our Office at any time at 609 292 3600.