

Two-Step Application Process

STEP ONE: Planning & Initial Technical Review

15 DAYS — **1 Initial Submission & Completeness Review:** The applicant submits the Step One application. Within 15 days, the Department reviews it for completeness, using the Application Checklist and Preliminary Access Plan Checklist.

Checklist Reviewed for Completeness

4 ← YES
Complete

NO Incomplete

90 DAYS —

2 Incomplete Applications: If incomplete, the Department issues a written notice of deficiency. The applicant has 90 days to provide the missing information. Failure to respond results in the application being considered withdrawn.

15 DAYS —

3 Second Review & Final Chance: After receiving the applicant's response, the Department has another 15 days to determine if it is now complete.

30 DAYS —

If still deficient, a final 30-day period is granted for a third submittal. Failure to resolve all issues within these three attempts results in the application being considered withdrawn.

X ← NO
Incomplete

YES Complete

Technical Review

90 DAYS —

4 Technical Review of Step One: Once the application is checklist complete, a technical review begins. Within 90 days, the Department notifies the applicant if the application is technically acceptable or issues a notice of technical deficiency.



Technical Review and Deficiencies: During the technical review, the Department may find technical deficiencies or require additional information, such as traffic operational analyses if safety concerns are identified. When the Department requests information, the associated time frame for review pauses and restarts once the complete information is received. A technical deficiency notice is commonly referred to as a "comment letter".

5 ← YES
Complete

NO

X Incomplete

Phase 2 | STEP TWO: Final Design, Permitting & Execution

180 DAYS —

5 Proceeding to Step Two: If Step One is technically acceptable, the applicant receives approval to proceed to Step Two. The applicant must submit the Step Two package within 180 days of receiving approval to proceed.

90 DAYS —

6 Step Two Review Process: Step Two submissions (items described at N.J.A.C. 16:47-9.5(d)) undergo the exact same completeness review structure (15-day review, three submittal limit, 90-day response window) as Step One.

90 DAYS —

7 Technical Review of Step Two: Once Step Two is complete and the developer's agreement is signed, a final technical review begins. Within 90 days, the Department will issue a notice of technical acceptability or deficiency. The same 90-day response and review periods for technical deficiencies apply as in Step One.

Application Approved?

X ← NO
Application Denied

YES

8

Permit Issuance: If Step Two submission is technically acceptable, the Department issues a written notice of permit approval with the appropriate permit documents. Once the permit and developer agreement have been executed, the applicant may proceed to construction.

