

Letter of No Interest (LONI): Submission Checklist

Use for LONI request requirements.

1. Basic Project Information:

- ☐ Cover letter describing the request
- ☐ Property address and municipality
- ☐ Block and lot number(s)
- ☐ Applicant name and contact information
- ☐ Property owner (if different from applicant)

2. Project Description:

- ☐ Description of existing site conditions (current use or vacant)
- ☐ Description of proposed use(s)
- ☐ Narrative identifying and confirming the proposed project does not trigger any access permit criteria listed under N.J.A.C. 16:47-8.1
- ☐ Statement confirming whether there is:
 - Change in land use
 - Increase in intensity (e.g., square footage, units, operations)
 - Description of any phasing (if applicable)

3. Access Information:

- ☐ Description of existing access to the site
 - Include how access is currently achieved
(via direct driveway to state highway, through a shared driveway, etc.)
- ☐ Statement confirming:
 - No new access proposed
 - No modification to existing access
 - Identification of nearest state highway and access point(s)

4. Traffic Impacts:

- ☐ Statement regarding anticipated traffic impacts, with reference to applicable HAPS Trip Generation Rates
- ☐ Confirmation that:
 - No increase in traffic, or
 - Increase is minimal and does not impact state highway operations

5. Site Plan / Exhibits:

- ☐ Location map (showing proximity to state highway)
- ☐ Aerial or tax map
- ☐ Conceptual or current site plan showing:
 - Property boundaries
 - Existing structures
 - Driveways and access points
 - Adjacent roadways
- ☐ Photos of site and access (recommended)

6. Lot Conformance / Access Status (N.J.A.C. 16:47-8.1):

- ☐ Lot conformance calculations and determination of lot conformance (conforming or non-conforming lot)
- ☐ If non-conforming, provide:
 - Description of non-conformity
 - Description of existing access serving the lot
 - Statement confirming:
 - No change in use or intensity
 - No increase in traffic utilizing the access
- ☐ Explanation of how proposed activity will not impact the state highway or site access operations

7. Prior Approvals (If Applicable):

- ☐ Copies of prior:
 - Access permits
 - LONIs
 - Developer agreements
- ☐ Description of changes from previously approved conditions

8. Certification / Acknowledgment:

- ☐ Statement confirming:
 - No work within state highway right-of-way
 - No drainage, curb, sidewalk, or utility impacts to state highway
- ☐ The submission is accurate to the applicant's knowledge, and any project scope changes may require additional NJDOT review