

Special Occasion Events - Application



Application to Hold Special Occasion Events On Preserved Farmland

P.L. 2023, c.9 permits special occasion events (SOEs) to be held on preserved farmland under certain conditions. An applicant must apply to the farm's farmland preservation deed of easement holder, and the applicant must receive prior written approval from the easement holder before holding SOEs.

This sample application was developed by the SADC for its farmland preservation partners. Easement holders may use it when accepting applications from farm owners or operators to hold SOEs.

For more information, including a copy of the SOE law and the SOE Guidance Document, Q&As, and supporting materials developed by the SADC, see the SADC website: www.nj.gov/agriculture/sadc.



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Application to Hold Special Occasion Events on Preserved Farmland

Preserved Farm Information

Please list the Blocks/Lots of the preserved farm, noting the acres and location of each one:
(If necessary, use additional space.)

Block/ Lot _____ Acres _____ Municipality/County _____

Block/ Lot _____ Acres _____ Municipality/County _____

Block/ Lot _____ Acres _____ Municipality/County _____

Block/ Lot _____ Acres _____ Municipality/County _____

Total acreage of the Preserved Farm: _____

Physical Address of the Preserved Farm: _____

Who is the holder of the farm's farmland preservation deed of easement? (Note: the easement holder is listed as the "Grantee" on the easement.) _____

Who is the record owner of the preserved farm? _____

What are the current agricultural or horticultural uses of the preserved farm?

Check all that apply and provide an estimate of the acres dedicated to each use:

☐ Vegetables: _____ Acres ☐ Livestock: _____ Pasture Acres

☐ Fruit (other than grapes): _____ Acres *Specify types of animals:* _____

☐ Winery/Grapes: _____ Acres ☐ Dairy: _____ Pasture Acres

☐ Nursery/Greenhouse/Floriculture: _____ Acres *Specify types of animals:* _____

☐ Sod: _____ Acres ☐ Christmas Trees: _____ Acres

☐ Field Crops: _____ Acres ☐ Woodland Management: _____ Acres

☐ Hay: _____ Acres ☐ Other: _____ Acres

☐ Equine: _____ Acres *Specify:* _____

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Applicant Information

Name: _____

Mailing Address (Street, Town, Zip Code): _____

Email: _____

Cell Phone: _____

Other Phone: _____

Are you the owner of the preserved farmland listed above?

☐ Yes

☐ No

Note: If you are not the owner of the preserved farmland, your application will need to include a notarized affidavit from the owner authorizing the application.

Is there a commercial farm located on the preserved farmland?

☐ Yes

☐ No

Are you the operator of the commercial farm that is located on the preserved farmland?

☐ Yes

☐ No

What is the value of the agricultural or horticultural products produced on the preserved farmland?

Please check one the options below:

☐ Less than \$10,000 annually

☐ \$10,000 or more annually

To aid in the easement holder's review of your application, please attach the following:

A copy of the preserved farm's most recently filed Farmland Assessment forms (FA-1 and Supplemental Gross Sales forms).

Note: Based on the easement holder's review of your application, additional documentation regarding the annual production on the preserved farmland may be required.

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Proposed SOEs

How many SOEs are you seeking approval for (to be held during the calendar year)?

(e.g., 6 Weddings, 3 Lifetime milestone events, 2 Other cultural or social events)

Number of Events	Type of SOE
	Weddings
	Lifetime Milestone Events
	Other Cultural or Social Events

Please fill out an SOE Event Description Sheet below for each type of SOE to be held. If necessary, use additional space.

* Each SOE Event Description Sheet (along with a Proposed SOE Map; see page 15) requires you determine the size and location of the “Occupied Area”. The occupied area is the area used for holding and supporting SOEs (including all permanent and temporary structures, parking areas, and other infrastructure and areas needed to accommodate the SOE).

Note: The SOE law defines this “occupied area” as the following:

“Occupied area” means any area supporting the activities and infrastructure associated with a special occasion event including, but not limited to: an area for parking, vendors, tables, equipment, infrastructure, or sanitary facilities; an existing building; or a temporary or portable structure.

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SPECIAL OCCASION EVENT DESCRIPTION SHEET – Weddings

Complete this sheet if you are seeking approval to hold weddings on the preserved farmland.

Types of Weddings/Attendees (Check all that apply.)

- ☐ Public events
- ☐ Private events
- ☐ Events held by or for a nonprofit

Brief Description of the Weddings to be Held (Provide a brief description, e.g., wedding ceremonies and receptions in the hay barn; sometimes held outside in adjacent hay field if good weather; some receptions cocktail-type and some sit-down dinners; outside caterer supplies food.)

Anticipated Dates (Provide the anticipated dates for the weddings.)

Estimated Attendance (Provide a range of the estimated attendance for the weddings. Also indicate how many weddings will have 250 guests or more in attendance at any one time.)

Range of estimated attendance: _____

Number of weddings that will have 250 guests or more: _____

Acreage of the occupied area* (Indicate the size, in acres, of the occupied area.)

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Permanent Structures (List any permanent structures to be used for the weddings and the years they were built.)

Temporary Structures (List any temporary structures that will be used for the weddings. If using outside tents, list the number and size of tents to be used.)

Electric or Water Service (Describe how and where electric service and water supply will be provided.)

Parking Areas – Permanent (Describe the location and size of any existing permanent parking areas to be used.)

Parking Areas – Temporary (Describe the location and size of any temporary parking areas to be used.)

Retail Food Establishments (Describe any existing or temporary retail food establishments to be used.)

Alcoholic beverages (Indicate whether alcohol will be served by checking one of the boxes below.)

- ☐ Alcoholic beverages will be served at the weddings.
- ☐ Alcoholic beverages will not be served at the weddings.
- ☐ Alcoholic beverages will be served at some but not all weddings.

Bathroom facilities (Describe the type, number, and location of the facilities to be used.)

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SPECIAL OCCASION EVENT DESCRIPTION SHEET – Lifetime Milestone Events

Complete this sheet if you are seeking approval to hold lifetime milestone events on the preserved farmland.

Types of Lifetime Milestone Events/Attendees (Check all that apply.)

- ☐ Public events
- ☐ Private events
- ☐ Events held by or for a nonprofit

Brief Description of the Lifetime Milestone Events to be Held (Provide a brief description, e.g., private parties and gatherings (for birthdays, anniversaries, graduations, etc.) in the hay barn and adjacent hay field; outside caterer supplies food.)

Anticipated Dates (Provide the anticipated dates for the lifetime milestone events.)

Estimated Attendance (Provide a range of the estimated attendance for the lifetime milestone events. Also indicate how many lifetime milestone events will have 250 guests or more in attendance at any one time.)

Range of estimated attendance: _____

Number of lifetime milestone events that will have 250 guests or more: _____

Acreage of the occupied area* (Indicate the size, in acres, of the occupied area.)

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Permanent Structures (List any permanent structures to be used for the lifetime milestone events and the years they were built.)

Temporary Structures (List any temporary structures that will be used for the lifetime milestone events. If using outside tents, list the number and size of tents to be used.)

Electric or Water Service (Describe how and where electric service and water supply will be provided.)

Parking Areas – Permanent (Describe the location and size of any existing permanent parking areas to be used.)

Parking Areas – Temporary (Describe the location and size of any temporary parking areas to be used.)

Retail Food Establishments (Describe any existing or temporary retail food establishments to be used.)

Alcoholic beverages (Indicate whether alcohol will be served by checking one of the boxes below.)

- ☐ Alcoholic beverages will be served at the lifetime milestone events.
- ☐ Alcoholic beverages will not be served at the lifetime milestone events.
- ☐ Alcoholic beverages will be served at some but not all lifetime milestone events.

Bathroom facilities (Describe the type, number, and location of the facilities to be used.)

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SPECIAL OCCASION EVENT DESCRIPTION SHEET – Other Cultural or Social Events

Complete this sheet if you are seeking approval to hold cultural or social events on the preserved farmland.

Types of Cultural or Social Events/Attendees (Check all that apply.)

- ☐ Public events
- ☐ Private events
- ☐ Events held by or for a nonprofit

Brief Description of the Cultural or Social Events to be Held (Provide a brief description, e.g., hosting a community barbeque/farm to table dinner in the hay barn and adjacent hay field; outside caterer supplies food, tents will be used to provide shelter.)

Anticipated Dates (Provide the anticipated dates for the cultural or social events.)

Estimated Attendance (Provide a range of the estimated attendance for the cultural or social events. Also indicate how many cultural or social events will have 250 guests or more in attendance at any one time.)

Range of estimated attendance: _____

Number of cultural or social events that will have 250 guests or more: _____

Acreage of the occupied area* (Indicate the size, in acres, of the occupied area.)

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Permanent Structures (List any permanent structures to be used for the cultural or social events and the years they were built.)

Temporary Structures (List any temporary structures that will be used for the cultural or social events. If using outside tents, list the number and size of tents to be used.)

Electric or Water Service (Describe how and where electric service and water supply will be provided.)

Parking Areas – Permanent (Describe the location and size of any existing permanent parking areas to be used.)

Parking Areas – Temporary (Describe the location and size of any temporary parking areas to be used.)

Retail Food Establishments (Describe any existing or temporary retail food establishments to be used.)

Alcoholic beverages (Indicate whether alcohol will be served by checking one of the boxes below.)

- ☐ Alcoholic beverages will be served at the cultural or social events.
- ☐ Alcoholic beverages will not be served at the cultural or social events.
- ☐ Alcoholic beverages will be served at some but not all cultural or social events.

Bathroom facilities (Describe the type, number, and location of the facilities to be used.)

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Proposed SOE Maps

For each type of proposed SOE, i.e., for each SOE Description Sheet completed, please provide two maps (with aerial photography as the background imagery*) that shows and labels the following:

Map 1 – Farm Overview

- An outline of the boundaries of the preserved farm.
- An outline of the “occupied area” to be used for that type of SOE.

Map 2 – Occupied Area

- An outline of the “occupied area” to be used for that type of SOE.
- Any already-existing permanent parking area(s) to be used (draw an outline).
- Any area(s) to be used for temporary parking (draw an outline).
- Any existing structures to be used for that type of SOE.
- Where any temporary tents would be erected and located, if applicable.
- Where any vendors, tables, equipment, sanitary facilities, and any other temporary or portable structures, facilities, or infrastructure would be located.

Please label each map as follows so it corresponds with the specific type of proposed SOEs it depicts:

- Proposed SOE Map – Weddings – Map 1
- Proposed SOE Map – Weddings – Map 2
- Proposed SOE Map – Lifetime milestone events - Map 1
- Proposed SOE Map – Lifetime milestone events – Map 2
- Proposed SOE Map – Other cultural or social events – Map 1
- Proposed SOE Map – Other cultural or social events – Map 2

***Mapping Resources:** The following are some mapping resources (with aerial photography) that you can use to create your proposed SOE maps. See page 15 for a few sample maps.

- **SADC New Jersey Preserved Farmland Map** – <https://www.nj.gov/agriculture/sadc>
(click “SADC Interactive Web Map” at bottom left)
- **NJ-GEOWEB** – <http://www.nj.gov/dep/gis/geoweb splash.htm>
- **Google My Maps** – <https://www.google.com/maps/d/>
- **Google Earth** – <https://earth.google.com/> or
<https://www.google.com/earth/versions/#earth-pro>

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Application Checklist

Check the appropriate boxes to indicate which of the following documents you have attached with your application.

- ☐ A notarized affidavit from the owner authorizing the application.
(Note: this is only required if the Applicant is not the owner of the preserved farmland.)
- ☐ A copy of the preserved farm's most recently filed Farmland Assessment forms (FA-1 and Supplemental Income forms)
- ☐ A separate map for each type of proposed SOE (using aerial photography as the background imagery) as outlined on the previous page.

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Certification

I certify and attest that the statements and information presented in this application are accurate and true to the best of my knowledge.

I understand that prior written approval is required for me to hold SOEs on preserved farmland.

I understand that if my application to hold SOEs is approved, I am required to submit a certification at the end of each calendar year with information on the events that were approved. This certification will include a descriptive list and dates of the SOEs held, the number of attendees at each event, and any other information requested by the easement holder.

I understand that if the easement holder does not respond to my application within 90 days of receiving a complete application, my request to hold SOEs will be deemed automatically approved.

Signature

Date

Print Name and Title (Owner or Operator)

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Notarized Affidavit

(Required if the Applicant is not the owner of the preserved farmland.)

Affidavit

STATE OF NEW JERSEY, COUNTY OF _____ SS.:

I CERTIFY that on _____, 20____,

_____ personally came before me and acknowledged under oath, to my satisfaction, that this person (or if more than one, each person):

- (a) is the owner of the preserved farmland identified in this APPLICATION TO HOLD SOEs;
- (b) authorizes the operator identified above to file this APPLICATION TO HOLD SOEs on the preserved farmland;
- (c) signed this Affidavit as their voluntary act and deed.

Signature

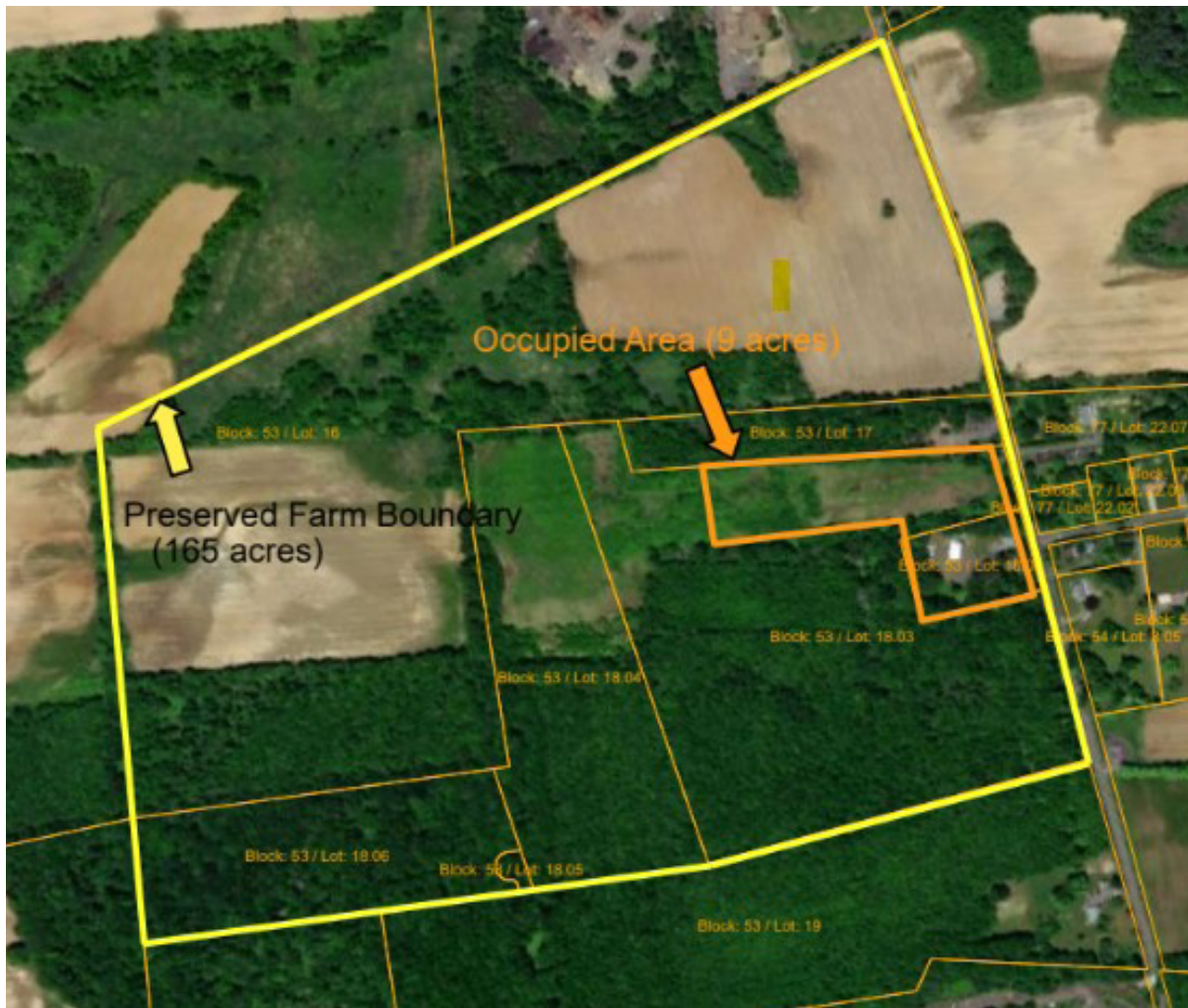
Date

Print Name and Title (Owner or Operator)

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Sample Maps

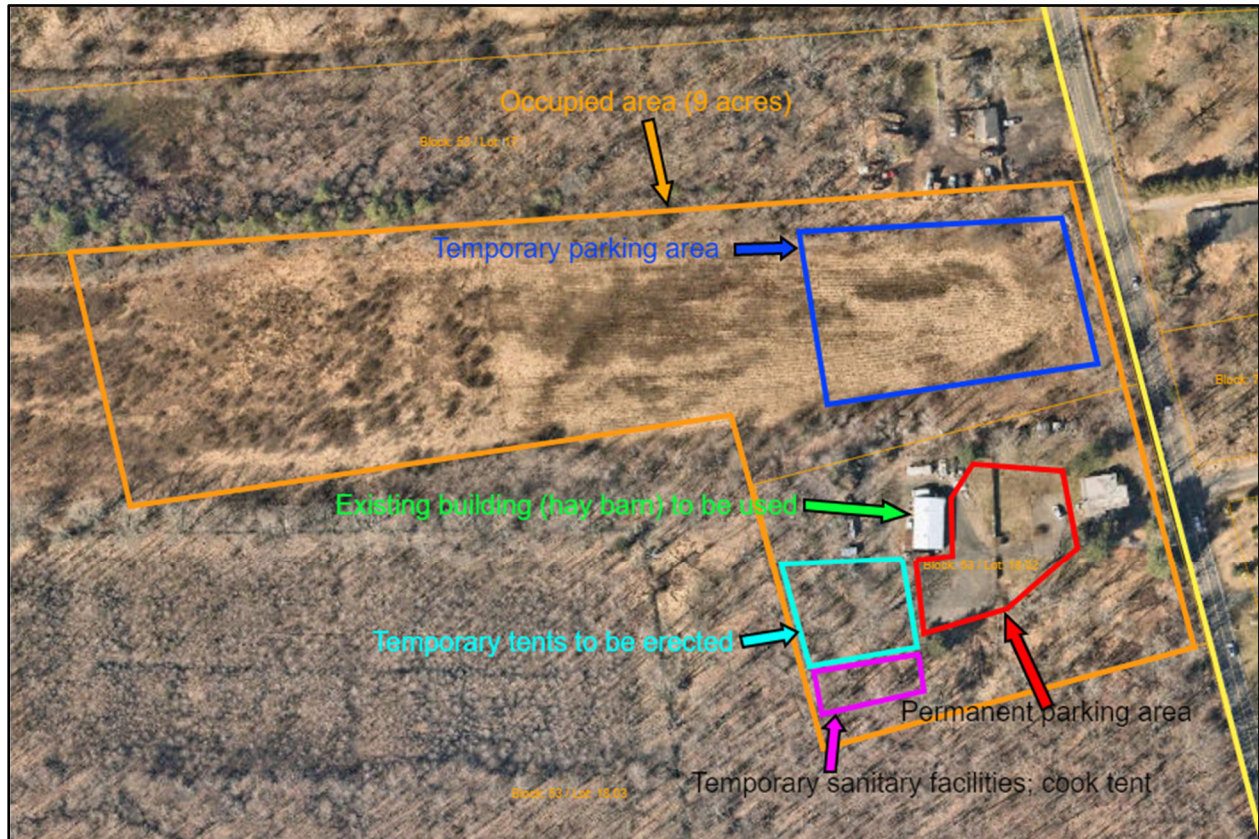
Proposed SOE Map – Weddings – Map 1 (Overview)



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Smith Farm

Proposed SOE Map – Weddings/Map 2 (Occupied Area)

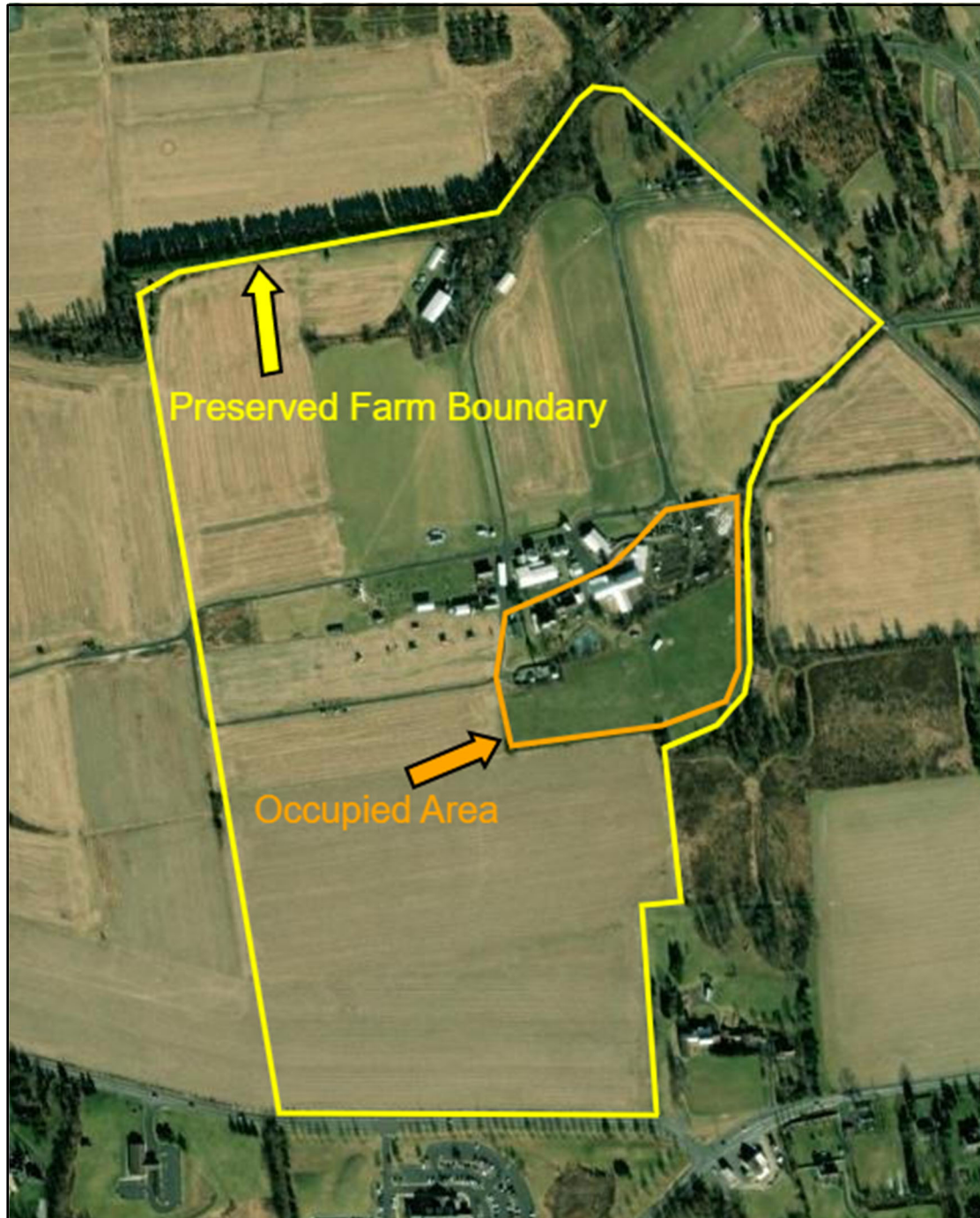


Created with SADC Interactive Web Map – <https://www.nj.gov/agriculture/sadc>

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Jones Farm

Proposed SOE Map – Lifetime Milestone Events/Map 1 (Overview)

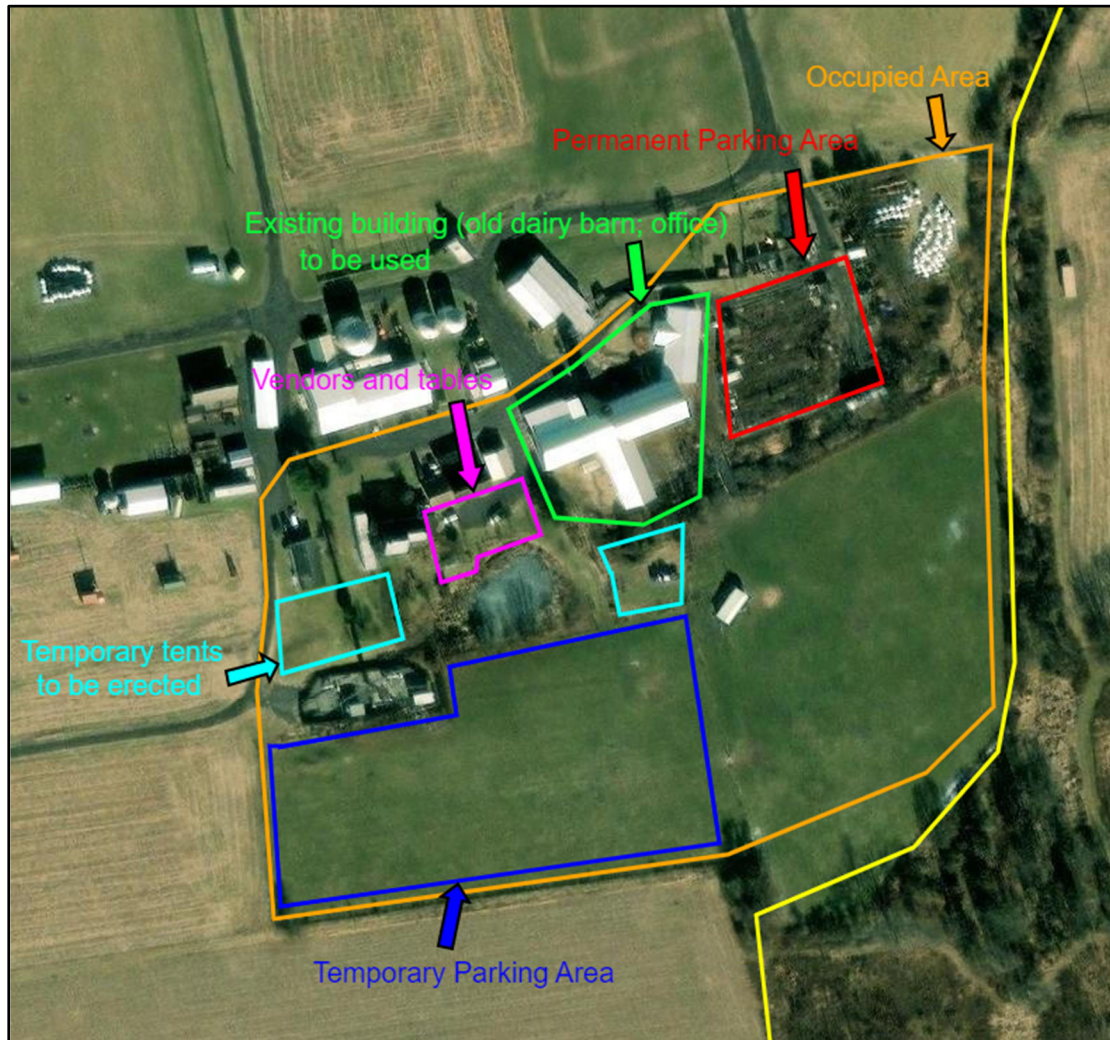


Created with NJ-GEOWEB – <http://www.nj.gov/dep/gis/geoweb splash.htm>

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Jones Farm

Proposed SOE Map – Lifetime Milestone Events/Map 2 (Occupied Area)



Created with NJ-GEOWEB – <http://www.nj.gov/dep/gis/geoweb splash.htm>

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Green Farm

Proposed SOE Map – Weddings/Map 1 (Overview)



Created with Google My Maps – <https://www.google.com/maps/d/>

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Green Farm

Proposed SOE Map – Weddings/Map 2 (Occupied Area)

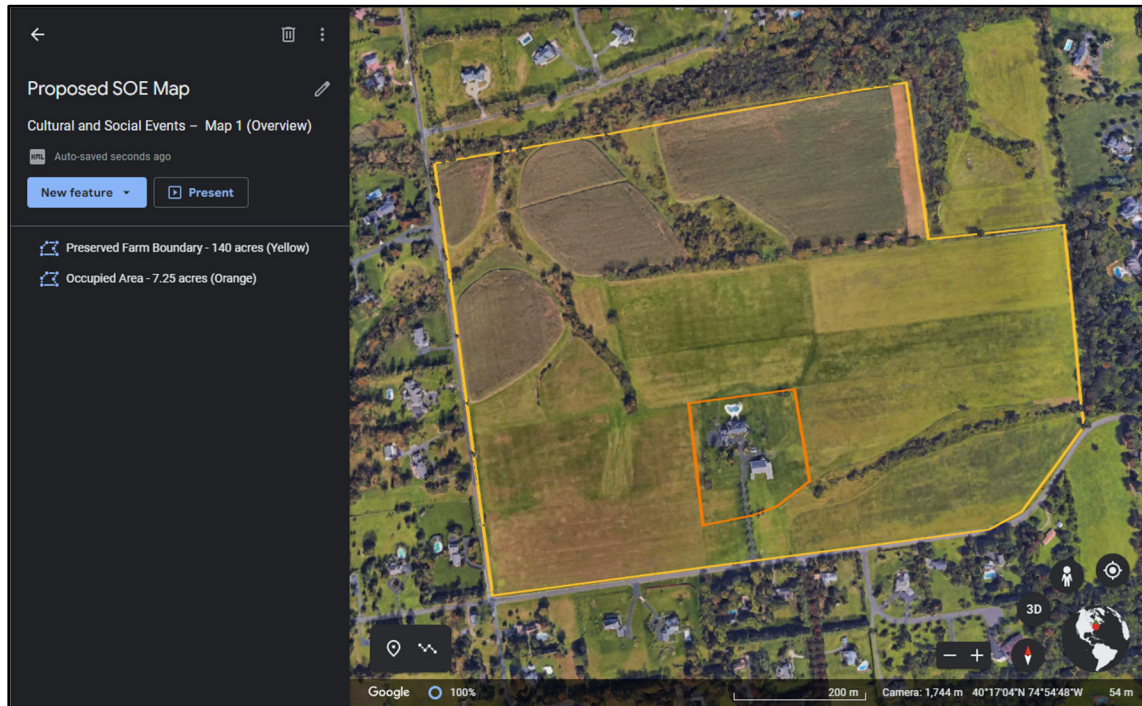


Created with Google My Maps – <https://www.google.com/maps/d/>

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Green Farm

Proposed SOE Map – Cultural and Social Events/Map 1 (Overview)

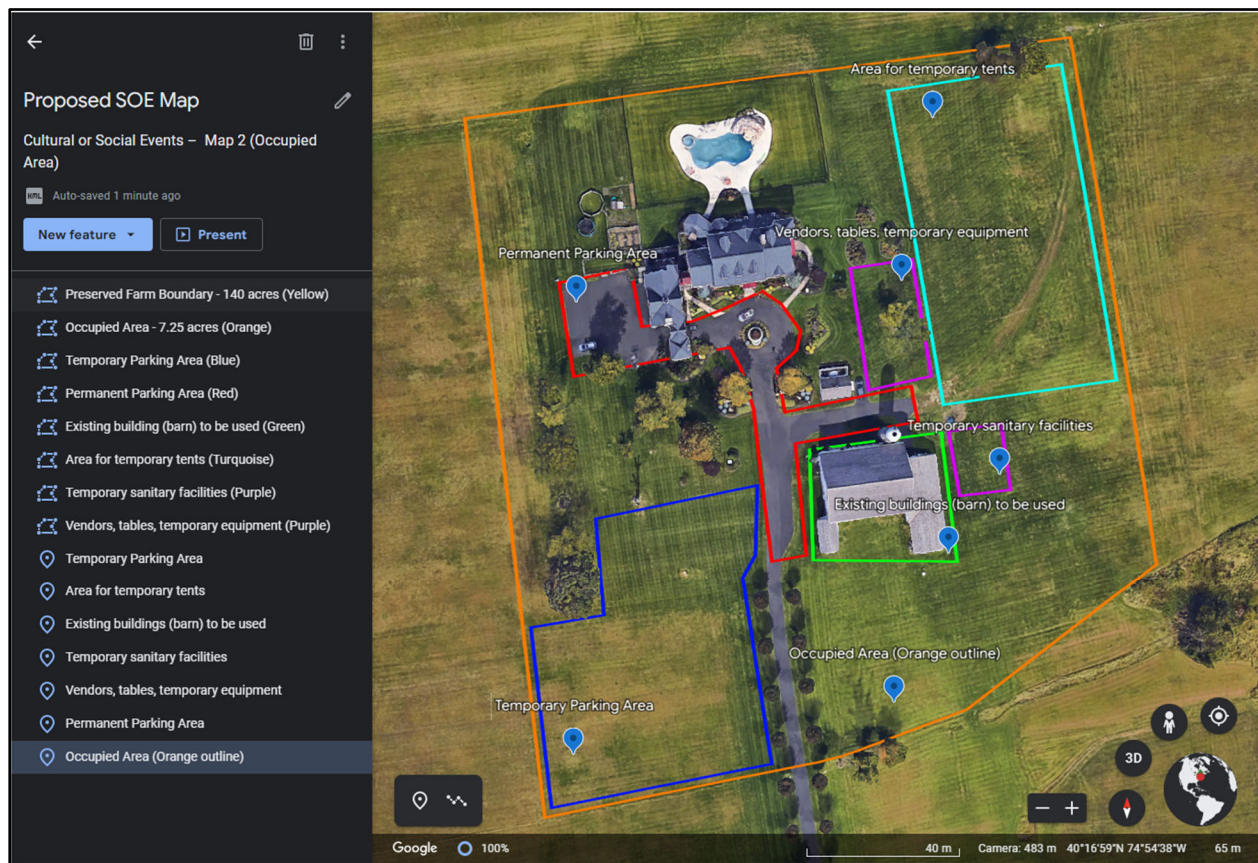


Created with Google Earth – <https://earth.google.com/> or <https://www.google.com/earth/versions/#earth-pro>

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Green Farm

Proposed SOE Map – Cultural and Social Events/Map 2 (Occupied Area)



Created with Google Earth – <https://earth.google.com/> or <https://www.google.com/earth/versions/#earth-pro>