

**HIGHLANDS ATTACHMENT A**  
**Highlands Resource Area Determination /**  
**Highlands Preservation Area Approval**  
**Application Checklist**

**Model Letter – Notice to Neighboring Landowners**  
(copy this letter, fill in the blanks, and send to all parties listed  
in item 3 on the applicable application checklist )

**Date:** \_\_\_\_\_

**Re:** Application submitted by:

\_\_\_\_\_  
(Print applicant's name)

**Regarding property at:**

\_\_\_\_\_  
(Street address of property)

\_\_\_\_\_  
(Block and lot of property)

\_\_\_\_\_  
(Town and county)

Dear Interested Party:

I am sending you this letter to inform you that I am submitting an application for a permit or approval to the New Jersey Department of Environmental Protection (NJDEP) under the Highlands Water Protection and Planning Act, N.J.S.A.. 13:20-1 et seq. The permit or approval will either establish the boundary of environmental features on the above property, or will authorize me to conduct regulated activities on the property.

I am applying for the following review(s):

\_\_\_\_\_ Highlands Resource Area Determination (establishes the official boundary line and/or location of any regulated Highlands resource areas, such as Highlands open waters (which include freshwater wetlands and open waters), and buffers, steep slopes, and upland forested areas).

\_\_\_\_\_ Highland Preservation Area Approval (authorizes regulated activities, for example construction or development, in the Highlands Preservation Area)

The rules governing the above permits and approvals are found in the NJDEP's Highlands Water Protection and Planning Act Rules at N.J.A.C. 7:38. You can view or download these rules on the NJDEP Land Use Regulation Program website at [www.state.nj.us/dep/highlands](http://www.state.nj.us/dep/highlands), or you can find a copy of these rules in the county law library in your county courthouse.

The activities for which my application requests NJDEP approval are (I have checked all of those that apply):

- No regulated activities, just establishing where regulated environmental features (if any) are found on my property
- Cutting or clearing of trees and/or other vegetation
- Placement of pavement or other impervious surface
- Placement of one or more buildings or other structures
- Expansion of existing pavement, buildings, or other structures
- Other (describe):

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If you would like to inspect a copy of my application, it is on file at the Municipal Clerk's Office in the town in which the property is located, or you can call the NJDEP at (609) 777-0456 to make an appointment to see my application at NJDEP offices in Trenton during normal business hours.

The law governing activities proposed in the Highlands Region are found at N.J.S.A. 13:20-1 et seq. The rule that implements this law is N.J.A.C. 7:38-1 et seq. You can view or download the law and rule at the NJDEP Highlands website at [www.state.nj.us/dep/highlands](http://www.state.nj.us/dep/highlands), or you can find a copy of this law in the county law library in your county courthouse.

As part of the NJDEP's review of my application, NJDEP personnel may visit my property, and the portion of any neighboring property that lies within 300 feet of my property line, to perform a site inspection. This site inspection will involve only a visual inspection and possibly minor soil borings using a 4" diameter hand auger. The inspection will not result in any damage to vegetation or to property improvements.

The NJDEP welcomes any comments you may have on my application. If you wish to comment on my application, comments should be submitted to the NJDEP *in writing* within 30 days after the Department publishes notice of the application in the DEP Bulletin. However, written comments will continue to be accepted until the NJDEP makes a decision on the application. Comments cannot be accepted by telephone. Please submit any comments you may have *in writing, along with a copy of this letter*, to:

New Jersey Department of Environmental Protection  
Land Use Regulation Program  
P.O. Box 439  
Trenton, New Jersey 08625  
Att: (County in which the property is located) Section Chief

When the NJDEP has decided whether or not my application qualifies for approval Highlands Water Protection and Planning Act, NJDEP will notify the municipal clerk of the final decision on my application.

If you have questions about my application, you can contact me or my agent, address(es) below.

Sincerely,

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(Print applicant's name)

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**(Applicant's address – required)**

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(Applicant's phone or e-mail – optional)

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(Applicant's agent's address, phone, and/or e-mail – optional)