

**ADJUDICATORY HEARING REQUEST CHECKLIST AND TRACKING FORM**

I. Permit Decision or Other Department Decision Being Appealed: \_\_\_\_\_

\_\_\_\_\_  
Issuance Date of Decision Document

\_\_\_\_\_  
Document Number / Permit Activity Number

II. Person Requesting Hearing:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name of Attorney (if applicable)

\_\_\_\_\_  
Company/Facility

\_\_\_\_\_  
Firm/Office Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address of Attorney

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address of Attorney

\_\_\_\_\_  
Telephone No. | Fax No.

\_\_\_\_\_  
Telephone No. | Fax No.

III. The following must be included as part of your hearing request:

- A. This form, completed, signed and dated;
- B. A copy of the decision document;
- C. The date you received the permit decision or other decision which you are appealing;
- D. The findings of fact and conclusions of law you are appealing;
- E. A statement as to whether or not you raised each legal and factual issue during the permit application process;
- F. An estimate of the time required for the hearing;
- G. A request, if necessary, for a barrier-free hearing location for physically disabled persons;
- H. A statement indicating whether you are interested in negotiating settlement directly with the Department program that issued the decision document;
- I. A statement indicating whether you are interested in negotiating settlement with mediation through the Department's Office of Dispute Resolution (for information on the alternative dispute resolution process, see <http://www.nj.gov/dep/odr/>);
- J. Suggested revised or alternative permit conditions; and
- K. If you are a person other than the applicant or permittee, you must also provide:
  - a. Evidence that a copy of your hearing request has been delivered to the applicant for the permit decision which is the subject of your hearing request (e.g., certified mail return receipt);
  - b. A description of your participation in any public hearings held in connection with the permit application and copies of any written comments you submitted; and
  - c. Whether you claim a statutory or constitutional right to a hearing, and, if you claim such a right, a reference to the applicable statute or an explanation of how your interests are affected by the permit decision.

IV. Submit this form and all of the applicable information specified above to:

1. New Jersey Department of Environmental Protection  
Office of Legal Affairs  
Attention: Adjudicatory Hearing Requests  
Mail Code 401-04L, P.O. Box 402  
401 East State Street, 7th Fl.  
Trenton, NJ 08625-0402

2. New Jersey Department of Environmental Protection  
Division of Land Resource Protection  
Attention: Director  
Mail Code 501-02A, P.O. Box 420  
501 East State Street  
Trenton, NJ 08625-0402

V. Signature: \_\_\_\_\_

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