

Instructions for Riparian Grant Applications

A riparian grant is a deed from the State of New Jersey for the sale of its tidelands, also known as riparian lands. As stated in N.J.S.A. 12:3-10 and N.J.S.A. 13:1B-13, State-owned tidelands are defined as all lands currently and formerly flowed by the mean high tide of a natural waterway. For example, Barnegat Bay, a naturally tidal body of water, is State-owned riparian land.

Property owners may desire a riparian grant if any portion of their property was, at one time, flowed by the mean high tide of a natural body of water. The portion of the property that was formerly tidal is State-owned property despite the fact that it has been filled in and the former waterway is no longer evident. The State-owned section of the property is known as a State Tidelands Claim; a State Tidelands Claim is a cloud on a property owner's title regardless of whether or not that property owner is aware of the claim at the time of purchase. Obtaining a riparian grant is not mandatory; however, a grant may be desired to clear title to a property encumbered with a State Tidelands Claim.

Current policy is to issue grants only for historic tidelands. That is, the State of New Jersey no longer sells currently flowed tidelands. Exceptions are made when the area of the State Tidelands Claim is now part of an artificial waterway such as a lagoon.

Riparian grants require complex processing as well as the approval of numerous State officials. Therefore, a grant may take as long as two to three years to obtain.

The State of New Jersey is under no obligation to issue a riparian grant. Riparian grants are not valid until delivered and are not valid unless issued to the persons or entities holding title on the date of delivery.

Grant Application Requirements:

The materials listed in Section A are required for all riparian grant Applications. Some applications will have further requirements as described in Sections B – D. Please note that an application may have requirements from multiple sections.

A. All applications must include the following:

1. **Riparian Grant Application Form** – completed and signed by all persons listed as the current owner on the most recent recorded deed
2. **Affidavit of Title** – completed, signed by all persons listed on the current recorded deed, and notarized

3. **Recorded Deed** – a copy of the current deed as recorded in the County Clerk’s office
4. **Title Insurance Policy** – a copy of the entire policy or evidence of due diligence if a policy cannot be located
5. **Property Survey** – four (4) copies of a survey; each copy must meet **all** of the following requirements:
 - signed and sealed by a New Jersey Licensed Land Surveyor or a Professional Engineer; photocopies will not be accepted
 - depicts the existing and proposed conditions of the property
 - supplies the date of the original drawing and of any revisions; the date of either the original drawing or of the most recent revision must be current
 - provides the owner’s name, tax lot and block, municipality and county for the subject property
 - drawn to scale in either a 1”=10’, 1”=20’, 1”=30’, 1”=40’, 1”=50’ or 1”=60’ scale; other scales will not be accepted
 - provides the standard engineering scale used
 - includes a north arrow
 - depicts the complete upland of the subject property and provides appropriate bearings and distances around the entire perimeter; record title must be clearly marked
 - provides the total square footage of the property; separate square footages are required for upland and liquid areas
 - shows the location of the Tidelands Claim Line and notes the source of the line
 - clearly indicates the claim area that is to be purchased from the State of New Jersey; if a portion of the claim area is currently flowed tidelands, this area must be clearly defined and labeled
 - provides the total square footage of the claim area; separate total square footages are required for formerly flowed and currently flowed areas
 - provides the location of the current mean high water line if applicable
 - shows the location of any existing tidelands conveyances (grants, licenses, Statements of No Interest, etc.) on the subject property if applicable

6. **Real Estate Appraisal** – an original plus two (2) copies of a current appraisal report will be required. Due to the time-sensitive nature of this report, the appraisal should not be submitted with the initial application. An appraisal request along with a list of appraisal requirements will be sent once the application is deemed complete. Please be advised that submitting the appraisal with the initial application may result in the need for a second appraisal.

B. Applicants not applying as either private citizens or as Condominium Associations (i.e. companies, corporate entities, government agencies, counties, municipalities, etc.) must also submit the following:

1. **Organization Data Form** – only a person(s) listed on this form may sign the other forms that are associated with the application (i.e. Grant Application Form, Affidavit of Title)

C. When applicants are applying as a Condominium Association, the following additional requirements apply:

1. The application must include a copy of the **first two pages of the Master Deed** in addition to the recorded deeds of all individual unit owners.

2. All required forms must be completed in the name of the Condominium Association.

D. When current and former property owners are jointly applying, the following additional requirements apply:

1. The application must include a copy of the **Escrow Agreement**.

2. The application must include a copy of the **Settlement Papers**.

3. The application must include a complete set of all required materials from both the current and the former owners (exceptions: only one set of real estate appraisals and property surveys are required).

Submit all applications to:

State of New Jersey
Department of Environmental Protection
Bureau of Tidelands Management
P.O. Box 439
Trenton, NJ 08625-0439

Do Not Send by Certified Mail

If you have any questions regarding this application, please contact the Bureau of Tidelands Management at (609) 292-2573.



State of New Jersey
 Department of Environmental Protection
 Bureau of Tidelands Management
 P.O. Box 439
 Trenton, NJ 08625-0439



RIPARIAN GRANT APPLICATION FORM

PLEASE INCLUDE THE NAMES AND SIGNATURES OF ALL PERSONS LISTED ON THE CURRENT RECORDED DEED
 ATTACH A *SIGNATURE ADDENDUM PAGE* IF MORE THAN TWO SIGNATURES ARE REQUIRED

Title Holder(s)			
Name(s):			
Mailing Address:			
City:	State:	Zip Code:	
Daytime Telephone Number:		Email Address:	
Site Location			
Address:			
Municipality:		County:	
Block:	Lot:	Waterway:	
N.A.D. 1983 State Plane Coordinates (feet) 6 digits only (if known): E (x):			
		N (y):	
Purchase Date:		Sale Date (if applicable):	
Agent Information (optional)			
Agent Name:			
Mailing Address:			
City:	State:	Zip Code:	
Telephone Number:		Email Address:	

FOR OFFICE USE ONLY
Grant File #:
Cross Reference # (if applicable):

1. Do you have title insurance for this property?

YES

NO

If YES, please provide a true copy of the entire policy.

Signatures

I, the undersigned, hereby request a Riparian Grant from the State of New Jersey. I recognize that the State is under no obligation to issue the desired Grant and that said Grant is not valid until delivered. Furthermore, I certify that all of the above information is true and accurate. I understand that, should any of this information prove false, the State of New Jersey may deny my application for a Tidelands Grant or seek to invalidate any conveyance that has been delivered.

I agree to act as my own representative in all matters pertaining to my Tidelands Grant.

I authorize the person named above to act as my agent in all matters pertaining to my Tidelands Grant. I understand that the Bureau of Tidelands Management will correspond only with this agent. Furthermore, I understand that I should direct future questions or concerns regarding my conveyance to my agent. This agreement will remain in effect unless I submit written notification to the Bureau of Tidelands Management.

Signature of Title Holder:

Date:

Print Name:

Signature of Title Holder:

Date:

Print Name:



State of New Jersey
 Department of Environmental Protection
 Bureau of Tidelands Management
 P.O. Box 439
 Trenton, NJ 08625-0439



AFFIDAVIT OF TITLE

PLEASE INCLUDE THE NAMES AND SIGNATURES OF ALL PERSONS LISTED ON THE CURRENT RECORDED DEED
 ATTACH A *SIGNATURE ADDENDUM PAGE* IF MORE THAN TWO SIGNATURES ARE REQUIRED

I, the undersigned, being of lawful age, hereby attest to the following:

1. I am the current owner of the following property:

Address _____

Municipality _____

County _____

Block _____

Lot _____

2. I am the owner of this property by virtue of the following deed:

Date of Deed _____

Recorded in County of _____

Deed Book _____

Page Number _____

3. I have not sold or in any other way relinquished my ownership interest in this property.

 Signature of Title Holder

 Signature of Title Holder

 Date

 Date

 Print Name

 Print Name

 Signature of Notary Public

 Date

Affix Seal:



ORGANIZATION DATA FORM ***

ATTACH AN ADDITIONAL PAGE IF SPACE FOR MORE THAN FOUR NAMES IS NEEDED

Organization Information	
Name of Organization:	
Address of Principal Office:	
Authorized Persons	
Please list the persons authorized to act on behalf of the above organization:	
Name:	Title:
Address:	
Name:	Title:
Address:	
Name:	Title:
Address:	
Name:	Title:
Address:	
Organization Data	
Is this organization based in New Jersey? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, is this organization authorized to do business in New Jersey? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the organization currently in good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, please explain.	
When was the First Annual Report filed with the Secretary of State in Trenton?	
Are there any Franchise Taxes currently due to the Corporation Tax Bureau? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, in what year were the last taxes paid?	

***Complete this form only if the applicant is not a private citizen



State of New Jersey
Department of Environmental Protection
Bureau of Tidelands Management
P.O. Box 439
Trenton, NJ 08625-0439



SIGNATURE ADDENDUM PAGE

Addendum to:	
Signatures	
Signature:	Date:
Print Name:	
Signature:	Date:
Print Name:	
Signature:	Date:
Print Name:	
Signature:	Date:
Print Name:	
Signature:	Date:
Print Name:	