



New Jersey Department of Environmental Protection
Office of Brownfield Reuse
P.O. Box 028
401 East State Street, 6th floor
Trenton, New Jersey 08625-0028
Telephone: (609) 292-1251
Facsimile: (609) 777-1914

2009 Brownfield Development Area Application

General Instructions

1. Applications for the calendar year 2009 BDA designation must be submitted on a 2009 Brownfield Development Area Application Form in accordance with the 2009 Brownfield Development Area Application Guidance.
2. Refer to the 2009 Brownfield Development Area Application Guidance for detailed instructions for completing this application.
3. Complete all parts of the application. Incomplete applications will be unilaterally rejected and not considered for designation in 2009. A complete application includes:
 - The completed 2009 Brownfield Development Area Application Form
 - All required supporting information or documentation
 - Required resolutions/ordinances
 - Letters of support
4. Do not submit documents, letters of support or other information separately from the application; it will not be considered.
5. Provide all required information in the body of the application form. Do not cite attachments in lieu of including the required information in the application form itself.
6. Add additional pages as necessary. Ensure they are clearly identified as to the specific section being referenced.
7. Each page of the application should include the name of the submitting entity (community organization, municipality, etc.), the project name and the date. This information may be contained in a header or footer.
8. Include a cover letter indicating the number of pages in the application, by section.
9. Five (5) paper copies and one electronic copy (in Microsoft Word or other compatible format) of the application are required.
10. Applications for the calendar year 2009 BDA designations must be **received** by the Office of Brownfield Reuse by **March 31, 2009**.





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2009 Brownfield Development Area Application Form

***NOTE: IF ANY INFORMATION IS MISSING, THE APPLICATION WILL BE DEEMED
INCOMPLETE AND WILL NOT BE CONSIDERED***

I. Applicant Information

Applicant Organization:

Mailing Address:

City/Town:

State:

Zip:

Phone Number:

Contact Person:

Email:

Applicant (check one):

Community Organization

Municipality

County

Co-applicants

If co-applicants, attach additional copies of this section with the appropriate information for each co-applicant.

II. Project Information

A. Clearly state the boundaries of the proposed BDA. Provide a brief narrative description of the proposed BDA and why these boundaries were selected. (Example: "A neighborhood bounded by River W, highway X, Y Street and the Z railway line currently containing residential, commercial and light industrial uses. The proposed BDA includes six brownfield sites, which the Steering



Committee proposes should be remediated and reused consistent with an overall community vision for the area. The area was selected because....”).

B. List each brownfield site within the proposed BDA in the following table. These may be individual parcels, or sites consisting of multiple parcels that function as a single unit. Brownfield sites should be identified by their current, rather than anticipated, name or use.

Property Name or Identifier	Street Address or Block(s) and Lot(s)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

C. Provide a single scaled map or aerial photo depicting the boundaries of the entire proposed BDA as well as the boundaries of each of the brownfield sites listed in Section II.B. Clearly identify on the map or photo each brownfield site with the site name as it appears in Section II.B. Identify prominent physical features such as streets, railroads, water bodies, etc.

III. Baseline Information for Brownfield Sites within the BDA

Provide specific information for each site (above) within the proposed BDA using the Baseline Property Datasheets (below). **Additional site investigation is *not* required for this application; however, applicants must include any existing, required information.** A separate Baseline Property Datasheet is required for each site within the proposed BDA. **Incomplete Baseline Property Datasheets will render the entire application unacceptable.**



◀ Baseline Property Datasheet ▶		
Property Name		Address
Blocks and Lots	Size	Zoning
Owner		Owner Address
Physical Description (Use terms such as “industrial”, “abandoned”, “dump”, etc. and detail specific site features such as buildings, paved areas, etc.)		
Known or Suspected Contaminants / Affected Media		
DEP Program Status*		
Site History:		
Year (From/To)	Owner/Operator	Activity/Operation
_____ to Present		
_____ to _____		
_____ to _____		
_____ to _____		

* List the DEP program involved (e.g., Bureau of Underground Storage Tanks, etc), or if a No Further Action letter has been issued for the site, provide the date of the NFA determination. This information can be obtained from the DEP Data Miner Database at <http://www.nj.gov/dep/opra/online.html>.



IV. Steering Committee

List the names of Steering Committee members, their affiliations, contact information, and the stakeholder sector that each Steering Committee member represents, starting with the Steering Committee Coordinator. Identify any Steering Committee member who owns or operates a property proposed for inclusion in the BDA in Section II.C as “Property Owner”. **Include a separate letter of interest from each prospective Steering Committee candidate including the Steering Committee Coordinator.**

Name	Affiliation	Address	Phone	Email	Stakeholder Sector Represented



V. Steering Committee History and Support

Provide an overview of the Steering Committee, how it was created and what it has accomplished. Include the following as attachments:

- A resolution or ordinance from the municipality offering support for the BDA project.
- A resolution or ordinance indicating the municipality's willingness to enter into the MOU with the Steering Committee and the DEP.
- Additional letters of support for the application from other area or community organizations, environmental commissions or groups and owners of brownfield sites within the proposed BDA. These letters should be as explicit as possible as to the degree and level of support (financial or otherwise) for the proposed BDA project.

VI. Community Overview

Provide a detailed description of the community in which the proposed BDA is located. Maps and other supporting documents are required in some instances. Organize this information in this order and under the following headings:

- Justification for the BDA Boundaries
- Area Population and General Demographics
- Housing, Economic Activity and Public Assets
- Local Planning Designations
- Economic Development Designations
- Transportation Issues
- Recreation and Open Space Inventory
- Obstacles to Redevelopment

VII. Community Vision

Provide a statement of purpose describing any proposed end uses and demonstrating that the objectives of the proposed BDA project are consistent with Smart Growth principles. Describe any formal or informal planning efforts to develop the community vision to date. **Municipal adoption of a formal redevelopment plan for the project area is a required component of the application.**



In addition, provide a narrative description of the anticipated benefits to the community from the improvements associated with the remediation of the brownfields, and the aspirations of the community for this effort. Organize this information in this order and under the following headings:

- Direct and Indirect Environmental Benefits
- Aesthetic Benefits
- Community Quality of Life Benefits
- Public Health and Welfare Benefits
- Economic Benefits
- Provide a detailed description of the planned end use within the boundaries of the BDA, including:
 1. Number of residential units (specify number or percentage of market rate versus the number of affordable or COAH compliant),
 2. Area of retail space (square feet),
 3. Area of commercial or office space (square feet),
 4. Area of conservation, recreation or open space (square feet or acres),
 5. Area of other proposed use (square feet or acres).

