



New Jersey Department of Environmental Protection

Contaminated Site Remediation & Redevelopment
Office of Brownfield & Community Revitalization

Brownfield Development Area (BDA) Application Form Instructions

General Instructions

1. **Applicability.** Use this form to apply for a Brownfield Development Area (BDA) designation.
2. **Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: [NJDEP SRP - Brownfields Development Area \(BDA\) Initiative](#).
3. Applications for the calendar year BDA designation must be submitted on in accordance with the BDA Application Guidance.
4. Refer to the BDA Application Guidance for detailed instructions for completing this application.
5. Complete all parts of the application. Incomplete applications will not be accepted and will not be considered for designation. A complete application includes:
 - The completed BDA Application Form
 - All required supporting information or documentation
 - Required resolutions/ordinances
 - Letters of support
6. Do not submit documents, letters of support, or other information separately from the application; all documents must be provided with the application.
7. 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 Do not cite attachments in lieu of including the required information in the application form itself.
8. Add additional pages as necessary. Ensure they are clearly identified as to the specific section being referenced.
9. Each page of the application should include the name of the submitting entity (municipality, etc.), the project name, and the date. This information may be contained in a header or footer.
10. Include a cover letter indicating the number of pages in the application, by section.
11. One (1) digital copy (in PDF format or other compatible format) of the application is required. Please email the application to bdaapp@dep.nj.gov. Please email a Dropbox link or similar format to bdaapp@dep.nj.gov.
12. Applications for the calendar year BDA designations must be **received** by the Office of Brownfield & Community Revitalization by April 30, 2024.

NOTE: If any information is missing, the application will be deemed incomplete and will not be considered

Section I. Applicant Information

Provide the applicant's name, complete mailing address, and phone number. Provide the name and email address of a contact person. In the case of co-applications, provide information for each co-applicant.

Section II. Project Information

- A. Clearly state the boundaries of the proposed BDA. Provide a 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 a spreadsheet that should be included as **Attachment A - BDA Site List** (available at: [NJDEP SRP - Brownfields Development Area \(BDA\) Initiative](#)). 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. To the extent known, please include site preferred ID# (PI ID#) if one exists, property name, street address, block(s) and lot(s), size (acreage), ownership, and NJ State Plane Coordinates.
- 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 Attachment A. Clearly identify on the map or photo each brownfield site with the site name as it appears in Attachment A. Identify prominent physical features such as streets, railroads, water bodies, etc. This scaled map will be known as **Attachment B: Scaled map of BDA sites**.

Section III. Baseline Information for Brownfield Sites within the BDA

Provide specific information for each site within the proposed BDA using **Attachment C - Baseline Property Datasheet** available at: [NJDEP SRP - Brownfields Development Area \(BDA\) Initiative](#).

List the DEP program involved, or if a final remediation document [Response Action Outcome (RAO), or No Further Action (NFA) letter] has been issued for the site, provide the date of the RAO/NFA determination. If there is an existing PI#, please include it. This information can be obtained from the DEP Data Miner Database at <https://njems.nj.gov/DataMiner>.

Additional site information 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.

Section IV: Steering Committee

Provide a list the names of Steering Committee members as **Attachment D: Steering Committee List** (available at: [NJDEP SRP - Brownfields Development Area \(BDA\) Initiative](#)). Include their affiliations, contact information, and the stakeholder sector that each Steering Committee member represents, starting with the Steering Committee Chair. Identify any Steering Committee member who owns or operates a property proposed for inclusion in the BDA in Section II.B as "Property Owner". **Include a separate letter of interest from each Steering Committee member.**

Section V. Steering Committee Support

Provide an overview of the Steering Committee, and how it was created, as **Attachment E**.

- A resolution from the municipality offering support for the BDA project.
- A resolution 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, if available. These letters should be as explicit as possible as to the degree and level of support (financial or otherwise) for the proposed BDA project.

Section VI. Community Overview

Provide a detailed description of the community in which the proposed BDA is located. Maps and other supporting documents are required. Organize the community overview information in this order and under the following headings as **Attachment F**.

- Justification for the BDA Boundaries
- Area Population and General Demographics
- Housing, Economic Activity, and Public Assets
- Local Planning Designations
- Economic Development Designations
- State Planning Areas
- Transportation Infrastructure

- Recreation and Open Space Inventory
- Obstacles to Redevelopment

Section VII. Redevelopment Vision and Community Benefits

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 <https://smartgrowthamerica.org/>. Describe any formal or informal planning efforts to develop the community vision to date. A 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 brownfield sites, and the aspirations of the community for this effort. Organize the redevelopment vision and community benefits information in this order under the following headings as **Attachment G**.

- Direct and Indirect Environmental Benefits
- Aesthetic Benefits
- Community Quality of Life Benefits
- Public Health Benefits
- Economic Benefits
- Description of proposed end-use(s) within the boundaries of the BDA

Attachment Legend:

Attachment A: List of BDA sites

Attachment B: Scaled map of BDA sites

Attachment C: Property Baseline Datasheet (please provide one datasheet per BDA site)

Attachment D: Steering Committee List

Attachment E: Steering Committee History and Support

Attachment F: Community Overview

Attachment G: Redevelopment Vision and Community Benefits