



New Jersey Department of Agriculture Hemp Program

OFFICIAL USE ONLY.
Check #



2021 Site Modification Request

- The submission of this request form and a subsequent *Licensing Agreement Amendment* must be executed prior to the growing, handling, processing, or storage of hemp materials at any location (GPS coordinates) NOT already listed on your *Licensing Agreement*.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.

License Holder:	License #:
Name of Signing Authority on License (if business):	
Email:	Phone:

1) Check the appropriate box(es) below regarding this request.

- Prior to signing *Licensing Agreement*. (No fees assessed)
- Growing or Processing sites after signing *Licensing Agreement*. (Fees assessed*)
- *Check must accompany form submission.**
- Storage only. (No fees assessed)
- University/College location. (No fees assessed)

2) If you are requesting this change after your *Licensing Agreement* has been signed, you must include a \$300 Site Modification Surcharge fee for each new set of GPS Coordinates. A new growing or processing location is defined as any GPS location that was not listed on the initial *Licensing Agreement* (i.e., any change to or addition of GPS coordinates at an address on the *Licensing Agreement*, or for the addition of a new address). The Site Modification Surcharge does not apply to storage-only sites, but prompt request to the NJDA and approval is required for storage-only sites. **The check or money order must be made payable to the New Jersey Department of Agriculture and attached to this form.**

- Attached check in the amount of : \$ _____
 (Total amount equals the number of new locations, i.e., each set of GPS coordinates x \$300.)

3) Provide a list of the additional locations you wish to license by completing the tables below in questions (4) fields, (5) greenhouses/indoor growing spaces, (6) processing (Licensed Processors/Handlers ONLY), and (7) storage sites. Complete only the tables that apply to your request.

Check here to indicate that you have read the below instructions.

- Locations must be approved in writing by NJDA and included in your *Licensing Agreement* prior to the planting, handling, processing, or storage of any industrial hemp in this location.
- You are required to provide precise GPS coordinates in DEGREES DECIMAL MINUTES for each field, building, and storage structure at each address. *Example: lat: 38° 9.919'N, long: 84° 49.267'W*
- You are required to provide a map depicting each address and the items listed in the *Instructions for Creating Maps for Submission* at the end of this form, pages i-iii.
- The field and building IDs used in these tables MUST be consistent on all future report forms used in the program.**



4) **Field Addresses.** Complete parts a) and b) below. Attach additional page(s) as necessary.

<p>a) Enter information for the ADDITION of requested field address(es) or additional field(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each growing site.</p>						
Farm 1	Planting Address 1	City	State	Zip	County	Own or Rent
			NJ			
	Indicate if this farm has multiple entrances: Yes No If yes, number of entrances:					
	Location ID*	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>		Acres	
Field 1						
Field 2						
Field 3						
Farm 2	Planting Address 2	City	State	Zip	County	Own or Rent
			NJ			
	Indicate if this farm has multiple entrances: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Location ID*	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>		Acres	
Field 1						
Field 2						
Field 3						

<p>b) Enter information for the REMOVAL of requested field locations. Be sure to include Location IDs (as they appear on your current <i>Licensing Agreement</i>) for each growing site.</p>					
	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

* Location ID: A unique identifier or common name for each field, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the field.



5) Greenhouse/Indoor Growing Addresses. Complete parts a), b), and c) below. Attach additional page(s) as necessary.

a) Indicate type of greenhouse production (check or circle all that apply):

- Transplants only (either seeded or vegetative cuttings), or seasonal stock plants
- Stock plants, year round
- Year-round production with intent to harvest indoor plants

b) Enter information for the ADDITION of requested greenhouse/indoor growing address(es) or additional building(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each growing site.

Indoor Growing Address 1	Planting Address 1					City	State	Zip	County	Own or Rent
							NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Square Feet					
Building 1										
Building 2										
Building 3										

Indoor Growing Address 2	Planting Address 2					City	State	Zip	County	Own or Rent
							NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Square Feet					
Building 1										
Building 2										
Building 3										

c) Enter information for the REMOVAL of requested greenhouse/indoor growing locations. Be sure to include Location IDs (as they appear on your current *Licensing Agreement*) for each growing site.

	Address	City	Zip	County	Location ID
Location 1					
Location 2					

⁺ Type of Structure may be a greenhouse, high tunnel, barn, warehouse, etc.

* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the structure.



6) **Processing Addresses. LICENSED PROCESSORS/HANDLERS ONLY - Complete parts a) and b) below.** Attach additional page(s) as necessary.

a) Enter information for the ADDITION of requested processing address(es) or additional building(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each processing site.						
Processing Site 1	Processing Address 1	City	State	Zip	County	Own or Rent
			NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude Ex: 38° 9.919'N	GPS: Longitude Ex: 84° 49.267'W		
Building 1						
Building 2						
Building 3						
Processing Site 2	Processing Address 2	City	State	Zip	County	Own or Rent
			NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude Ex: 38° 9.919'N	GPS: Longitude Ex: 84° 49.267'W		
Building 1						
Building 2						
Building 3						

b) Enter information for the REMOVAL of requested processing locations. Be sure to include Location IDs (as they appear on your current <i>Licensing Agreement</i>) for each processing site.					
	Address	City	Zip	County	Location ID
Location 1					
Location 2					

⁺ Type of Structure may be a warehouse, store front, industrial complex, etc.

* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the building.



7) **Storage Addresses. Complete parts a) and b) below.** Attach additional page(s) as necessary.

NOTE 1: The Site Modification Surcharge does **not** apply to storage-only addresses.

NOTE 2: Storage addresses must be listed in the below table even if listed in tables for Questions 4 - 6 above, in order to provide GPS coordinates for the storage building(s).

a) Enter information for the ADDITION of requested storage building(s) in the cells below. Be sure to include a Location ID and GPS coordinates for each storage site.						
Storage Location 1	Storage Address 1	City	State	Zip	County	Own or Rent
			NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>		GPS: Longitude <i>Ex: 84° 49.267'W</i>	
Building 1						
Building 2						
Building 3						
Storage Location 2	Storage Address 2	City	State	Zip	County	Own or Rent
			NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>		GPS: Longitude <i>Ex: 84° 49.267'W</i>	
Building 1						
Building 2						
Building 3						

b) Enter information for REMOVAL of requested storage address(es) below. NOTE: NJDA does NOT recommend removing storage location(s) unless you are absolutely certain that you will NOT ever use the storage facility.					
	Address	City	Zip	County	Location ID
Location 1					
Location 2					

⁺ Type of Structure may be a warehouse, barn, high tunnel, etc.

* Location ID: A unique identifier or common name for each structure, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the structure.



8) **Attach maps depicting Location IDs being requested for addition.**

Indicate number of maps being submitted: _____

9) **If locations are leased, please indicate whether you have authorization from the owner allowing industrial hemp research to be conducted on the property. NJDA reserves the right to request a notarized letter of support from the property owner.**

Yes No Not Applicable (owned by me)

If “Yes,” complete the table below for leased locations:

Leased Location Address	Name of Owner/Landlord	Phone Number of Owner/Landlord

10) **If your mailing address has changed, please provide your new mailing address in the table below.**

Street Address	City	State	Zip	County

I hereby verify and affirm that all of the information contained in this Site Modification Request Form is true, accurate, and complete. I understand that the NJDA must approve the site modification request before this request becomes effective. I also understand that if NJDA later determines any of this information to be inaccurate, the request may be denied, changes may be withdrawn, and my *Licensing Agreement* may be withheld or terminated.

Signature of License Holder / Approved Applicant

Date

Printed name

