

# NATURAL AND HISTORIC RESOURCES

## *NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION*



## REQUEST FOR USE OF NJDEP PROPERTY FORM

The Request for Use of NJDEP Property Form is a preliminary screening tool that allows the NJDEP to track requests from one intake point and to ensure that all requests are referred to the appropriate point(s) of contact for review and disposition. After an initial review, the requestor will be contacted by the State Property Conveyance Coordinator about whether the NJDEP wishes to proceed with the request.

The NJDEP is responsible for managing over 800,000 acres of land for recreation, conservation and ecological purposes, as well as preserving natural and cultural resources on those lands. The NJDEP holds these lands and resources in the public trust. Therefore, all proposed uses of NJDEP property must be carefully assessed for their benefits to the public and their effects on natural and cultural resources.

The use of NJDEP lands by a public or private entity, whether permanent or temporary, requires specific permission from the NJDEP. This permission may take the form of a lease, license, easement, fee conveyance or land exchange.

Although NJDEP lands can serve many purposes, certain uses conflict with or are incompatible with the NJDEP's mission. In these instances, requests to use NJDEP property will be denied. If a request to use NJDEP property is granted, compensation will be required to ensure that the public will benefit from the proposal.

## Request for Use of NJDEP Property Form Directions

[Please note: This form contains dropdown boxes.]

**General Information:** Please provide the intended use of NJDEP property being requested. Provide the specified information for the NJDEP property or properties that are the subject of the request. Be sure to provide as detailed a description of the proposed use as possible in the space provided. Include the need for the use, the alternatives to using NJDEP property, relevant history, and any available additional information.

**Contact #1:** Please provide the contact information for the primary point of contact. This individual will be contacted regarding any questions, comments, or concerns about the request. You may designate an attorney, business partner or consultant as your primary point of contact.

**Contact #2 and #3:** If Contact #1 is not the proposed property user, please include contact information for the proposed property user. If Contact #1 is the proposed property user, please include information for additional contact(s) (if available.)

**Project History:** Please provide the specified information regarding the proposed use of NJDEP property. In particular, please let us know if you or others have proposed your project to us in the past so we can locate any records of that inquiry.

**Duration of Project:** Please provide the duration of the proposed use of NJDEP property.

**Proposed Compensation:** Please include any available information about the compensation you propose to provide for the proposed use of NJDEP property. If you are proposing a land exchange, please specify the block/lots for any properties to be conveyed to the NJDEP and include the current owner's deed (if available.)

**Documents:** Please check the boxes for the available supporting documents and include them when submitting the Form. GIS shapefiles are particularly helpful for evaluating requests and should be included if available.

**Please help us conserve natural resources by submitting this form, and any supporting information, in electronic format (if available). Once the form is complete, save and rename this form as a new pdf document. Please note that we have a 10 MB limit on incoming attachments, so you may need to break your submission into multiple emails.**

### **Address for Electronic Submissions:**

Jenine.Hutton@dep.nj.gov

**For further information, please contact:**

Jenine Hutton  
State Property Conveyance Coordinator  
(609) 984-0500

### **Address for Mail Submissions:**

Jenine Hutton  
State Property Conveyance Coordinator  
c/o NJDEP Green Acres Program  
501 East State Street, 1st Floor  
Mail Code 501-01/P.O. Box 420  
Trenton, New Jersey 08625-0420

# Request for Use of NJDEP Property

## Preliminary Screening Form

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For Official Use Only

Tracking Number

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### General Information

Type of Use

1. Block	Lot	Acreage	Municipality	County
2. Block	Lot	Acreage	Municipality	County
3. Block	Lot	Acreage	Municipality	County
4. Block	Lot	Acreage	Municipality	County
5. Block	Lot	Acreage	Municipality	County

Street Address(es)

Total Acreage

DEP Administering Agency

Type of User

Briefly describe the proposed use of NJDEP property:

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**Contact #1**

Affiliation

First Name

Last Name

Organization

Street Address

City

Zip Code

State

E-mail Address

Phone  
NumberWebsite

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**Contact #2**

Affiliation

First Name

Last Name

Organization

Street Address

City

Zip Code

State

E-mail Address

Phone  
NumberWebsite

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**Contact #3**

Affiliation

First Name

Last Name

Organization

Street Address

City

Zip Code

State

E-mail Address

Phone  
Number

Website

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## Project History

Have you contacted NJDEP's Office of Permit Coordination and Environmental Review regarding the proposed use of State land?                      Yes                      No

List any local or regional government entities involved in this proposal. Please describe their historical involvement in this project or site. Please provide contact names and information of anyone whose attendance/input would be helpful in facilitating this project

Please identify any potential conflicts with NJDEP rules

Have you used or requested to use NJDEP lands before?                      Yes                      No

If yes, please describe (include when and what NJDEP land)

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## Duration of Project

The proposed activity will require the use of NJDEP land for (check one)

A single term of less than one year  
A multi year term  
Permanent  
Other

Beginning month or year

Ending month or year

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## Proposed Compensation

Type of Compensation      Monetary  
   Land  
   Both

If monetary compensation is proposed, please provide the amount:

If land compensation is proposed, please provide the following information:

1. Block	Lot	Acreage	Municipality	County
2. Block	Lot	Acreage	Municipality	County
3. Block	Lot	Acreage	Municipality	County
4. Block	Lot	Acreage	Municipality	County
5. Block	Lot	Acreage	Municipality	County

Street Address(es)

Value Estimate

Improvements (if any)

Deed(s) for replacement parcel(s)      Yes      No

If replacement land is proposed, please provide a general property description, including topography, environmental features, current use, historical use, and the current owner

If both monetary and land compensation are proposed, please provide the percentage of each:

Monetary Compensation

Land Compensation

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**Documents**

Check all that are available & attach

Maps

GIS Shapefile

Survey

Deed

Title work

Please include any additional information about the proposed use of NJDEP property in the following box or in a supplementary document

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I certify that all of the statements set forth in this form are complete and true.

Applicant Signature

Date