



State of New Jersey
DEPARTMENT OF ENVIRONMENTAL PROTECTION
 Mail Code 401-04Q

Div of Water Supply & Geoscience - Bureau of Water Allocation & Well Permitting
 401 East State Street – P. O. Box 420, Trenton, New Jersey 08625-0420

Administrative Hearing Checklist

1. Permit / Decision Being Appealed: _____
 Title and Type of Permit: _____
 Program Interest ID: _____ Issuance Date of Decision: _____
 Permit / Document Number: _____

2. Person Requesting Hearing
 Name/Company: _____
 Address (street/road) _____
 City/Town _____ State _____ Zip Code _____

 Name of Attorney (if applicable): _____
 Address of Attorney (street/road) _____
 City/Town _____ State _____ Zip Code _____

3. The following must be included with the request:
 - a. The date the appellant received the final permit;
 - b. A copy of the permit with a list of all permit conditions and issues contested;
 - c. The legal and factual questions at issue;
 - d. A statement as to whether or not the permittee raised each legal and factual issues during the public comment period of the permit;
 - e. Suggested revised or alternative permit conditions;
 - f. An estimate of the time required for the hearing;
 - g. A request if necessary, for a barrier-free hearing location for physically disabled persons;
 - h. A clear indication of any willingness to negotiate a settlement with the Department prior to the Department's processing of the hearing request to the Office of Administrative Law, and
 - i. This form, completed with all of the information listed above, signed, and dated, including attachments to:
 1. Office of Legal Affairs
 ATTENTION: Adjudicatory Hearing Requests
 Mail Code: 401-04L
 Department of Environmental Protection
 401 East State Street
 P.O. Box 402
 Trenton, New Jersey 08625-0402

 2. Terry D. Pilawski, Chief
 Mail Code 401-04Q
 NJDEP/ Division of Water Supply & Geoscience
 Bureau of Water Allocation and Well Permitting
 P.O. Box 420
 Trenton, New Jersey 08625-0420

 3. All co-permittees (w/attachments)

4. Signature: _____ Date: _____