



**State of New Jersey
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Mail Code 401-04Q

**Division of Water Supply & Geoscience – Bureau of Water System Engineering
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. Suggested revised or alternative permit conditions or reasons, with supporting documents, why the application should not have been denied;
 - e. An estimate of the time required for the hearing;
 - f. A request if necessary, for a barrier free hearing location for physically disabled persons;
 - g. 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
 - h. 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. Diane Zalaskus, P.E.
Mail Code 401-04Q
NJDEP/ Division of Water Supply & Geoscience
Bureau of Water System Engineering
401 East State Street, P.O. Box 420
Trenton, New Jersey 08625-0420

3. All co-permittees (w/attachments)

4. Signature: _____ Date: _____