



# Pinelands Certificate of Filing Fact Sheet

(Revised on 2/12/2015)

New Jersey Pinelands Commission  
P.O. Box 359, New Lisbon, NJ 08064  
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The New Jersey Pinelands Commission oversees land-use and development in the million-acre Pinelands Area of southern New Jersey. This includes reviewing applications for private and public development.

For private development, the Commission commonly sends applicants a document called a Certificate of Filing.

This certificate is not an approval. Rather, it verifies that a complete application for development has been filed with the Commission. It also enables applicants to seek municipal or county approval for their proposed development.

Certificates of Filing do not expire and, in most cases, are transferable to future property owners. Because they are not approvals, they do not provide protection from changes in municipal zoning or Pinelands regulations.

A sample of a Certificate of Filing is shown below (front and back).

	New Jersey Pinelands Commission PO Box 359 New Lisbon, NJ 08064 (609) 894-7300	
Chris Christie <i>Governor</i>	<b>CERTIFICATE OF FILING</b>	Mark S. Lohbauer <i>Chairman</i>
Kim Guadagno <i>Lt. Governor</i>	<b>Application #: 1111-1111.111</b> Applicant: John Smith Municipality: Lacey Township Block 9999, Lot 9 Rural Development Area, RD Zoning District: 5.2 acres	Nancy Wittenberg <i>Executive Director</i>
<b>Proposed Development</b> Construction of a single family dwelling		
<b>Plan(s) Subject of Certificate of Filing</b> Site Plan, consisting of 3 sheets, prepared by Environmental & Engineering, Inc. and dated as follows: Sheets 1-3, dated 1/1/2015, last revised 2/14/2015		
_____ <b>Charles M. Horner, P.P.</b> Director of Regulatory Programs		_____ <b>Date</b>
<i>Please see reverse side for additional information and conditions.</i>		

(MORE)

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<u>BACKGROUND</u>	<u>CONDITIONS</u>	<u>NEXT STEPS</u>
<p>Existing development:</p> <ul style="list-style-type: none"><li>• Vacant land</li></ul> <p>Relevant Information:</p> <ul style="list-style-type: none"><li>• There are wetlands located on the above referenced lot.</li></ul>	<ol style="list-style-type: none"><li>1. Each septic system shall be located where the seasonal high water table is at least five feet below the natural ground surface.</li><li>2. All development, including clearing and land disturbance, shall be located at least 300 feet from wetlands.</li></ol>	<ul style="list-style-type: none"><li>• This Certificate of Filing is not an approval.</li><li>• Submit a copy of this Certificate of Filing to all county and municipal agencies that are required to review and act on your application (municipal planning board, building department, county health department, etc.).</li><li>• Send a copy of all approvals/permits that are issued by the county or municipality to the Pinelands Commission for review. Please use the attached <i>Local Agency Approval Submission Checklist</i> to make sure you are submitting all required documentation related to the approval/permit.</li><li>• No local approval/permit takes effect and no development can occur until the Pinelands Commission has reviewed the approval. When we complete our review, we will issue you a letter stating that the approval/permit can take effect.</li></ul>

If you have any questions about Certificates of Filing or the application process, please refer to the [Applications](#) page or contact the Commission at (609) 894-7300.

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