New Jersey Pinelands Commission
Instructions for Completing a Development Application

Updated on 4/23/2019

Each item number below corresponds with the item numbers on the attached Application Form.

1. Enter the names of the person or organization applying for the development and the appropriate contact information.

2. You may wish to have an agent (family member, realtor, attorney, consultant) act on your behalf regarding the application. **Only the listed applicant and agent will receive copies of Commission letters.**

3. Enter the names of all current property owners and their appropriate contact information. If there are different property owners for separate lots, please use the supplemental information section to identify the owners and appropriate contact information for each lot.

4. Identify all lots that comprise the property subject of the application. If necessary, please use the supplemental information section to identify each block/lot subject of the application.

5. Indicate whether there are any easements or deed restrictions affecting the property.

6. Identify the existing and proposed drinking water source.

7. Identify the existing and proposed wastewater treatment source.

8. Identify all existing uses (residential, agricultural, forestry, mining, commercial, etc.) and development (buildings, structures, parking areas, storage areas, etc.) on the property. If there is no development on the property, write "vacant." For residential uses, please note the existing number of dwelling units and/or lots. For commercial/industrial uses, please note the square footage of existing buildings.

9. Describe all proposed uses and development on the property. For residential uses, please note the proposed number of dwelling units and/or lots. For commercial/industrial uses, please note the square footage of proposed buildings.

10. To determine the appropriate application fee, please check the appropriate application type and complete any information identified under "additional information."

11. If applicable, to determine the appropriate application fee, please check whether any special circumstances apply to this application.

12. Identify the total application fee required. If applicable, please also submit supporting documentation of the expected construction costs for the proposed development.

Signature:

The applicant and all property owner(s) must sign the application or provide separate written authorization bearing their signature. If an individual signs the application form on the property owner's behalf, please provide a written explanation indicating how he/she is authorized to act on behalf of the property owner(s). Please also attach documentation demonstrating that he/she is authorized to act on behalf of the property owner.

Completed application forms should be signed & mailed to:

New Jersey Pinelands Commission
PO Box 359
15C Springfield Rd
New Lisbon, NJ 08064

Submission:

Alternatively, forms and information consisting of letter/legal sized documents and electronically signed forms may be emailed to AppInfo@pinelands.nj.gov or faxed to 609-894-7331. Large reports, plans, checks, and items that have a manually applied seal must still be submitted as hard copies.

Additional Information:

Within 30 days of receipt of any information, the Commission will determine whether the application is complete or if additional information is required to complete the application. Most applications to the Commission typically require additional information besides that provided on the application form. Examples of such information include a site plan, soil boring and wetlands mapping. The Commission staff will advise you of any further information which will be required to complete an application.

A list of activities that do not require an application to the Commission can be viewed online at: http://www.nj.gov/pinelands/appli/tools/.

Additional information, including our regulations, can be viewed online at www.nj.gov/pinelands.

For assistance with completing the application form or determining the appropriate application fee, contact our Regulatory Programs staff at (609) 894-7300 or at helplink@pinelands.nj.gov

New Jersey Pinelands Commission
Development Application

Updated on 4/23/2019

1. Applicant Name(s)

   _____

   Mailing Address _____

   City _____State_____Zip_____

   Telephone Number _____Email Address _____

2. I wish to authorize an agent to act on my behalf regarding this application: Yes ☐ No ☐

   Agent Name

   _____

   Mailing Address _____

   City _____State_____Zip_____

   Telephone Number _____Email Address _____

3. Property Owner Name(s)

   _____

   Mailing Address _____

   City _____State_____Zip_____

   Telephone Number _____Email Address _____

4. Property Subject of Development Application:

   Municipality _____

   Block #_____ Lot #_____ Block #_____ Lot #_____

   Block #_____ Lot #_____ Block #_____ Lot #_____ Total Acreage of Property:

   Block #_____ Lot #_____ Block #_____ Lot #_____ _____

   Block #_____ Lot #_____ Block #_____ Lot #_____

5. Are there any easements or deed restrictions affecting this property? Yes ☐ No ☐

   If yes, please attach a copy of the recorded deed restriction or property easement.

6. Source of Water Supply:

   Existing: Well ☐ Public Water System ☐ N/A ☐

   Proposed: Well ☐ Public Water System ☐ N/A ☐

7. Source of Wastewater Treatment:

   Existing: Onsite Septic ☐ Public Sewer ☐ N/A ☐

   Proposed: Existing Onsite Septic ☐ Proposed Onsite Septic ☐ Public Sewer ☐ N/A ☐

8. Description of **existing** uses/development (uses, # of dwelling units/lots, type(s) of commercial use(s), square footage of commercial buildings, etc.) on property:

9. Description of all **proposed** uses/development (uses, # of dwelling units/lots, square footage of commercial buildings/additions/parking improvements, etc.) on property:

10. Please choose the appropriate Application Type and provide the required additional information:

	Application Type	Required Fee		Additional Information
☐	New dwelling units or lots or resubdivisions	1-4 dwelling units or lots	$250 per dwelling unit or lot	Total # of proposed units/lots:
		5-50 units or lots	$1,000 + $281.25 per dwelling unit or lot for units 5-50	
		51-150 units or lots	$13,937.50 + $156.25 per dwelling unit or lot for units 51-150	
		151 and more	$29,562.50 + $125 per dwelling unit or lot for units 151 +	
☐	Demolition of any structure that is 50 years old or older[1]	$250		Year structure was built:
☐	Change of use and no further development (not served by public sewers)	$250		N/A
☐	Commercial/institutional/ non-residential development or mixed residential/commercial[2]	**Construction Costs**	**Fee Formula**	Total construction costs:
		$0 - $500,000	1.25% of construction costs <u>or</u> $250 minimum	
		$500,001 - $1,000,000	$6,250 + 1% of construction costs between $500,000 and $1,000,000	
		Greater than $1,000,000	$11,250 + 0.75% of construction costs above $1,000,000 <u>or</u> $50,000 maximum	
☐	Linear development (roads, utilities, etc.; does not include bridges)	$187.50 per acre of all land, or portion thereof, included in the right of way (ROW) of the proposed linear development project and all land outside of the ROW that will be disturbed as part of the linear development project		Acres to be disturbed, rounded up:
☐	Forestry	$6.25 per acre, or portion thereof, subject of forestry activities		Acres subject of forestry, rounded up:
☐	Golf courses	$187.50 per acre, or portion thereof, devoted to golf course facility		Golf course facility acres, rounded up:
☐	Resource extraction/mining	$1,875 plus $37.50 per acre to be mined, or portion thereof, within each permit period		Acres to be mined, rounded up:
☐	Solar energy facilities	$1,500 plus $500 per acre to be developed, or portion thereof, including off-site development		Acres to be developed, rounded up:

[1] If available, please attach pictures of the structure to be demolished.
[2] For this application type (shaded above), attach supporting documentation of expected construction costs for the proposed development.

	Application Type	Required Fee	Additional Information
☐	Non-PDC Letter of Interpretation	$250	N/A

11. Please identify whether any of the following special circumstances apply to this application:

	Special Circumstance	Required Fee
☐	Public development (development proposed by a public agency)	50% of the fee calculated using the above chart (Item #10) with a minimum fee of $250 and a maximum fee of $25,000
☐	Religious association or corporation or non-profit organization which is exempt from Federal Income Taxation under Sections 501(c)3 or (d) of the Internal Revenue Code. (This does not apply to organizations that are solely exempt from State Taxation.)	$500 or the amount calculated in accordance with the above chart (Item #10), whichever is less
☐	Review of any study/survey (cultural, threatened/endangered species, etc.) prior to submission of development application	1/3 of the estimated application fee calculated in accordance with the above chart (Item #10), with the remainder due at the time of application submission
☐	Non-residential development proposing to use an alternate design septic system	$3,125 + fee calculated in accordance with the above chart (Item #10)
☐	General Development Plan (GDP)	50% of the estimated application fee calculated in accordance with the above chart (Item #10), with the remainder due upon submission of subsequent applications for individual phases of the development

12. **Total fee required** (minimum fee = $250): $_____

I hereby authorize the staff of the Pinelands Commission to conduct such onsite inspections of the parcel as are necessary to review this application and ensure compliance with the requirements of the Pinelands Comprehensive Management Plan. I also acknowledge that if my application involves considerable staff time, unusual expenditures or complex issue(s) that necessitate the Commission's retention of consultants with expertise in such matters, I will be advised of that need and the amount of money that must be placed in escrow and that review of my application will not proceed until I provide the required escrow amount.

I hereby certify that the information furnished on this application form and all supplemental materials is true.

Signatures of Applicant(s):

_____	_____
Signature Date	Signature Date
Name (Print) _____	Name (Print) _____

Signatures of Property Owner(s):

_____	_____
Signature Date	Signature Date
Name (Print) _____	Name (Print) _____

[3]If an individual has signed the application form on the property owner's behalf, please provide a written explanation indicating how he/she is authorized to act on behalf of the property owner(s). Please also attach documentation demonstrating that he/she is authorized to act on behalf of the property owner.

Supplemental Information

The following supplemental information is attached:

- ☐ Application fee (Item #12) – Amount enclosed: $ _____

  Checks and money orders should be made payable to the NJ Pinelands Commission.

- ☐ If applicable, supporting documentation of the expected construction costs for the proposed development that were used to calculate the appropriate application fee. (Item #12)

- ☐ If applicable, pictures of the structure to be demolished (Item #10)

- ☐ If applicable, a recorded deed restriction or property easement (Item #5)

- ☐ If applicable, please submit documentation demonstrating that the individual(s) who signed the application form on behalf of the property owner is authorized to act on the property owner's behalf.

- ☐ Additional information: