



## **New Jersey Pinelands Commission Instructions for Completing an Application for a Letter of Interpretation (LOI) for Pinelands Development Credits (PDCs)**

1. Enter the names of all current property owner(s) and the appropriate contact information. Please note that only the current property owner(s) may apply for a PDCLOI.
2. You may wish to have an agent (family member, realtor, attorney, consultant, etc.) act on your behalf regarding the application.
3. Identify all lots that comprise the property subject of the LOI. A separate PDC LOI Application Form must be completed for each noncontiguous (separated by paved roads or lots owned by others) property. If necessary, please attach a separate sheet identifying each block/lot subject of the LOI.
4. Identify how many houses currently exist on the property, where they are located and when they were built.
5. Identify how many other buildings (barn, garage, seasonal agricultural employee house, etc.) currently exist on the property, what they are used for and when they were built.
6. Identify whether any berry agriculture (blueberries/cranberries) exists on the property.
7. Identify any commercial activities (campground, farm market, mining, etc.) conducted on the property.
8. Identify whether you wish to reserve the right to build any future houses on the property. You should reserve the right to build a future house only if you qualify to develop a dwelling under the municipal land use ordinance and Pinelands regulations. Please note that when calculating the quantity of PDCs allocated, 0.25 PDC is deducted for each reserved right to build a future house. Additionally, this reservation does not guarantee future approval to build a house. A development application must still be completed with the Pinelands Commission and all appropriate municipal and county approvals and permits must be obtained and submitted to the Commission.
9. Indicate whether you or an immediate family member (husband, wife, great-grandparents, grandparents, great-grandchildren, grandchildren, parent, son, daughter, brother, sister, aunt, uncle, nephew, niece, first cousin) owned the property prior to February 8, 1979.
10. Indicate whether there are any easements or deed restrictions affecting the property, what they are for and when they were recorded.

11. The most recently recorded property deed or other documentation substantiating ownership (judgment, foreclosure, will, etc.) must be submitted with all PDC LOI applications. Additionally, a copy of any recorded easements or deed restrictions affecting the property (if applicable) must also be submitted.
12. Determine whether an application fee is required and the amount. Applications for a new LOI for PDCs or for a renewal/amendment of an expired LOI for PDCs do not require the submission of an application fee.

All forms must be completed, printed, signed and sent to the Pinelands Commission. The forms and required supplemental information (deeds/easements) can be e-mailed to:

[appinfo@pinelands.nj.gov](mailto:appinfo@pinelands.nj.gov).

Alternatively, forms and information may be mailed to

**New Jersey Pinelands Commission**  
**PO Box 359**  
**New Lisbon NJ 08064**

A PDC LOI will be issued within 45 days of receipt of all information necessary to complete the application.

For assistance completing the application form, please contact our Regulatory Programs staff at (609) 894-7300.



# New Jersey Pinelands Commission Application for a Letter of Interpretation (LOI) for Pinelands Development Credits (PDCs)

1. Property Owner's 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 Subject of LOI:

Municipality \_\_\_\_\_

Block # _____ Lot # _____	Block # _____ Lot # _____	Total Acreage of Lots _____
Block # _____ Lot # _____	Block # _____ Lot # _____	
Block # _____ Lot # _____	Block # _____ Lot # _____	
Block # _____ Lot # _____	Block # _____ Lot # _____	

4. How many houses are located on the property? \_\_\_\_\_

For each house, please identify the Block#, Lot# on which the house(s) is located and the year built:

House#1: Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Year Built \_\_\_\_\_

House#2: Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Year Built \_\_\_\_\_

5. How many other buildings are located on the property? \_\_\_\_\_

For each building, please identify what the building is used for and the year it was built:

\_\_\_\_\_

6. Is there berry agriculture (blueberries/cranberries) on the property? Yes  No

7. Are there any commercial activities taking place on the property? Yes  No

If yes, please describe those activities:

\_\_\_\_\_

8. Do you wish to reserve the right to build any future houses on this property? Yes  No

If yes, how many houses do you wish the right to build? \_\_\_\_\_

Please identify the Block # and Lot # on which you wish to reserve each right:

Reserved Right#1: Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Reserved Right#2: Block # \_\_\_\_\_ Lot # \_\_\_\_\_

9. Did you, or an immediate family member, own this property prior to February 8, 1979?

Yes  No

If yes, please identify the individual(s) who owned the property prior to February 8, 1979 and your relationship to the individual(s):

\_\_\_\_\_

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

If yes, please indicate what they are for (utility lines, roadways, etc.) and when they were recorded:

\_\_\_\_\_

11. Please attach the following information to this application form:

Recorded Deed(s) to Property

Recorded Easements or Other Restrictions (if applicable)

12. Is this an application for an Amendment/Renewal of a previous LOI for PDCs? Yes  No

If yes, original LOI #: \_\_\_\_\_ and date LOI issued \_\_\_\_\_

Please submit the appropriate application fee in accordance with the following:

Type of Application	Required Fee
New LOI	None
Renewal/Amendment of Expired LOI	None
Amendment of LOI (Issued within the past 5 years)	\$250 + \$6.25 per acre of land

Amount enclosed \_\_\_\_\_

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

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

Signatures of Property Owner(s):

\_\_\_\_\_  
Signature Date  
Name (Print) \_\_\_\_\_

\_\_\_\_\_  
Signature Date  
Name (Print) \_\_\_\_\_

\_\_\_\_\_  
Signature Date  
Name (Print) \_\_\_\_\_

\_\_\_\_\_  
Signature Date  
Name (Print) \_\_\_\_\_