



NJ PINELANDS COMMISSION
PINELANDS COMMISSION & NJDEP LETTER OF INTERPRETATION (LOI): WETLANDS
SAMPLE NOTICE LANGUAGE

PLEASE NOTE: An LOI is not required for completion of a development application. Any wetlands on or within 300 feet of the subject property will be evaluated as part of a development application.

Instructions for Applicant:

- 1) Fill out the body of the notice with the relevant information regarding the requested LOI. All lots subject of the LOI must be included in the application form and public notice. Revisions to the sample language may be necessary in certain situations. We recommend that you submit the draft notice to the Pinelands Commission for approval prior to having it mailed and published.
- 2) Address a copy of the public notice to each of the owners of real property within 200 feet in all directions of the property subject of the application, based upon the certified list provided to you by the municipal tax assessor. Each notice must be sent by **certified mail**.
- 3) The text of the notice shall be published for one day in the official newspaper of the municipality in which the property is located.
- 4) To demonstrate that the notice requirements have been met, please provide the following to the Pinelands Commission:
 - A copy of the certified list of owners of real property within 200 feet in all directions of the property subject of the application;
 - A copy of the notice sent to property owners and the certified mail receipts for each property owner notified, if required; and
 - A copy of the notice published in the newspaper, including the name and date of the newspaper; or
 - An affidavit of publication from the newspaper.

Date: _____

Re: Application submitted by _____

Property located at _____ (street address)

Also known as Block(s) _____, Lot(s) _____ in
_____ (municipality), _____ (county)

Pinelands Application No. _____

Take notice that the above entity is applying to the Pinelands Commission for a Letter of Interpretation concerning the wetlands location under the Wetlands Protection Act Rules, N.J.A.C. 7:7A and the Pinelands Comprehensive Management Plan (CMP). The Letter of Interpretation will establish the boundary of wetlands on the above property.

The rules governing the above permits and approvals are found in the Freshwater Wetlands Protection Act Rules at N.J.A.C. 7:7A adopted by the New Jersey Department of Environmental Protection (NJDEP). You can view or download these rules on the NJDEP Land Use Regulation Program website at www.state.nj.us/dep/landuse or you can find a copy of these rules in the county law library in your county courthouse.

The New Jersey Pinelands Commission will be reviewing the application on behalf of the NJDEP.

If you would like to inspect a copy of the application, it is on file at the Municipal Clerk's office, or you may call the Pinelands Commission at (609) 894-7300 to make an appointment to see the application at the Pinelands Commission offices during normal business hours.

The Pinelands Commission welcomes any comments on the application. Comments should be submitted to the Pinelands Commission in writing within 15 days after the publication of this notice. However, written comments will continue to be accepted until the Pinelands Commission makes a decision on the application. Comments cannot be accepted by telephone. Please submit any comments in writing, along with a copy of this notice, via one of the following:

Mail: Pinelands Commission
PO Box 359
New Lisbon, NJ 08064

Email: AppInfo@pinelands.nj.gov

Questions about this application may be addressed to:

_____ (Applicant's name – print)

_____ (Applicant's mailing address)