NJ PINELANDS COMMISSION
LETTER OF INTERPRETATION (LOI)
SAMPLE NOTICE LANGUAGE

Instructions for Applicant:

1) Fill out the body of the notice with the relevant information regarding the requested LOI. Remember: 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**.

   - **Exception** – If the requested LOI does not concern a specific parcel, including a requested LOI for a right-of-way or easement, then notification of property owners within 200 feet is not required.

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.

   - **Addition** - If the requested LOI does not concern a specific parcel, including a requested LOI for a right-of-way or easement, then the applicant must also publish the text of the notice in any official newspapers of the Pinelands Commission having general circulation in any municipality in which the requested LOI 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.

Recipient's name and mailing address:

_____

_____

_____

Date: _____ Re: Pinelands Application No. _____

Please take notice that _____ (*Applicant's name – print*) has applied to the New Jersey Pinelands Commission for a New Jersey Pinelands Commission Letter of Interpretation of the _____ standard (N.J.A.C. 7:50-_____) regarding Block(s) _____, Lot(s) _____ located on _____ (*street name*) in _____ (*municipality*). The application is on file and available for inspection by appointment at the Pinelands Commission's office. Interested persons may comment to the Pinelands Commission within ten (10) days of the date of this notice.

Comments may be sent via the following:

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

Fax: (609) 894-7331

Email: AppInfo@njpines.state.nj.us

Any person who provides comments or requests a copy of the Executive Director's findings and conclusion shall be provided a copy of said findings and conclusion. Any interested person who is aggrieved by said determination is entitled to a hearing by appealing the determination.

Prepared by:

Name: _____

Address: _____

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