



# New Jersey Pinelands Commission

## Instructions for Completing a Development Application

Updated on 1/12/2024

*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 written authorization bearing their signature. If an individual signs on the property owner's behalf, please provide a written explanation and documentation indicating how he/she is authorized to act on behalf of the property owner(s).

## **Submission:**

Digital application submissions are preferred. Application forms and other application materials, including large reports and plans, may be submitted in digital format to [appinfo@pinelands.nj.gov](mailto:appinfo@pinelands.nj.gov). All plans must be in .pdf format and multiple plan sheets must be consolidated into one .pdf.

Alternatively, if digital submission is not possible, paper application submissions may be mailed to:

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

## **Application Review Fee:**

Applications filed with the Commission may not be reviewed or considered complete unless all application review fees have been paid. All application review fees are nonrefundable and nontransferable. See our [Fee Calculator](#) for application fee information.

## **Application Fee Payment methods**

- 1.) Online via the [Pinelands Commission Online Payment Portal](#)
- 2.) Check or money order made payable to the NJ Pinelands Commission

## **Additional Information:**

Within 30 days of receipt of any information, the Commission will determine whether the application is complete and advise if any additional information is required to complete the application. Most applications typically require additional information, such as a site plan, soil boring and/or wetlands mapping.

See [Application Exemptions](#) for a list of activities that do not require application to the Commission.

## **Questions?**

Contact our Regulatory Programs staff at 609-894-7300 or [appinfo@pinelands.nj.gov](mailto:appinfo@pinelands.nj.gov)



# New Jersey Pinelands Commission Development Application

Updated on 1/12/2024

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:

**Click Here to Calculate Application Fees**

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	\$250		Year structure was built:  *If available, please attach pictures of the structure to be demolished.
Change of use and no further development (not served by public sewers)	\$250		N/A
Commercial/institutional/ non-residential development or mixed residential/commercial	<b>Construction Costs</b> \$0 - \$500,000	<b>Fee Formula</b> 1.25% of construction costs <u>or</u> \$250 minimum	Total construction costs:  *Please attach supporting documentation of expected construction costs for the proposed development
	\$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:

Fee chart continued on next page

Application Type	Required Fee	Additional Information
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:
Wells or water allocation increases in Kirkwood-Cohansey aquifer subject to <a href="#">N.J.A.C. 7:50-6.86(d)</a> (new diversion/allocation increase resulting in a total diversion of ≥ 50,000 gallons/day)	\$6,000 application fee + \$25,000 escrow due to complexity and need for specialized expertise of outside agency(s) to assist with Commission review	N/A
All other wells or allocation increases not subject to <a href="#">N.J.A.C. 7:50-6.86(d)</a>	See fee calculation for commercial/institutional/non-residential development or mixed residential/commercial on Page 5 above	Total construction costs:
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): \$ \_\_\_\_\_

**Fee Payment method:** Online via the [Pinelands Commission Online Payment Portal](#)

**Click Here to Pay Application Fees Online**

Check/money order made payable to the NJ Pinelands Commission



## Supplemental Information

The following supplemental information is attached:

Application fee, if paying by check/money order (Item #12)

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: