



## New Jersey Pinelands Commission Instructions for Completing an Off-Road Vehicle (ORV) Event Application

2/11/14

**NOTE: All ORV Event Applications should be submitted a minimum of 90 days before the date of the event to allow sufficient time for Commission staff review of the proposed route.**

**Prior to submitting a completed application form, application fee and supplemental information, the club may wish to request a “pre-application meeting” to discuss the proposed route with commission staff. Pre-application meeting requests must be submitted in writing or may be sent to [AppInfo@njpines.state.nj.us](mailto:AppInfo@njpines.state.nj.us).**

### **To complete an application form for an off-road vehicle event:**

1. Enter the names of the applicant or club name that is hosting the event.
2. Provide the name of the event and the date(s) that the event will be held.
3. Provide the person who is authorized by the club to act on behalf of the organization. All correspondences will be mailed directly to that contact person. Please provide a phone number where the person is reachable during work hours, along with an e-mail address.
4. List all municipalities through which the proposed route(s) travel.
5. Identify the owners of any private properties that will be utilized for the event.
6. Identify any public properties that will be utilized for the event (state forest, wildlife management areas, municipal or county lands, etc.).
7. To calculate the appropriate application review fee, please indicate the total combined mileage of all routes utilized during the event within the Pinelands Area. The fee for an Off-Road Vehicle Event is \$5/mile, with a minimum application review fee of \$200. Checks and money orders should be made payable to the **NJ Pinelands Commission**.
8. Include all of the requested supplemental information along with the application form, including the required signatures of any private land owner whose property will be utilized for the event. Separate permission letters may be attached, however all letters must include the property owner statement listed on the application form. If a separate permit is to be issued by another New Jersey State agency such as a State Forest, a copy of that permit may be submitted to the Commission in lieu of the written permission of the agency in order to deem the application complete.

Completed application forms should be signed & mailed to:

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

Alternatively, forms and information consisting of letter/legal sized documents and electronically signed forms may be e-mailed to [AppInfo@njpines.state.nj.us](mailto:AppInfo@njpines.state.nj.us) or faxed to 609-894-7331. Paper copies of route maps must still be submitted as hard copies.

Within 30 days of receipt, Commission staff will determine whether any additional information, including route changes, is necessary to complete the ORV Event application. Note that a Commission staff site inspection may be required to inspect portions of the route located on private property in order to determine whether the proposed route(s) meets all environmental standards of the Pinelands Comprehensive Management Plan. You will be advised in writing if the access permission of any private property owner is required to complete the application.

Once an ORV Event application is deemed complete, an **Off-Road Vehicle Event Route Map Approval** will be issued within 30 days.

For assistance completing the application form, please contact our Regulatory Programs staff at (609) 894-7300 or e-mail us at [helplink@njpines.state.nj.us](mailto:helplink@njpines.state.nj.us).



# New Jersey Pinelands Commission Off-Road Vehicle Event Application Form

2/11/2014

1. Applicant/Club Name:

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2. Event Name & Date(s):

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3. Contact Person (Club Representative):

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Mailing Address:

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address: \_\_\_\_\_

4. Municipalities where Event will be held:

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5. Owners of Private Property Utilized for the Event:

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6. Public Lands (Name of State Forest, Wildlife Management Area, Municipal property, etc.):

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

Mileage of route(s): \_\_\_\_\_ (Total mileage within Pinelands Area)

Fee amount: \$ \_\_\_\_\_ (Application fee = \$5/mile, minimum \$200)

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

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

\_\_\_ Application Review Fee

\_\_\_ Course route in a GPS electronic file on thumb stick or disc (".gpx" file format preferred)  
**Commission staff will notify the Club Representative in writing if any changes to the course route are required. Any revisions must be submitted to the Commission in electronic format prior to issuance of an Off-Road Vehicle Event Route Map Approval.**

\_\_\_ Insurance certificate naming the “New Jersey Pinelands Commission” as an additional insured.

\_\_\_ Documentation verifying that all municipalities through which the event passes and that the local NJ State Police barracks have been notified (*This may include a notification letter and return receipt requested green cards, or copies of permits if issued by the municipalities*)

\_\_\_ Written permission from each private landowner and public agency whose land will be utilized for the event (*signature required below, and provide a copy of any State Forest use permit*).

**Signature of Applicant (Club Representative):**

**I hereby certify that no deviations from the event route approved by the Commission shall occur without prior written approval from the Commission staff. I further certify that the information furnished on this application form and all supplemental material is true.**

\_\_\_\_\_  
Signature Date

Name (Print) \_\_\_\_\_

**Signatures of Property Owner(s):**

**I grant \_\_\_\_\_ (Name of Club) permission to utilize my property for the above referenced event.**

\_\_\_\_\_  
Signature Date

Name (Print) \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Name (Print) \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Name (Print) \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Name (Print) \_\_\_\_\_