



NEW JERSEY PINELANDS COMMISSION INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR DEVELOPMENT

- ITEM 1:** The person or corporation submitting the application is the applicant.
- ITEM 2:** The names of all owners of all parcels for which an application is being submitted must be listed. All owners must sign the application form or give separate written consent to the filing of the application.
- ITEM 3:** You may wish to have an agent (family member, realtor, attorney, consultant) act on your behalf regarding the application.
- ITEM 4:** Identify all public roads immediately adjacent to the property. If you are uncertain about the block and lot numbers contact the municipality in which the parcel is located.
- ITEM 5:** Identify the existing use(s) of the parcel for which the application is being submitted. If there are no structures on the property, check "vacant." If the parcel has any structures on it, check "improved" and describe the type and number of structures and their use. For commercial/industrial uses please note the square footage of existing buildings. If farmed, check vacant and note farming in provided space.
- ITEM 6:** Briefly and completely describe the proposed use of the parcel or type of development proposed. Please note the number of proposed residential units and/or lots. For commercial/industrial uses, please note the square footage of proposed building(s) or additions(s) and their use. Utilize page 4 of this application form or attach additional sheets if necessary.
- ITEM 7:** Please check the type of application which you are submitting.
- Residential development
 - Commercial/Industrial development
 - Resource extraction (mining) is the removal of soil or other minerals for commercial purposes
 - Forestry is the harvest of trees for commercial purposes or for qualifying your wood lot under the Farmland Assessment Act
 - A Letter of Interpretation is issued in response to a formal request for an interpretation of a Pinelands Commission regulation. There is a different application form for a Letter of Interpretation for a determination of the number of Pinelands Development Credits that may be assigned to a parcel. Please contact the Commission for a Pinelands Development Credit application form
 - An application for a Waiver of Strict Compliance is needed when the proposed development clearly would violate one or more of the requirements of the Pinelands Comprehensive Management Plan
 - A public development application is development proposed by a public agency or governmental body
 - Recreational Vehicle Events (enduros, road rallies, etc.)
 - Other types of development include: change of use, home occupations, demolition of structure 50 years old or older, and other unspecified types of development
- ITEM 8:** Determine whether an application fee is required and the amount.
- ITEM 9:** Identify the source of existing/proposed drinking water and the type of existing/proposed waste water treatment.
- ITEM 10:** If you are aware of an application which has previously been filed with the Pinelands Commission for this parcel, please note the application number.
- ITEM 11:** For all applications for a Waiver of Strict Compliance, for all Letters of Interpretations, and for all applications in municipalities whose land use ordinances have not been certified (approved) by the Pinelands Commission, you must provide written notice or a copy of the completed application form to the municipal clerk, the municipal environmental commission (if any), and the county clerk in which your development is located. As of November 25, 2008, only the South Toms River Borough's land use ordinances have not been certified (approved) by the Commission. Please note on the application form the date that you provided notice to these offices. You may provide this notice by regular mail.
- ITEM 12:** Most applications to the Commission typically require additional information besides that provided on the application form. Examples of such information include a site plan, soil boring and wetlands mapping. The Commission staff will advise you by return mail of any further information which you will be required to submit to complete your application.

The applicant and all property owner(s) must sign the application or provide separate written authorization bearing their signature. The applicant's signature must be notarized by a Notary Public or signed by an attorney licensed to practice in New Jersey. Applications not properly signed and notarized will be returned.

Completed application forms should be mailed to:

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

Upon receipt of a new application, the Commission will notify the applicant and agent (if any) by return mail of receipt of the application. Only the listed applicant and agent will receive copies of Commission letters.

Please allow 30 days for the Pinelands Commission to review any information submitted. Within 30 days of receipt of any information, the Commission will determine whether the application is complete or if additional information is required to complete the application.

If a development application is located in a municipality whose land use ordinances have been certified (approved, see item 11), the Commission will respond in writing within 30 days. If a development application is located in a municipality whose land use ordinances have not been certified (approved, see item 11), the Commission will respond within 30 days if a development application is incomplete and within 90 days if the application is complete.

For assistance with completing the application form, our Applicant Services Representatives are available to answer any questions that you may have. Please feel free to contact them at (609) 894-7300.



New Jersey Pinelands Commission
APPLICATION FOR DEVELOPMENT
(PLEASE TYPE OR PRINT CLEARLY)

1. Applicant's Name _____
Mailing Address _____
_____ State _____ Zip _____

Telephone Number(s) () _____ Work Telephone () _____

2. Name of Property Owner _____
Mailing Address _____
_____ State _____ Zip _____

3. I wish to authorize an agent to act on my behalf regarding this application. Yes _____ No _____
If yes, agents name _____ Telephone Number () _____
Mailing Address _____
_____ State _____ Zip _____

4. Location of Property: Street/Road _____

Block No.	Lot No.	Total Acreage of Lots
_____	_____	_____
Block No. _____	Lot No. _____	
Block No. _____	Lot No. _____	If additional block/lots, list on page 4 and check here _____
Block No. _____	Lot No. _____	

Municipality _____ County _____

Municipal Zoning District (if known) _____

5. Existing use of parcel:

- Vacant (no structures)
- Existing structures or development (describe below)

6. Proposed use of parcel(s)

7. Type of Application

COLUMN 1 - NO APPLICATION FEE REQUIRED

- An application being processed by a Municipal Local Review Officer
- An application being processed in accordance with an intergovernmental agreement approved by the Commission
- Letter of Interpretation (LOI) for Pinelands Development Credits (PDCs)

COLUMN 2 - APPLICATION FEE REQUIRED

- Residential - based on number of dwelling units or lots (see 8A below)
- Commercial, Industrial, Institutional, Office or other non-residential development
Construction Cost _____
Please submit documentation to verify this amount as specified in 8B below.
- Public Development - 1/2 of the fee as calculated in 8B below with a minimum application review fee of \$200 and a maximum of \$25,000
Please submit documentation to verify this amount as specified in 8B below.
- Off Road Vehicle Event (enduros, road rallies)
Length of Route _____
- Resource Extraction Operation (mining)
_____ Acres to be mined
- Forestry Operation
_____ Acres involved in forestry activities
- An Amended Letter of Interpretation for Pinelands Development Credits (PDCs)
- Any other Letter of Interpretation or Amended Letter of Interpretation
- Exemption Letter
- Golf Course
_____ Acres devoted to Golf Course facility
- Linear Development (roads, railroads, water and sewer lines, electric, telephone and other transmission lines)
_____ Acres to be disturbed (see B(4) below)

COLUMN 2 - FEE REQUIRED (CONTINUED)

- Change of Use with no additional development
 - Home occupation
 - Mixed Residential and Non-residential development (total of residential fee and non-residential fee)
 - Review of a survey or study prior to the submission of a development application.
 - Tax-exempt religious association or corporation or a qualified tax exempt non-profit organization
 - Non-residential development using alternate design septic system
 - Other, please identify
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8. Calculation of fees for the types of applications listed in #7, Column 2.

Minimum application review fee is \$200

Maximum application review fee is \$50,000

A. Residential Development - the fee shall be based on the number of dwelling units or lots (whichever is greater) that are proposed. The fee shall be calculated as follows:

1 - 4 dwelling units or lots	\$200 per dwelling unit or lot
5 - 50 dwelling units or lots	\$800 plus \$225 per dwelling unit or lot for units/lots 5 - 50
51 - 150 units or lots	\$11,150 plus \$125 per dwelling unit or lot for units/lots 51 through 150
151 plus units or lots	\$23,650 plus \$100 per dwelling unit or lot for all units/lots in excess of 150.

B. Commercial, Institutional, Industrial or other Non-residential development - the fee shall be the amount calculated according to the following chart, based on typical construction costs except as provided in 1 - 8 below, or a minimum of \$200, whichever is greater. **For fees based on a percentage of construction costs, please submit documentation of the construction costs for your proposal. The documentation shall be a signed and sealed statement from a licensed architect or licensed engineer or a sworn, notarized statement from a qualified individual, if an architect or engineer has not been retained for the project.**

<u>Construction Costs</u>	<u>Fees</u>
\$0 - \$500,000	1% of construction costs
\$500,001 - \$1 million	\$5,000 + 3/4% of construction costs above \$500,000
greater than \$1 million	\$8,750 + 1/2% of construction costs above \$1 million

OR

1. Off road vehicles events (Enduros, Road Rallys) -\$5 per mile of the proposed route.
2. Forestry application (or renewal application involving 10 or more acres) \$5 per acre that is subject to the forestry activities.
3. Golf courses - \$150 per acre devoted to the golf course facility.
4. Linear development - \$150 per acre of all land included in the right of way (ROW) plus \$150 per acre of all land outside of the ROW to be disturbed as part of the development.
5. Resource extraction permit application or permit renewal - \$1,500 plus \$30 per acre to be mined within each permit period.
6. Change of use with no additional development - \$200.
7. Home occupation - \$200.
8. Subdivision or resubdivision only (no associated development such as building, dwelling or other improvement) same formula as 8(A) above based on the number of lots that will exist following the subdivision.

- C. Mixed residential and non-residential development - the sum of the residential and non-residential development fees as calculated according to the above fee schedules.
- D. Non-PDC Letter of Interpretation or Amended Non-PDC Letter of Interpretation - \$200.
- E. Amended PDC Letter of Interpretation - \$200 + \$5 per acre.
- F. Public Development - 50% of the fee calculated using the above chart with a minimum fee of \$200 and a maximum fee of \$25,000.
- G. Non-residential development using alternate design septic system - \$2,500 + the fee calculated above.
- H. The fee for development by a tax-exempt religious association or corporation or a qualified tax exempt non-profit organization shall be \$500 or the amount calculated in accordance with the above schedule, whichever is less. Information must be provided demonstrating that the applicant qualifies for such status.
- I. The fee for the review of any study or survey prior to the submission of a development application shall be 1/3 of the estimated application fee calculated in accordance with 8A and 8B above.

Please indicate whether an application review fee is required for your submission:

- Fee Not Required**
- Fee Required** **Amount Enclosed** _____

If you are unsure if you need to pay an application review fee or if you are unsure of the amount of your application review fee, please contact our Applicant Services Department at (609) 894-7300 for assistance.

Please submit your applicant review fee and any requisite documentation with your application package. Checks, money orders or cashier checks should be made payable to the NJ Pinelands Commission.

All applications for development that require application review fees must include the complete fee and requisite documentation. An application for development cannot be reviewed until the application fee has been paid in full. If any checks are returned due to insufficient funds, the review of the application will stop. If any such checks are returned, a certified bank check or money order that includes any bank charges incurred by the Pinelands Commission will be required to resume the review of the application.

- 9. A. Source of existing/proposed water supply

Existing <input type="checkbox"/> Well	Proposed <input type="checkbox"/> Well
<input type="checkbox"/> Public System	<input type="checkbox"/> Public System
- B. Source of existing/proposed wastewater treatment

Existing <input type="checkbox"/> On-Site Septic	Proposed <input type="checkbox"/> On-Site Septic
<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Public Sewer

10. To your knowledge, has an application previously been filed with the Pinelands Commission for this parcel?
 Yes No If yes, application number (if known) _____

11. For all applications for a Waiver of Strict Compliance, all applications for a Letter of Interpretation, and for all applications in municipalities whose land use ordinances have not been certified* (approved) by the Pinelands Commission (see instructions, item 11), written notice or a copy of this application form must be provided to the municipal clerk, the municipal environmental commission (if any) and the county clerk in which your proposed development is located.

*As of November 25, 2008, only South Toms River Borough's land use ordinances have not been certified (approved) by the Pinelands Commission.

Yes, I am filing one of the three types of applications discussed in Number 11 above and I have complied with this requirement on _____ (date).

12. I have attached supplemental information to this application:
 Yes No Please note that all supplements must be listed on page 4 or an attached sheet, and any list or attachments must be firmly secured to the application form.

I acknowledge that most applications to the Commission require information in addition to that which I provide on this application form. I will attempt to provide additional information as may be necessary to complete this application. I hereby authorize the staff of the Pinelands Commission to conduct such on-site inspections of the parcel as are necessary to review this application and ensure compliance with the requirements of the Pinelands Comprehensive Management Plan. I am aware that false swearing is a crime in this State and is subject to prosecution.

I also acknowledge that if my application involves extraordinary or complex issue(s) which necessitate the retention of consultants with expertise in such matters, I will be advised of that need and the amount of money that must be placed in escrow to retain the consultants and that review of my application will not proceed until I provide the required escrow amount.

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

Sworn and subscribed to before me

this _____ day of _____, 20____

Notary Public
(As to the signature of the applicant)

Signature of Applicant(s)

I hereby acknowledge and consent to the filing of this application.

Signature of Property Owner(s)

