



2023 Site Modification Request

Directions

- The submission of this request form and a subsequent *Licensing Agreement Amendment* must be executed prior to the growing, handling, processing, or storage of hemp materials at any location (GPS coordinates) NOT already listed on your *Licensing Agreement*.
- **Email to:** NJHemp@ag.nj.gov **Mail to:** [NJDA Hemp Program, P.O. Box 330, Trenton, NJ](#)

License Holder:		Email:			
Signing Authority on License:		Phone:		License #:	

1) Check the appropriate box(es) below regarding this request.

- Prior to signing *Licensing Agreement*. (No fees assessed)
- Growing or Processing sites after signing *Licensing Agreement*. (Fees assessed*)
 ***Check must accompany form submission.**
- Storage only. (No fees assessed)
- University/College location. (No fees assessed)

2) If you are requesting this change after your *Licensing Agreement* has been signed, you must include a \$300 Site Modification Surcharge fee for each new set of GPS Coordinates. A new growing or processing location is defined as any GPS location that was not listed on the initial *Licensing Agreement* (i.e., any change to or addition of GPS coordinates at an address on the *Licensing Agreement*, or for the addition of a new address). The Site Modification Surcharge does not apply to storage-only sites, but prompt request to the NJDA and approval is required for storage-only sites. **The check or money order must be made payable to the New Jersey Department of Agriculture and attached to this form.**

- Attached check in the amount of : \$ _____
(Total amount equals the number of new locations, i.e., each set of GPS coordinates x \$300.)

3) Provide a list of the additional locations you wish to license by completing the tables below in questions (4) fields, (5) greenhouses/indoor growing spaces, (6) processing (Licensed Processors/Handlers ONLY), and (7) storage sites. Complete only the tables that apply to your request.

Check here to indicate that you have read the below instructions.

- Locations must be approved in writing by NJDA and included in your *Licensing Agreement* prior to the planting, handling, processing, or storage of any industrial hemp in this location.
- You are required to provide precise GPS coordinates in DEGREES DECIMAL MINUTES for each field, building, and storage structure at each address. *Example: lat: 38° 9.919'N, long: 84° 49.267'W*
- You are required to provide a map depicting each address and the items listed in the *Instructions for Creating Maps for Submission* at the end of this form, pages i-iii.
- **The field and building IDs used in these tables MUST be consistent on all future report forms used in the program.**

4) **Field Addresses.** Complete parts a) and b) below. Attach additional page(s) as necessary.

a) Enter information for the ADDITION of requested field address(es) or additional field(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each growing site.

Farm 1	Planting Address 1	City	State	Zip	County	Own or Rent
				NJ		
Indicate if this farm has multiple entrances: <input type="radio"/> Yes <input type="radio"/> No If yes, number of entrances:						
	Location Lot, Field ID	GPS: Latitude Ex: 38° 9.919'N	GPS: Longitude Ex: 84° 49.267'W			Acres
Field 1						
Field 2						
Field 3						

Farm 2	Planting Address 2	City	State	Zip	County	Own or Rent
				NJ		
Indicate if this farm has multiple entrances: <input type="radio"/> Yes <input type="radio"/> No If yes, number of entrances:						
	Location Lot, Field ID	GPS: Latitude Ex: 38° 9.919'N	GPS: Longitude Ex: 84° 49.267'W			Acres
Field 1						
Field 2						
Field 3						

b) Enter information for the REMOVAL of requested field locations. Be sure to include Location IDs (as they appear on your current *Licensing Agreement*) for each growing site.

	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

* Location ID: A unique identifier or common name for each field, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the field.

5) Greenhouse/Indoor Growing Addresses. Complete parts a), b), and c)

below. Attach additional page(s) as necessary.

a) Indicate type of greenhouse production (check or circle all that apply):

- Transplants only (either seeded or vegetative cuttings), or seasonal stock plants
- Stock plants, year round
- Year-round production with intent to harvest indoor plants

b) Enter information for the ADDITION of requested greenhouse/indoor growing address(es) or additional building(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each growing site.

Indoor Growing Address 1	Planting Address 1		City	State	Zip	County	Own or Rent
				NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Square Feet		
Building 1							
Building 2							
Building 3							

Indoor Growing Address 2	Planting Address 2		City	State	Zip	County	Own or Rent
				NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Square Feet		
Building 1							
Building 2							
Building 3							

c) Enter information for the REMOVAL of requested greenhouse/indoor growing locations. Be sure to include Location IDs (as they appear on your current *Licensing Agreement*) for each growing site.

	Address	City	Zip	County	Location ID
Location 1					
Location 2					

⁺ Type of Structure may be a greenhouse, high tunnel, barn, warehouse, etc.

* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the structure.

6) **Processing Addresses. LICENSED PROCESSORS/HANDLERS**

ONLY - Complete parts a) and b) below. Attach additional page(s) as necessary.

a) Enter information for the **ADDITION** of requested processing address(es) or additional building(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each processing site.

Processing Site 1	Processing Address 1	City	State	Zip	County	Own or Rent
				NJ		
	Location ID*	Type of Structure ⁺	GPS: Latitude Ex: 38° 9.919'N		GPS: Longitude Ex: 84° 49.267'W	
Building 1						
Building 2						
Building 3						
Processing Site 2	Processing Address 2	City	State	Zip	County	Own or Rent
			NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude Ex: 38° 9.919'N		GPS: Longitude Ex: 84° 49.267'W	
Building 1						
Building 2						
Building 3						

b) Enter information for the **REMOVAL** of requested processing locations. Be sure to include Location IDs (as they appear on your current *Licensing Agreement*) for each processing site.

	Address	City	Zip	County	Location ID
Location 1					
Location 2					

⁺ Type of Structure may be a warehouse, store front, industrial complex, etc.

* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the building.

7) **Storage Addresses.** Complete parts a) and b) below. Attach additional page(s) as necessary. NOTE 1: The Site Modification Surcharge does **not** apply to storage-only addresses.

NOTE 2: Storage addresses must be listed in the below table even if listed in tables for Questions 4 - 6 above, in order to provide GPS coordinates for the storage building(s).

a) Enter information for the ADDITION of requested storage building(s) in the cells below. Be sure to include a Location ID and GPS coordinates for each storage site.

Storage Location 1	Storage Address 1	City	State	Zip	County	Own or Rent
				NJ		
	Location ID*	Type of Structure ⁺	GPS: Latitude Ex: 38° 9.919'N		GPS: Longitude Ex: 84° 49.267'W	
Building 1						
Building 2						
Building 3						

Storage Location 2	Storage Address 2	City	State	Zip	County	Own or Rent
				NJ		
	Location ID*	Type of Structure ⁺	GPS: Latitude Ex: 38° 9.919'N		GPS: Longitude Ex: 84° 49.267'W	
Building 1						
Building 2						
Building 3						

b) Enter information for REMOVAL of requested storage address(es) below. NOTE: NJDA does NOT recommend removing storage location(s) unless you are absolutely certain that you will NOT ever use the storage facility.

	Address	City	Zip	County	Location ID
Location 1					
Location 2					

⁺ Type of Structure may be a warehouse, barn, high tunnel, etc.

* Location ID: A unique identifier or common name for each structure, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the structure.

8) Attach maps depicting Location IDs being requested for addition.

Indicate number of maps being submitted: _____

9) If locations are leased, please indicate whether you have authorization from the owner allowing industrial hemp research to be conducted on the property. NJDA reserves the right to request a notarized letter of support from the property owner.

Yes No Not Applicable (owned by me)

If “Yes,” complete the table below for leased locations:

Leased Location Address	Name of Owner/Landlord	Phone Number of Owner/Landlord

10) If your mailing address has changed, please provide your new mailing address in the table below.

Street Address	City	State	Zip	County

I hereby verify and affirm that all of the information contained in this Site Modification Request Form is true, accurate, and complete. I understand that the NJDA must approve the site modification request before this request becomes effective. I also understand that if NJDA later determines any of this information to be inaccurate, the request may be denied, changes may be withdrawn, and my *Licensing Agreement* may be withheld or terminated.

 Signature of License Holder / Approved Applicant

 Date

 Printed name