



## New Jersey Department of Agriculture Hemp Program



### 2022 Site Modification Request

|                           |
|---------------------------|
| <b>OFFICIAL USE ONLY.</b> |
| Check #                   |

- 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*.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.

|  |                   |
|--|-------------------|
| <b>License Holder:</b>                                     | <b>License #:</b> |
| <b>Name of Signing Authority on License (if business):</b> |                   |
| <b>Email:</b>  | <b>Phone:</b>     |

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

| b) Enter information for the <b>REMOVAL</b> of requested field locations. Be sure to include Location IDs (as they appear on your current <i>Licensing Agreement</i> ) for each growing site. |                |             |            |               |                     |
|---|----------------|-------------|------------|---------------|---------------------|
|   | <b>Address</b> | <b>City</b> | <b>Zip</b> | <b>County</b> | <b>Location ID*</b> |
| <b>Location 1</b>   |                |             |            |               |                     |
| <b>Location 2</b>   |                |             |            |               |                     |

\* 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 <sup>+</sup> | GPS: Latitude<br><i>Ex: 38° 9.919'N</i> | GPS: Longitude<br><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 <sup>+</sup> | GPS: Latitude<br><i>Ex: 38° 9.919'N</i> | GPS: Longitude<br><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 |         |      |     |        |             |

<sup>+</sup> 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 <b>ADDITION</b> 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 <sup>+</sup> | GPS: Latitude<br>Ex: 38° 9.919'N | GPS: Longitude<br>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 <sup>+</sup> | GPS: Latitude<br>Ex: 38° 9.919'N | GPS: Longitude<br>Ex: 84° 49.267'W |        |             |
| Building 1  |                      |                                |                                  |                                    |        |             |
| Building 2  |                      |                                |                                  |                                    |        |             |
| Building 3  |                      |                                |                                  |                                    |        |             |

| b) Enter information for the <b>REMOVAL</b> of requested processing locations. Be sure to include Location IDs (as they appear on your current <i>Licensing Agreement</i> ) for each processing site. |         |      |     |        |             |
|---|---------|------|-----|--------|-------------|
|   | Address | City | Zip | County | Location ID |
| Location 1  |         |      |     |        |             |
| Location 2  |         |      |     |        |             |

<sup>+</sup> 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 <b>ADDITION</b> of requested storage building(s) in the cells below.<br>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 <sup>+</sup> | GPS: Latitude<br><i>Ex: 38° 9.919'N</i> |     | GPS: Longitude<br><i>Ex: 84° 49.267'W</i> |             |
| 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 <sup>+</sup> | GPS: Latitude<br><i>Ex: 38° 9.919'N</i> |     | GPS: Longitude<br><i>Ex: 84° 49.267'W</i> |             |
| Building 1   |                   |                                |   |     |   |             |
| Building 2   |                   |                                |   |     |   |             |
| Building 3   |                   |                                |   |     |   |             |

| b) Enter information for <b>REMOVAL</b> of requested storage address(es) below.<br>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   |         |      |     |        |             |

<sup>+</sup> 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**

