# New Jersey Pinelands Commission
# Instructions for Completing a Development Application

Updated on 10/22/2026

*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. 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

# New Jersey Pinelands Commission
# Development Application

Updated on 10/22/2026

1. Applicant Name(s) Title: ☐Mr. ☐Ms. ☐Mrs. ☐Other

_____

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 Title: ☐Mr. ☐Ms. ☐Mrs. ☐Other

_____

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:<br><br>*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 | **Construction Costs** | **Fee Formula** | Total construction costs:<br><br>*Please attach supporting documentation of expected construction costs for the proposed development |
| | | $0 - $500,000 | 1.25% of construction costs or $250 minimum | |
| | | $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 or $50,000 maximum | |
| ☐ | Linear development (roads, utilities, etc.; does not include bridges) | $187.50 per acre of all land, or portion thereof, to be cleared/disturbed inside and outside of the right of way (ROW) for the development | | 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: |
| ☐ | 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: |

*Fee chart continued on next page*

| | Application Type | Required Fee | Additional Information |
|---|---|---|---|
| ☐ | Wells or water allocation increases in Kirkwood-Cohansey aquifer subject to N.J.A.C. 7:50-6.86(d) (new diversion/allocation increase resulting in a total diversion of ≥ 50,000 gallons/day) | $6,000 application fee + $30,000 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 N.J.A.C. 7:50-6.86(d) | See fee calculation for commercial/institutional/ non-residential development or mixed residential/commercial on Page 5 above | Total construction costs: |

11. Please identify whether any of the following special circumstances apply to this application:

| | Special Circumstance | Required Fee |
|---|---|---|
| ☐ | Waiver of Strict Compliance (based on extraordinary hardship, typically for one single family dwelling) | $250 + fee calculated in accordance with the above chart (Item #10) * No fee for applications submitted to demonstrate eligibility for the Limited Practical Use (LPU) program |
| ☐ | 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 non-profit organization exempt from Federal Income Taxation under Sections 501(c)3 or (d) of the Internal Revenue Code. (Does not apply to organizations solely exempt from State Taxation.) | $500 or fee calculated in accordance with the above chart (Item #10), whichever is less. * Documentation supporting federal tax-exempt status must be provided. |
| ☐ | 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 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 |
| | Resolution of identified violations (Choose One) | *$500/$25,000/$50,000 Maximum fee does not apply |
| ☐ | Minor development (1-4 dwelling units/lots or, less than or equal to 5,000 square feet of total disturbance/clearing) | $500 + fee calculated with the above chart (Item #10) |
| ☐ | Major development (5+ dwelling units/lots or, more than 5,000 square feet of total disturbance/clearing) | $1,000 + fee calculated with above chart (Item #10) |

12. **Total fee required** (minimum fee = $250): $_____

**Fee Payment method:** ☐ Online via the Pinelands Commission Online Payment Portal OR;

☐ Check/money order made payable to the NJ Pinelands Commission

I hereby authorize the staff of the Pinelands Commission to conduct such onsite inspections of the parcel as are necessary to review this application and ensure compliance with the requirements of the Pinelands Comprehensive Management Plan. I also acknowledge that if my application involves considerable staff time, unusual expenditures or complex issue(s) that necessitate the Commission's 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 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.

Signatures of Applicant(s):

_____ _____

Signature Date Signature Date

Name (Print) _____ Name (Print) _____

Signatures of Property Owner(s)*:

_____ _____

Signature Date Signature Date

Name (Print) _____ Name (Print) _____

*If an individual has signed the application form on the property owner's behalf (e.g. organization, corporation, estate), a written explanation indicating how he/she is authorized to act on behalf of the property owner(s) and documentation demonstrating that he/she is authorized to act on behalf of the property owner must also be provided.

## ✓ Submit Application Form

**SAVE** the completed .pdf & **Email** a copy to appinfo@pinelands.nj.gov
along with any supplemental information

## ✓ Submit Application Fee

**Click Here to** Pay Application Fee Online

**OR**

**Mail** 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, documentation of the construction costs for the proposed development used to calculate the 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, 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.
- ☐ If applicable, documentation supporting federal tax-exempt status.

Additional information: