New Jersey Pinelands Commission
Instructions for Completing
A Non-PDC Letter of Interpretation (LOI) Application

Updated on 01/05/2026

Important Notes on Wetlands LOIs:

If you plan to file an Application for Development in the Pinelands Area, a separate application for a Wetlands LOI is **not** required by the Commission. As part of a development application, Commission staff will field verify all wetlands delineated by the applicant, including offsite wetlands within 300 feet of the proposed development.

Note that a Wetlands LOI will make no finding regarding the location of offsite wetlands within 300 feet of a parcel.

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 LOI 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. Select the type of LOI requested (Wetlands LOI or LOI for a provision in the Pinelands Comprehensive Management Plan (CMP)) .

6. If Wetlands LOI requested in Item #5, select the type of Wetlands LOI requested.

7. If Other LOI for a provision in the CMP requested in Item #5, describe the interpretation requested, the contributing factors for the request, and the relevant CMP provision(s), if applicable. Please attach a separate narrative if additional space is needed.

8. Identify the total application fee required.

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 Webpage for application 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 wetlands mapping. An LOI will be issued within 45 days of receipt of all information necessary to complete the application.

Questions?

Contact our Regulatory Programs staff at 609-894-7300 or appinfo@pinelands.nj.gov

New Jersey Pinelands Commission
Application for a Non-PDC Letter of Interpretation

Updated on 01/05/2026

1. Applicant Name(s) Title: ☐Mr. ☐Mrs. ☐Ms. ☐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. ☐Mrs. ☐Ms. ☐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 Letter of Interpretation:

   Municipality _____

   Block #_____ Lot #_____ Block #_____ Lot #_____

   Block #_____ Lot #_____ Block #_____ Lot #_____ Total Acreage of Property:

   Block #_____ Lot #_____ Block #_____ Lot #_____ _____

   Block #_____ Lot #_____ Block #_____ Lot #_____

5. Select the type of LOI Requested:

   ☐ Wetlands LOI
   ☐ Other non-PDC LOI for provision in CMP (Regulation Interpretation)

6. If Wetlands LOI Requested in #5 above, select the type of Wetlands LOI Requested:

   ☐ Presence/Absence of Wetlands or Wetland Buffers
   ☐ Extent of Wetlands (Verification of Wetlands Location)
   ☐ Determination on Required Wetland Buffer
   ☐ Extent of Wetlands & Determination on Required Wetland Buffer

7. If Other non-PDC LOI for provision in CMP Requested in #5 above, describe the interpretation requested, the contributing factors for the request, and the relevant CMP provision(s), if applicable:

8. Please choose the appropriate LOI Application Type:

	Application Type	Required Fee
☐	Presence/absence of wetlands or wetland buffers	$1,000
☐	Extent of Wetlands and/or a determination on required wetland buffer	$1,000 + $100 per acre of the parcel
☐	All other non-PDC LOIs (Regulation Interpretations)	$500

Total fee required: $_____

Fee Payment method: ☐Online via the Pinelands Commission Online Payment Portal

Click Here to Pay Application Fees Online

☐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.

Supplemental Information

The following (optional) supplemental information is attached:

- ☐ A copy of the legal notice published in the official newspaper(s) of the municipality(s) where the parcel is located. (Refer to sample public notices for Pinelands Commission LOIs.)

- ☐ A copy of the certified list of property owners within 200 feet of the parcel subject of the LOI.

- ☐ Proof that notice of this LOI application was provided to municipal and county clerks and the municipal environmental commission, if applicable.

- ☐ Copies of the certified mail receipts and one completed sample letter documenting that all owners of all real property within 200 feet of the parcel have been notified. (Refer to the sample public notices for Pinelands Commission LOIs.)

- ☐ For LOIs for the extent of wetlands on a parcel, a plan, prepared by a licensed engineer, depicting the location of all wetlands on the parcel. The location of all wetlands on the parcel must also be "flagged" in the field for Commission staff field verification.

- ☐ 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.