

INSTRUCTIONS FOR PDC CERTIFICATE APPLICATION FORM  
PLEASE PRINT OR TYPE

1. Enter your first, middle and last name (no nicknames, please).
2. Enter your telephone number, including area code, where you may be reached during the day.
3. If you own the property jointly with another person(s), please enter their name(s). If there are multiple owners, please attach an additional sheet with names, addresses and phone numbers.
4. Enter the co-owner's daytime telephone information.
5. Enter the full postal mailing address, including apartment or suite number if appropriate, of the home or business where you regularly receive mail.
6. Enter the City, State and Zip code for your mailing address.
7. Enter the municipality where the application's subject property is located.
8. Enter the County where the application's subject property is located.
9. Enter the Tax Map Block Number(s) of the application's subject property. (See your most recent tax bill)
10. Enter the Tax Map Lot Number(s) of the application's subject property. (See your most recent tax bill)
11. Enter the total acreage of the property which will be subject to the deed restriction. This acreage must coincide with what is shown on the **Letter of Interpretation (LOI)** that you received from the Pinelands Commission.
12. Enter the street name or the route number of the road which is closest to the property. This is usually located at the top of the LOI that was issued.
13. Enter the Pinelands Commission (LOI) number. This is centered at the top of your LOI. Please do not confuse this with the Pinelands application number that is also shown on the letter.
14. Enter the date that the LOI was issued.
15. Enter the total number of Pinelands Development Credits (PDCs) allocated in the LOI (found at the end of the section entitled "Conclusion"). If the Pinelands Commission adjusted your allocation because you are reserving the right to build one or more homes, please enter the adjusted number.
16. If you have cleared any land, enlarged or reduced actively farmed land, or built anything on the property since the issuance of the LOI, please check the box marked "Yes". Otherwise, check "No".
17. If you answered "Yes" to 16, include a brief description of the changes. If additional space is needed, please attach a separate sheet.
18. Note if you wish to reserve the opportunity to build one or more homes on the subject property. *This information must agree with the LOI.* Note that this reservation does not guarantee future approval to build. Pinelands Commission and municipal approval are still required.
19. If you answered "Yes" to number 18, please enter the number of dwellings that you are reserving. *This information must agree with the LOI.* (The allocation of PDCs is reduced by 0.25 PDCs for each dwelling unit that you reserve the right to build.)

*Continued on the next page*

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20. Enter the full name of the Title Company that performed your title search.
21. Enter the telephone number (including area code) of the Title Company and contact person's e-mail address.
22. Enter the full mailing address of the Title Company
23. Enter the City, State and Zip code for the Title Company address
24. If there is a mortgage, lien, or other financial encumbrance on the property, please check the box marked "Yes". If there is none, please check "NO".
25. – 28. If you answered "Yes" to #24, please complete the information for the Mortgage Holder's name, mailing address, City, State and Zip Code. If you have a second mortgage or additional liens on the property, please attach an additional sheet with this information for each lien holder.
29. Please indicate whether or not you have engaged an attorney to represent you, or if you wish to designate someone to act as your representative or agent in this application process. If you have checked "Yes" to this question, the Bank will communicate directly with your representative and not with you.
30. – 33. If you answered "Yes" to #29, please complete the information for the Representative/Agent's name, mailing address, City, State and Zip Code.
34. If you have designated a representative (see #29), have that person sign here.
- 35.-40. These documents must be enclosed with your application in order for your application to proceed.
41. If you answered "Yes" to #24, you must provide a letter from the lien holder stating that they are aware you are applying for a PDC Certificate and that consequently, a deed restriction will be filed limiting future uses of the property, and that the mortgage holder has no objection. We can provide you with a generic sample letter. If you run into any difficulties, we will be happy to assist. Please have them contact the PDC Bank directly, or obtain a contact person's name and telephone number so that we may contact them. At times, applicants encounter difficulties when dealing with out-of-state banks.
42. Submit the Affidavit Regarding Judgment only if required based on the results of the 20- year Upper and Lower Court Search of liens and judgments.
43. Please read this certification carefully before signing and dating the application  
All co-owners must sign and date this application as well.

Mail completed application and all attachments to:

Pinelands Development Credit Bank  
P.O. Box 359  
New Lisbon, NJ 08064-0359

If sending by UPS, FedEx or other courier, please send to

Pinelands Development Credit Bank  
c/o Pinelands Commission  
15C Springfield Road  
New Lisbon, NJ 08064

**APPLICATION FOR PINELANDS DEVELOPMENT CREDIT CERTIFICATE**

*PLEASE REFER TO INSTRUCTIONS*

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1. \_\_\_\_\_ 2. \_\_\_\_\_  
Property Owner's Name (first, middle, last) Phone Number

3. \_\_\_\_\_ 4. \_\_\_\_\_  
Co- Owner's Name (first, middle, last) Phone Number

5. \_\_\_\_\_ E-Mail Address  
Property Owner's Mailing Address

6. \_\_\_\_\_  
City, State, Zip Code

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7. \_\_\_\_\_ 8. \_\_\_\_\_  
Municipality County

9. \_\_\_\_\_ 10. \_\_\_\_\_  
Block Number(s) Lot Number(s)

11. \_\_\_\_\_ 12. \_\_\_\_\_  
Total Acreage Nearest Street/Road (listed on your LOI)

13. \_\_\_\_\_ 14. \_\_\_\_\_ 15. \_\_\_\_\_  
Letter of Interpretation (LOI) # Date LOI Issued Number of PDCs Allocated

16. Has the property been altered or developed in any manner since the Letter of Interpretation was issued?  Yes  No

17. If Yes, describe the changes:

\_\_\_\_\_

18. Do you wish to reserve the right to build any future homes on this property?  Yes  No

19. If Yes, how many homes do you wish to reserve the right to build? \_\_\_\_\_

\_\_\_\_\_

20. \_\_\_\_\_ 21. \_\_\_\_\_  
Name of Title Company Phone Number

22. \_\_\_\_\_ E-Mail Address  
Title Company's Mailing Address

23. \_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_

24. Is there a mortgage on the property?  Yes  No

25. \_\_\_\_\_ 26. \_\_\_\_\_  
Mortgage Holder's Name Phone Number

26. \_\_\_\_\_  
Mortgage Holder's Mailing Address

**APPLICATION FOR PINELANDS DEVELOPMENT CREDIT CERTIFICATE**

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29. Do you authorize a person to act as your representative or agent in matters pertaining to this application? Please note: ALL correspondence, including original PDC Certificates, will be sent to the designated representative or agent.  Yes  No

30. \_\_\_\_\_ 31. \_\_\_\_\_  
Name of Representative/Agent Phone Number

32. \_\_\_\_\_  
Representative/Agent's Mailing Address E-mail Address

33. \_\_\_\_\_  
City, State, Zip Code

34. \_\_\_\_\_  
Signature of Representative/Agent

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The following information is required for each property that is part of an application.

35. Deed for each property  Yes  No 36. Proposed Deed Restriction  Yes  No

37. 60/20 Title Certification  Yes  No 38. Letter of Interpretation  Yes  No

39. Tax Map Page(s)  Yes  No 40. Affidavit of Title  Yes  No

41. Mortgage Holder Letter\*  Yes  No 42. Affidavit of Judgment\*  Yes  No  
\*only if required \*only if required

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42. I hereby certify that the information included within this application is true and that I am the legal owner of the property described above, that I have marketable title to the property, and that I have the legal right to restrict the use of the property consistent with the deed restrictions attached hereto. I have made arrangements with the Title Company to provide a "bringdown" (update) to the Title Search at the time that the Pinelands Development Credit Certificate is ready to be issued, and further grant permission to the Pinelands Development Credit Bank to request said update from the Title Company.

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Signature of Owner (Applicant) Date

Signature of Co-Owner (Applicant) Date

Note to Applicants: The applicant is responsible for the fees involved with recording the Deed Restriction with the appropriate County Clerk's Office. The PDC Bank staff will contact you with the correct amount and payee information when your application is deemed complete.