



# New Jersey Pinelands Commission

## Instructions for Completing a Development Application

Created on 2/06/2014

*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 a signed and sealed statement from a licensed architect/engineer or a sworn, notarized statement from a qualified individual as to the estimated construction costs for the proposed development.

## **Signature:**

The applicant and all property owner(s) must sign the application or provide separate written authorization bearing their signature. If an individual signs the application form on the property owner's behalf, please provide a written explanation indicating how he/she is authorized to act on behalf of the property owner(s). Please also attach documentation demonstrating that he/she is authorized to act on behalf of the property owner.

Completed application forms should be signed & mailed to:

**New Jersey Pinelands Commission**  
**PO Box 359**  
**15C Springfield Rd**  
**New Lisbon, NJ 08064**

## **Submission:**

Alternatively, forms and information consisting of letter/legal sized documents and electronically signed forms may be emailed to [AppInfo@njpines.state.nj.us](mailto:AppInfo@njpines.state.nj.us) or faxed to 609-894-7331. Large reports, plans, checks, and items that have a manually applied seal must still be submitted as hard copies.

## **Additional Information:**

Within 30 days of receipt of any information, the Commission will determine whether the application is complete or if additional information is required to complete the application. Most applications to the Commission typically require additional information besides that provided on the application form. Examples of such information include a site plan, soil boring and wetlands mapping. The Commission staff will advise you of any further information that will be required to complete an application.

A list of activities that do not require an application to the Commission can be viewed online at [www.nj.gov/pinelands/infor/fact/No\\_Application.pdf](http://www.nj.gov/pinelands/infor/fact/No_Application.pdf)

Additional information, including our regulations, can be viewed online at [www.nj.gov/pinelands](http://www.nj.gov/pinelands).

For assistance with completing the application form or determining the appropriate application fee, contact our Regulatory Programs staff at (609) 894-7300 or at [helplink@njpines.state.nj.us](mailto:helplink@njpines.state.nj.us)



# New Jersey Pinelands Commission Development Application

Created on 2/06/2014

1. Applicant Name(s)

\_\_\_\_\_

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

\_\_\_\_\_

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 # \_\_\_\_\_

Total Acreage of Property

Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Block # \_\_\_\_\_ Lot # \_\_\_\_\_

\_\_\_\_\_

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 on property (uses, # of dwelling units/lots, type(s) of commercial use(s), square footage of commercial buildings, etc.):

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:

Application Type		Required Fee		Additional Information
<input type="checkbox"/>	New Dwelling Units or Lots or Resubdivisions	1-4 dwelling units or lots	\$200 per dwelling unit or lot	Total # of proposed units/lots =
		5-50 units or lots	\$800 + \$225 per dwelling unit or lot for units 5-50	
		51-150 units or lots	\$11,150 + \$125 per dwelling unit or lot for units 51-150	
		151 and more	\$23,650 + \$100 per dwelling unit or lot for units 151 +	
<input type="checkbox"/>	Demolition of Single Family Dwelling (50 Years Old or Older) <sup>1</sup>	\$200		Year Dwelling Built:
<input type="checkbox"/>	Home Occupation (Commercial Use within a Single Family Dwelling or Accessory Structure)	\$200		N/A
<input type="checkbox"/>	Change of Use & No Further Development	\$200		N/A
<input type="checkbox"/>	Commercial/Institutional/ Nonresidential Development or Mixed Residential/Commercial <sup>2</sup>	<b>Construction Costs</b>	<b>Fee Formula</b>	Total Construction Costs=
		\$0-\$500,000	1% of construction cost or \$200 minimum	
		\$500,001 - \$1,000,000	¾% of cost (+ \$5,000 for first \$500,000)	
	\$1,000,001 and more	½% of cost (+ \$8,750 for first \$1,000,000)		
<input type="checkbox"/>	Demolition of Structure other than Single Family Dwelling (50 Years Old or Older) and No Further Development <sup>1,2</sup>	<b>Demolition Costs</b>	<b>Fee Formula</b>	Total Demolition Costs =
		\$0-\$500,000	1% of construction cost or \$200 minimum	Year Structure Built :
		\$500,001 - \$1,000,000	¾% of cost (+ \$5,000 for first \$500,000)	
\$1,000,001 and more	½% of cost (+ \$8,750 for first \$1,000,000)			
<input type="checkbox"/>	Linear Development (Roads, Utilities, etc.)	\$150 per acre of all land included in the right of way (ROW) plus \$150 per acre of all land outside of the ROW to be disturbed as part of the development		Acres to be disturbed:
<input type="checkbox"/>	Forestry	\$5 per acre subject of forestry activities		Acres subject of forestry:
<input type="checkbox"/>	Golf Courses	\$150 per acre devoted to golf course facility		Golf Course Acres:
<input type="checkbox"/>	Resource Extraction/Mining	\$1,500 plus \$30 per acre to be mined within each permit period		Acres to be mined:
<input type="checkbox"/>	Non-PDC Letter of Interpretation	\$200		N/A

<sup>1</sup> If available, please attach pictures of the structure to be demolished.

<sup>2</sup> For these application types (shaded above), attach a signed/sealed statement from a licensed architect/engineer or a sworn, notarized statement from a qualified individual as to the estimated construction costs for the proposed development.

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

	<b>Special Circumstance</b>	<b>Required Fee</b>
<input type="checkbox"/>	Public Development (Development Proposed by a Public Agency)	50% of the fee calculated using the above chart (Item #10) with a minimum fee of \$200 and a maximum fee of \$25,000
<input type="checkbox"/>	Religious Association or Corporation or Non-Profit Organization which is exempt from Federal Income Taxation under Sections 501(c)3 or (d) of the Internal Revenue Code. (This does not apply to organizations which are solely exempt from State Taxation.)	\$500 or the amount calculated in accordance with the above chart, whichever is less
<input type="checkbox"/>	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
<input type="checkbox"/>	Nonresidential development using an alternate design septic system	\$2,500 + fee calculated above

12. Total Fee Required (Minimum Fee: \$200) = \$ \_\_\_\_\_



## Supplemental Information

The following supplemental information is attached:

- Application Fee (Item #12) Amount Enclosed \$ \_\_\_\_\_  
Checks and money orders should be made payable to the NJ Pinelands Commission.
- If applicable, a signed and sealed statement from a licensed architect/engineer or a sworn, notarized statement from a qualified individual, if an architect or engineer has not been retained, as to the estimated construction costs for the proposed development used to calculate the appropriate application fee. (Item #12)
- If applicable, pictures of the dwelling/structure to be demolished (Items 10 & 11)
- If applicable, a recorded deed restriction or property easement (Item #5)
- If applicable, please submit 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.
- Additional Information: