



**PINELANDS AREA ATTACHMENT A  
FRESHWATER WETLANDS APPLICATION CHECKLISTS  
MODEL LETTER – NOTICE TO NEIGHBORING LANDOWNERS**

**Instructions for Applicant:**

- 1) Fill out the body of the notice with the relevant information regarding the requested Freshwater Wetland General Permit (FWGP). All lots subject of the FWGP must be included in the application form and public notice. Revisions to the sample language may be necessary in certain situations. We recommend that you submit the draft notice to the Pinelands Commission for approval prior to having it mailed.
- 2) Address a copy of the public notice to all applicable parties listed in Item 3 of the NJDEP's Freshwater Wetlands General Permit Authorization Application Checklist and Fee Table (available at <http://www.nj.gov/dep/landuse/forms.html>).
- 3) Provide proof to the Pinelands Commission that the public notice requirements have been met, according to the requirements listed in Item 3 of the NJDEP's Freshwater Wetlands General Permit Authorization Application Checklist and Fee Table (available at <http://www.nj.gov/dep/landuse/forms.html>).

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MODEL LETTER – NOTICE TO NEIGHBORING LANDOWNERS**

Date: \_\_\_\_\_

Re: Application submitted by \_\_\_\_\_ (*Applicant's name – print*)

regarding property at:

\_\_\_\_\_ (*Street address of property*)

\_\_\_\_\_ (*Block and Lot of property*)

\_\_\_\_\_ (*Municipality and County*)

Dear Interested Party:

I am sending you this letter to inform you that I am submitting an application for a permit or approval to the Pinelands Commission under the Freshwater Wetlands Protection Act rules, N.J.A.C. 7:7A. The permit or approval will either establish the boundary of freshwater wetlands on the above property, or will authorize me to conduct regulated activities on the property.

I am applying for the following approval(s):

- Letter of interpretation (establishes the official boundary line of any regulated freshwater wetlands, open waters, or transition areas on the property, and if freshwater wetlands are present, identifies their resource value)
- General permit authorization (authorizes regulated activities, such as construction or development, in wetlands and adjacent transition areas)

The activities for which my application requests NJDEP approval are (I have checked all those that apply):

- No regulated activities, just establishing where regulated wetlands (if any) are found on my property

- Cutting or clearing of trees and/or other vegetation
- Placement of pavement or other impervious surface
- Placement of one or more buildings or other structures
- Expansion of existing pavement, buildings, or other structures
- Other (describe):

If you would like to inspect a copy of my application, it is on file at the Municipal Clerk's Office in the municipality in which the property is located, or you can call the New Jersey Pinelands Commission at (609) 894-7300 to make an appointment to see my application at the Pinelands Commission's offices in New Lisbon during normal business hours.

The rules governing freshwater wetlands permits and approvals are found in the NJDEP's Freshwater Wetlands Protection Act rules at N.J.A.C. 7:7A. You can view or download these rules on the NJDEP Land Use Regulation Program website at [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse), or you can find a copy of these rules in the county law library in your county courthouse.

As part of the Pinelands Commission's review of my application, Pinelands Commission personnel, on behalf of NJDEP, may visit my property, and the portion of any neighboring property that lies within 150 feet of my property line, to perform a site inspection. This site inspection will involve only a visual inspection and possibly minor soil borings using a 4" diameter hand auger. The inspection will not result in any damage to vegetation or to property improvements.

The Pinelands Commission, on behalf of the NJDEP, welcomes any comments you may have on my application. If you wish to comment on my application, comments should be submitted to the Pinelands Commission, *in writing*, within 30 days after you receive this letter. The Commission will consider all written comments submitted within this time. The Commission may, in its discretion,

consider comments submitted after this date. Comments cannot be accepted by telephone. Please submit any comments you may have *in writing, along with a copy of this letter*, to:

The Pinelands Commission  
P.O. Box 359  
15 Springfield Road  
New Lisbon, NJ 08064  
Email: [appinfo@pinelands.nj.gov](mailto:appinfo@pinelands.nj.gov)

When the Pinelands Commission has decided whether or not my application qualifies for approval under the Freshwater Wetlands Protection Act rules, the Pinelands Commission will notify the municipal clerk of the final decision on my application.

If you have questions about my application, you can contact me or my agent, address(es) below.

Sincerely,

\_\_\_\_\_  
(Print applicant's name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Print applicant's address – **required**)

\_\_\_\_\_  
(Print applicant's agent's name, address, phone number and/or email - optional)