

# **PRE-APPLICATION**

## ***N.J.A.C. 7:36-26.4(b)*** ***(Minor disposals or diversions of parkland)***

**PRIOR TO SUBMITTING THE PRE-APPLICATION:** Contact the appropriate County contact at the Office of Transactions and Public Land Administration, Public Land Compliance Section to arrange a pre-application conference to discuss the proposal and application requirements. *N.J.A.C. 7:36-26.4(a)*. Once the pre-application is complete it will be reviewed by the Section. *N.J.A.C. 7:36-26.4(f)1*.

**THE COMPLETE PRE-APPLICATION MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO THE SECOND THURSDAY OF THE MONTH:** Completed pre-applications are reviewed by an internal review committee on the second Thursday of each month. The pre-application must be complete 10 business days before the review committee meets to be considered for review. Once the review committee meets, the applicant will be notified of the application status under *N.J.A.C. 7:36-26.4(f)*.

**COMPLETION OF THE PREAPPLICATION IN NO WAY GRANTS ANY APPROVAL FOR THE PROPOSED DISPOSAL OR DIVERSION OF PARKLAND (*N.J.A.C. 7:36-26.4(j)*).**

**THE CLASSIFICATION OF A PROPOSED DISPOSAL OR DIVERSION OF PARKLAND AS “MINOR”** will be determined by the Department based on the information provided in the pre-application and the criteria established at *N.J.A.C. 7:36-26.2(b)*. If the Department determines, in its discretion, to classify as “major” a disposal or diversion of parkland proposed by the applicant as “minor,” the applicant will be directed under *N.J.A.C. 7:36-26.4(h)* to complete the pre-application requirements for a “major” disposal or diversion of parkland under *N.J.A.C. 7:36-26.9(b)*.

Note: Please check our web site at <https://dep.nj.gov/otpla/forms/#compliance> for updated versions of this application form prior to filing the pre-application.

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**Minor Disposal/Diversion Pre-Application Requirements**

- ☐ 1. **Description of the proposed disposal/diversion, including:**
- ☐ Block(s) and lot(s) information for the parkland proposed for disposal or diversion (*N.J.A.C. 7:36-26.4(d)1i*);
  - ☐ Acreage of the parkland proposed for disposal or diversion (*N.J.A.C. 7:36-26.4(d)1ii*);
  - ☐ Purpose of proposed disposal/diversion, including the intended future use and owner of the parkland proposed for disposal/diversion (*N.J.A.C. 7:36-26.4(d)1iii*);
  - ☐ A description of how the proposed disposal/diversion will fulfill a compelling public need or yield a significant public benefit as defined at *N.J.A.C. 7:36-26.1(d)1* (*N.J.A.C. 7:36-26.4(d)1iv*);
  - ☐ A description of how the parkland is proposed to be disposed or diverted including (*N.J.A.C. 7:36-26.4(d)1v*);
    - ☐ The name of the prospective buyer, lessee or easement grantee;
    - ☐ A description of the type of legal interest to be conveyed, if any;
    - ☐ A description of any conditions or restriction on the intended use of the parkland;
  - ☐ If applicable, a copy of the draft lease or use agreement and statement of total compensation proposed to be received by the applicant for the lease or use agreement (*N.J.A.C. 7:36-26.4(d)1vi*);
  - ☐ If the proposed disposal/diversion involves the construction of a building or infrastructure on parkland, a set of plans and specifications for the construction (*N.J.A.C. 7:36-26.4(d)1vii*);
  - ☐ A general description of the natural features, history and current use of the parkland proposed to be disposed/diverted and of any parkland contiguous to or functionally related to the parkland proposed for disposal/diversion (*N.J.A.C. 7:36-26.4(d)1viii*);
  - ☐ A detailed description of any recreational facilities and/or activities to be affected by the proposed disposal/diversion of parkland and an explanation of how they will be affected (*N.J.A.C. 7:36-26.4(d)1ix*);
  - ☐ A statement justifying why the proposed disposal or diversion should be classified as a minor disposal or diversion pursuant to *N.J.A.C. 7:36-26.2(b)1 – 5*, as applicable.

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☐ **2. Alternatives analysis:**

A. Identify each alternative course of action that could be taken to fulfill the compelling public need or yield the significant public benefit to be derived from the project for which the disposal/diversion of parkland is proposed. (*N.J.A.C. 7:36-26.4(d)2i*) This identification must include all feasible, reasonable and available alternatives, including:

- ☐ The alternative of constructing the proposed project on the proposed replacement land (if applicable)
- ☐ A “no build” or “no action” alternative
- ☐ Any alternative involving private lands or other public lands
- ☐ Please also include a description of methods used to identify alternatives

B. For each alternative identified under A above, provide:

- ☐ A detailed description of the environmental impact of the alternative (*N.J.A.C. 7:36-26.4(d)2ii(1)*);
- ☐ A listing of all Department permits to construct or utilize the alternative (*N.J.A.C. 7:36-26.4(d)2ii(2)*);
- ☐ Information on whether the alternative involves any areas mapped as endangered or threatened species habitat, including a review of the Department’s Landscape Project Mapping ([www.nj.gov/dep/fgw/ensplandscape/index.htm](http://www.nj.gov/dep/fgw/ensplandscape/index.htm)) and a response from or evidence that a request for information has been filed with the Department’s Natural Heritage Database (c/o Office of Natural Lands Management, Mail Code 501-04, P.O. Box 420, Trenton, New Jersey 08625-0420) (*N.J.A.C. 7:36-26.4(d)2ii(3)*);
- ☐ An analysis of the overall cost of the alternative (*N.J.A.C. 7:36-26.4(d)2ii(4)*);
- ☐ A description of the timetable or schedule necessary to implement the alternative to the proposed disposal or diversion (*N.J.A.C. 7:36-26.4(d)2ii(5)*);
- ☐ If applicable, the estimated land acquisition or lease cost of the alternative (*N.J.A.C. 7:36-26.4(d)2ii(6)*);
- ☐ Identification of any other zoning, land use, environmental or other constraints associated with the alternative and a description of all attempts

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undertaken to remove or adapt to such constraints (*N.J.A.C. 7:36-26.4(d)2ii(7)*);

☐ An explanation of the reasons for rejecting each alternative pursuant to *N.J.A.C. 7:36-26.4(e)*.

- ☐ 3. **Environmental assessment report** prepared in accordance with **Attachment I: Environmental Assessment Report Outline** (*N.J.A.C. 7:36-26.4(d)3*)
- ☐ 4. **Value Statement** using the form found at **Attachment II: Land Valuation Form** (*N.J.A.C. 7:36-26.4(d)4 and N.J.A.C. 7:36-26.4(d)9ii*)
- ☐ 5. **Compensation proposal** based on the requirements of *N.J.A.C. 7:36-26.5* and prepared in accordance with **Attachment III: Compensation Proposals for Minor Disposals or Diversions of Parkland** (*N.J.A.C. 7:36-26.4(d)5*)
- ☐ 6. A **listing of all permits and approvals** required for the project (**Attachment IV: Permit/Approval Checklist**). (*N.J.A.C. 7:36 26.4(d)6*)
- ☐ 7. **Copy of the deed** for the proposed disposal or diversion area and replacement parcel(s). If the replacement parcel is not already owned by the applicant, please include a brief description of how the applicant intends to acquire the replacement parcel. (*N.J.A.C. 7:36 26.4(d)7*)
- ☐ 8. **Maps. (Attachment V: Map requirements; and VI: Sample Reference Map)** (*N.J.A.C. 7:36-26.4(d)8*)
- ☐ 9. **Governing body resolution. (Attachment VII: Resolution)** (*N.J.A.C. 7:36-26.4(d)10*)
- ☐ 10. **Please attach this cover sheet and the following attachments:**
  - **Attachment II: Land Valuation Forms**
  - **Attachment III: Compensation Proposals for Minor Disposals or Diversions of Parkland**
  - **Attachment IV: Permit/Approval Checklist**
  - **Attachment V: Map Requirements**
- ☐ 11. **Please provide the following copies:**
  - **A digital copy of the entire application, including maps**
  - **Items 1 - 3, and 5 in Microsoft Word format**
  - **Maps submitted under Item 8 in .pdf format**
  - **All other application material in .pdf format****Digital copies may be submitted on a Standard CD or DVD produced to be read by any CD-ROM drive.**

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**NOTES:**

- The approval of the Department is needed to proceed with the final application. (*N.J.A.C. 7:36-26.4(h)*)
- If authorized to proceed, the final application must be submitted to the Department 75 days prior to the meeting of the State House Commission. (*N.J.A.C. 7:36-26.6(f)*.)
- The final application must be deemed complete for public hearing purposes by the Department before a public hearing on the application is scheduled. (*N.J.A.C. 7:36-26.6(b)*)
- This package is also available at: <https://dep.nj.gov/otpla/forms/#compliance>

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**ATTACHMENT I:  
ENVIRONMENTAL ASSESSMENT REPORT OUTLINE**

**I. A DESCRIPTION OF THE PROPOSED DISPOSAL OR DIVERSION**

Include in this section a brief description of the project including the following:

- A. Title/name of proposed activity
- B. Preparer of Document
- C. Location maps with the site outlined on the following; USGS 7.5 Minute Quad, USDA Soils, County Road and Tax Map

**II. A DESCRIPTION OF THE ENVIRONMENTAL CONDITIONS ON THE PARKLAND PROPOSED FOR DISPOSAL OR DIVERSION AND REPLACEMENT PARCELS (IF ANY) PRIOR TO THE IMPLEMENTATION OF THE PROJECT**

Include a description of the existing environmental conditions on the parkland proposed for disposal or diversion and replacement parcels (if any) in each of the following areas:

- A. **Natural resources of the site and surrounding area** – Describe geological character, soil characteristics, topography, land form (i.e. wetlands, steep slopes, etc.), hydrological features, surface water classification and biological resources of the area including State and federal threatened and endangered species and critical habitats. (Please contact the NJ Natural Heritage Program and review the NJ DFW Landscape Project Mapping for the most recent information regarding threatened or endangered species)
- B. **Man-made resources** – Describe present site land use, adjacent land uses, access, the presence of any hazardous substances or waste, the presence of any underground storage tanks or structures, the presence of abandoned wells not properly sealed, transportation patterns, and zoning.
- C. **Human resources** – Describe cultural and social factors; park and recreational facilities; aesthetic features; historical, archeological, and architectural resources.

**III. PROBABLE ENVIRONMENTAL IMPACTS TO THE PARKLAND AND REPLACEMENT PARCELS (IF ANY) IF THE PROPOSED DISPOSAL OR DIVERSION IS APPROVED**

Identify and describe direct, indirect and cumulative impacts, beneficial and adverse, anticipated from the proposed disposal or diversion on all natural, man-made, human and economic resources during all aspects of site preparation, construction, and project operation. Using the existing parkland without the project as a basis for analyzing anticipated impacts, provide the following information:

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**A. Land:**

1. Discuss the consistency of the proposed disposal or diversion with the following; the State Development and Redevelopment Plan, Regional and local land use plans and current zoning
2. Discuss how the proposal will change the general character of the area; and
3. Discuss whether the proposed action will result in the loss or alteration of any ecologically sensitive lands such as flood plains, steep slopes, wetlands, preserved farmland and dedicated open space or disturb any areas of contaminated soils.

**B. Water:**

1. Identify and discuss methods to be used to meet State water quality standards;
2. Discuss whether or not the proposed project will result in increased pollution or turbidity levels within a surface waterbody and, if so, what the effects will be downstream and upstream;
3. Discuss the beneficial and adverse effects of the proposed action on aquatic biota and habitats; and
4. Discuss the effects that the proposed action will have on surface and ground water quality and quantity and the basis of the determination.

**C. Air:**

1. For buildings and stationary sources of air pollutants, discuss whether the project will meet applicable emission standards and regulations contained in the State Air Pollution Control Code;
2. As applicable, discuss precautions taken to prevent noise problems; and
3. As applicable, discuss precautions taken to prevent odor problems.

**D. Aquatic and Terrestrial Wildlife:**

1. Discuss any loss (or gain) of wildlife habitat and its anticipated effect;
2. Discuss any impacts on State and federal threatened and endangered plants or animal species and critical habitat; and
3. Discuss any impacts to trees greater than 6" diameter at breast height (dbh).

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**E. Social and Economic:**

1. Discuss how the project could affect historic, archaeological, or cultural resources on or eligible for the National or State Register of Historic Places;
2. Discuss how the proposed disposal or diversion would affect public access and public recreational facilities; and
3. Discuss how environmental justice was considered during the environmental decision making process. If an environmental justice analysis was done, provide information regarding status and/or findings of the analysis.

**F. Solid Waste** - Discuss methods for solid waste handling both during construction and subsequent operation.

**G. Aesthetics** - Discuss how the natural or present character of the area will be changed as a result of the proposed action.

**H. Sustainability** - (protecting the resources and systems that support us today so that they will be available to future generations) - Discuss actions taken during the environmental decision making process (siting, water efficiency, energy efficiency, material/resource use) to insure that the project is a sustainable development that will avoid or minimize negative impacts, strengthen positive ones, take advantage of environmental opportunities, and protect resources.

**I. Cumulative Effects** - Discuss any cumulative effects of the proposed action.



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**ATTACHMENT II:  
LAND VALUATION FORMS (DIVERTED/DISPOSAL PARCEL(S))**

Please fill out each section completely. If any section is left blank, the form will not be reviewed. If a section is not applicable to the application please indicate "Not Applicable" or "N/A". A minimum of three comparable sales for the diverted/disposal parcel(s) will need to be provided.

\*\*\*If additional space is needed to adequately describe the parcel please use a separate page.\*\*\*

**1. Parcel Information**

Block(s) \_\_\_\_\_

Lot(s) \_\_\_\_\_

Acreage (by lot) \_\_\_\_\_

Vacant ☐ Improved\* ☐

\*If improved please describe all improvements on a separate page.

**2. Zoning**

Primary permitted uses \_\_\_\_\_

Minimum lot size \_\_\_\_\_

**3. Interest**

Fee ☐ Easement ☐ Fee and easement ☐

Type of easement \_\_\_\_\_

Temporary easement ☐ Permanent easement ☐

**4. Environmental Constraints** (list individual acreage encumbered by each constraint)

Wetlands \_\_\_\_\_ ac. C1 Streams \_\_\_\_\_ ac.

Tidelands \_\_\_\_\_ ac. Steep Slopes \_\_\_\_\_ ac.

Other \_\_\_\_\_ ac. Other \_\_\_\_\_ ac.

**5. Physical Constraints**

Legal access \_\_\_\_\_

Landlocked \_\_\_\_\_

**6. Value Information**

Assessed Value \_\_\_\_\_ Director's Ratio \_\_\_\_\_

**7. Estimated Market Value**

Intended Use \_\_\_\_\_

Highest and best use \_\_\_\_\_

**8. Tax Assessor Certification** - I hereby certify that the information provided in this Land Valuation Form for both the Diverted/Disposal Parcel(s) is true and accurate.

\_\_\_\_\_  
Prepared by Tax Assessor (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**9. Comparable Sales**

**SALE #1**

Date of Sale: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Location: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Grantor: \_\_\_\_\_  
Grantee: \_\_\_\_\_  
Lot Size: \_\_\_\_\_  
Sales Price: \_\_\_\_\_  
Unit Value: \_\_\_\_\_  
Zoning: \_\_\_\_\_  
Highest & Best Use: \_\_\_\_\_  
Verification: \_\_\_\_\_

**SALE #2**

Date of Sale: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Location: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Grantor: \_\_\_\_\_  
Grantee: \_\_\_\_\_  
Lot Size: \_\_\_\_\_  
Sales Price: \_\_\_\_\_  
Unit Value: \_\_\_\_\_  
Zoning: \_\_\_\_\_  
Highest & Best Use: \_\_\_\_\_  
Verification: \_\_\_\_\_

**SALE #3**

Date of Sale: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Location: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Grantor: \_\_\_\_\_  
Grantee: \_\_\_\_\_  
Lot Size: \_\_\_\_\_  
Sales Price: \_\_\_\_\_  
Unit Value: \_\_\_\_\_  
Zoning: \_\_\_\_\_  
Highest & Best Use: \_\_\_\_\_  
Verification: \_\_\_\_\_

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**Replacement Parcel(s)**

**Please fill out each section completely. If any section is left blank, the form will not be reviewed.** If a section is not applicable to the application please indicate "Not Applicable" or "N/A". A minimum of three comparable sales for the replacement parcel(s) will need to be provided.

\*\*\*If additional space is needed to adequately describe the parcel please use a separate page.\*\*\*

**1. Parcel Information**

Block(s) \_\_\_\_\_

Lot(s) \_\_\_\_\_

Acreage (by lot) \_\_\_\_\_

Vacant ☐ Improved\* ☐

\*If improved please describe all improvements on a separate page.

**2. Zoning**

Primary permitted uses \_\_\_\_\_

Minimum lot size \_\_\_\_\_

**3. Interest**

Fee ☐ Easement ☐ Fee and easement ☐

Type of easement \_\_\_\_\_

Temporary easement ☐ Permanent easement ☐

**4. Environmental Constraints** (list individual acreage encumbered by each constraint)

Wetlands \_\_\_\_\_ ac. C1 Streams \_\_\_\_\_ ac.

Tidelands \_\_\_\_\_ ac. Steep Slopes \_\_\_\_\_ ac.

Other \_\_\_\_\_ ac. Other \_\_\_\_\_ ac.

**5. Physical Constraints**

Legal access \_\_\_\_\_

Landlocked \_\_\_\_\_

**6. Value Information**

Assessed Value \_\_\_\_\_ Director's Ratio \_\_\_\_\_

**7. Estimated Market Value**

Intended Use \_\_\_\_\_

Highest and best use \_\_\_\_\_

**8. Tax Assessor Certification** - I hereby certify that the information provided in this Land Valuation Form for both the Diverted/Disposal Parcel(s) is true and accurate.

\_\_\_\_\_  
Prepared by Tax Assessor (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**9. Comparable Sales**

**SALE #1**

Date of Sale: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Location: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Grantor: \_\_\_\_\_  
Grantee: \_\_\_\_\_  
Lot Size: \_\_\_\_\_  
Sales Price: \_\_\_\_\_  
Unit Value: \_\_\_\_\_  
Zoning: \_\_\_\_\_  
Highest & Best Use: \_\_\_\_\_  
Verification: \_\_\_\_\_

**SALE #2**

Date of Sale: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Location: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Grantor: \_\_\_\_\_  
Grantee: \_\_\_\_\_  
Lot Size: \_\_\_\_\_  
Sales Price: \_\_\_\_\_  
Unit Value: \_\_\_\_\_  
Zoning: \_\_\_\_\_  
Highest & Best Use: \_\_\_\_\_  
Verification: \_\_\_\_\_

**SALE #3**

Date of Sale: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_  
Location: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Grantor: \_\_\_\_\_  
Grantee: \_\_\_\_\_  
Lot Size: \_\_\_\_\_  
Sales Price: \_\_\_\_\_  
Unit Value: \_\_\_\_\_  
Zoning: \_\_\_\_\_  
Highest & Best Use: \_\_\_\_\_  
Verification: \_\_\_\_\_

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**ATTACHMENT III:  
COMPENSATION PROPOSALS FOR MINOR DISPOSALS OR DIVERSIONS  
OF PARKLAND**

For all compensation proposals, please submit the following information relative to the method or methods of compensation chosen, and check the box next to the applicable compensation category or categories:

☐ **Monetary Compensation**

- Calculate the minimum compensation total as determined under *N.J.A.C. 7:36-26.5(a)1i, 2i, 4i or 5*, as applicable
- Specify whether compensation will be remitted to the Department for deposit into the GSPT Fund or whether the applicant is requesting alternative approval under *N.J.A.C. 7:36-26.5(b)* to apply the compensation to a parkland acquisition or development project to be undertaken by the applicant and completed within six months of SHC approval of the application for disposal/diversion of parkland. If alternative approval is sought, please provide information about the parkland acquisition or development project as specified below.
- Include a resolution or other binding statement that meets the requirements of *N.J.A.C. 7:36-26.5(c)1* concerning deposit of the monetary compensation if the application is approved;
- If the application requests approval of a lease or use agreement, include a detailed description of how the applicant will utilize any payments, rentals or other consideration received for operating, maintenance or capital expenses related to its funded parkland or to its recreation program as a whole within a six month period following approval of the application. (*N.J.A.C. 7:36-26.5(c)4*)

☐ **Parkland Improvements**

- Provide a detailed description of the type, cost, location and intended use of any proposed parkland improvements (*N.J.A.C. 7:36-26.5(c)2i*);
- Include drawings or plans of the parkland improvements (*N.J.A.C. 7:36-26.5(c)2ii*);
- Include a timetable or schedule for construction and confirmation that the portion of the project being funded by the compensation will be completed within six months of SHC approval of the disposal or diversion (*N.J.A.C. 7:36-26.5(b) and 7:36-26.5(c)2iii*).

☐ **Replacement Land**

- List block(s) and lot(s) of any proposed replacement land(s) (*N.J.A.C. 7:36-26.5(c)3iv*);
- Include the street address of the proposed replacement land(s), if available (*N.J.A.C. 7:36-26.5(c)3iii*);

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- Specify the size of the proposed replacement land(s) in acres (for replacement land(s) larger than one acre) or square feet (for replacement land(s) smaller than one acre) (*N.J.A.C. 7:36-26.5(c)3iii and iv*);
- Describe the proposed replacement land(s) by completing Section II of the Environmental Assessment, **Attachment I**, for each parcel (*N.J.A.C. 7:36-26.5(c)3i*);
- Describe the intended recreational and conservation use for the proposed replacement land(s) (*N.J.A.C. 7:36-26.5(c)3ii*);
- Provide information sufficient for the Department to verify that the proposed replacement lands are eligible as replacement under *N.J.A.C. 7:36-26.10(d)2*;
- Complete a preliminary assessment report, prepared in accordance with the Technical Requirements for Site Remediation, *N.J.A.C. 7:26E*, for each proposed replacement parcel (*N.J.A.C. 7:36-26.5(a)3i*, *N.J.A.C. 7:36-26.5(b)* and *N.J.A.C. 7:36-26.5(c)3*);
- Provide confirmation that the project will be completed within a six month period following approval of the application for disposal or diversion of parkland (*N.J.A.C. 7:36-26.5(b)*)



**Tree Replacement**

- If the proposed disposal/diversion requires the removal of any tree greater than 6 inch dbh or the clear cutting of greater than 0.50 acre of trees, include a proposal for compensation through monetary contribution or a tree replacement plan pursuant to *N.J.A.C. 7:36-26.5(c)5*; (*N.J.A.C. 7:36-26.5(a)6*)
- Provide confirmation that any proposed monetary compensation for tree removal will be transferred to the Department immediately after approval of the application for disposal or diversion of parkland or that a tree replacement plan will be implemented within a six month period following approval of the application. (*N.J.A.C. 7:36-26.5(b)*)

**Notes:**

- If monetary compensation is proposed, the Department will use the information in the compensation proposal and the value statement required under *N.J.A.C. 7:36-26.4(d)4* to determine the amount of monetary compensation due for the proposed disposal or diversion of parkland. (*N.J.A.C. 7:36-26.4(i)* and *N.J.A.C. 7:36-26.5(d)*)
- For applications involving an exchange of land, the Department will use the information in the compensation proposal to determine whether the properties involved in the swap are of reasonably equivalent size, market value and natural resource value. (*N.J.A.C. 7:36-26.5(a)3i*)

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**ATTACHMENT IV: PERMIT/APPROVAL CHECKLIST**

This is a listing of any Federal, interstate, State and local approvals or permits required for the proposed project. Please include the application, permit, or docket number, the status of each permit or approval and the name and phone number of the contact at the Federal, interstate, State or local agency responsible for giving approval or permit issuance.

☐ Federal Approvals/Permits: \_\_\_\_\_  
\_\_\_\_\_

☐ Federal Consistency Determination: \_\_\_\_\_  
\_\_\_\_\_

☐ Interstate Approvals/Permits: \_\_\_\_\_  
\_\_\_\_\_

☐ County/Municipal Approvals: \_\_\_\_\_  
\_\_\_\_\_

**State Approvals/Permits**

☐ CAFRA  
Exemption Request: \_\_\_\_\_  
Individual Permit: \_\_\_\_\_  
General Permit: \_\_\_\_\_  
Permit by Rule: \_\_\_\_\_

☐ D&R Canal Commission Certificate: \_\_\_\_\_  
\_\_\_\_\_

☐ Dam Safety Permit: \_\_\_\_\_  
\_\_\_\_\_

☐ Freshwater Wetlands  
Exemption: \_\_\_\_\_  
Individual Permit: \_\_\_\_\_  
Transition Area Waiver: \_\_\_\_\_  
Letter of Interpretation: \_\_\_\_\_  
General Permit (specify #): \_\_\_\_\_  
Open Water Fill Permit: \_\_\_\_\_

☐ Highlands  
Resource Area Determination: \_\_\_\_\_  
Preservation Area Approval: \_\_\_\_\_  
HPAA with Waiver: \_\_\_\_\_  
HPAA Emergency: \_\_\_\_\_

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Pre- Application: \_\_\_\_\_

☐ Pinelands Certificate of Filing: \_\_\_\_\_  
\_\_\_\_\_

☐ Stream Encroachment  
Waiver: \_\_\_\_\_  
Permit: \_\_\_\_\_

☐ Tidal Wetlands (1970) Permit: \_\_\_\_\_  
\_\_\_\_\_

☐ Tidelands (Riparian) Conveyance: \_\_\_\_\_  
\_\_\_\_\_

☐ Upland Waterfront Development  
Residential: \_\_\_\_\_  
Commercial: \_\_\_\_\_

☐ Water Quality Certificate: \_\_\_\_\_  
\_\_\_\_\_

☐ Waterfront Development Permit  
Individual: \_\_\_\_\_  
Commercial: \_\_\_\_\_

☐ Jurisdictional Determination: \_\_\_\_\_  
\_\_\_\_\_

☐ Permit Modification (Specify # & type)  
\_\_\_\_\_  
\_\_\_\_\_

☐ Other: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information provided in this Permit/Approval Checklist is true and accurate.

\_\_\_\_\_  
Preparer of Application

\_\_\_\_\_  
Date



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**ATTACHMENT V: MAP REQUIREMENTS**

**For all Pre-application submissions please submit the following (# of copies):**

**Location Maps (8½" x 11" in size):**

- ☐ County Road Maps: Showing the proposed disposal/diversion parcel or area and the proposed compensation area **(1)**

**Tax Maps (8½" x 11" or 11" x 17" in size):**

- ☐ A) Showing the proposed disposal/diversion parcel(s)/area and any adjacent parkland; depict the entire park boundary and separately depict the proposed disposal/diversion area **(1)**
- ☐ B) Showing the proposed compensation parcel(s)/area and any adjacent parkland **(1)**

**Aerial Site Maps\* (11" x 17" or larger in size):**

- ☐ A) A small scale site map showing the proposed disposal/diversion parcel(s) or area; depict the entire park boundary and separately depict the proposed disposal/diversion area **(1)**
- ☐ B) A small scale site map showing the proposed compensation (parcel(s)/area) and any adjacent parkland **(1)**

**\*\*If the Project is of such size/scale that the Aerial Site Map(s) also show the proposed disposal/diversion in relation to the proposed compensation, you do not need to include a large scale Reference Map requested below. If this is the case, please include 15 copies of the Aerial Site Map instead.\*\***

**Reference Map\* (Attachment VI) (11" x 17" or larger in size):**

- ☐ A large scale site map showing the proposed disposal/diversion in relation to the proposed compensation. Please include aerial imagery. **(1)**

**If the proposed disposal or diversion will result in the loss of any development, additionally submit:**

**Park Facilities Maps (11" x 17"):**

- ☐ A site plan showing all recreational facilities and identifying those facilities proposed to be removed **(1)**
- ☐ A site plan showing all proposed replacement recreational facilities **(1)**

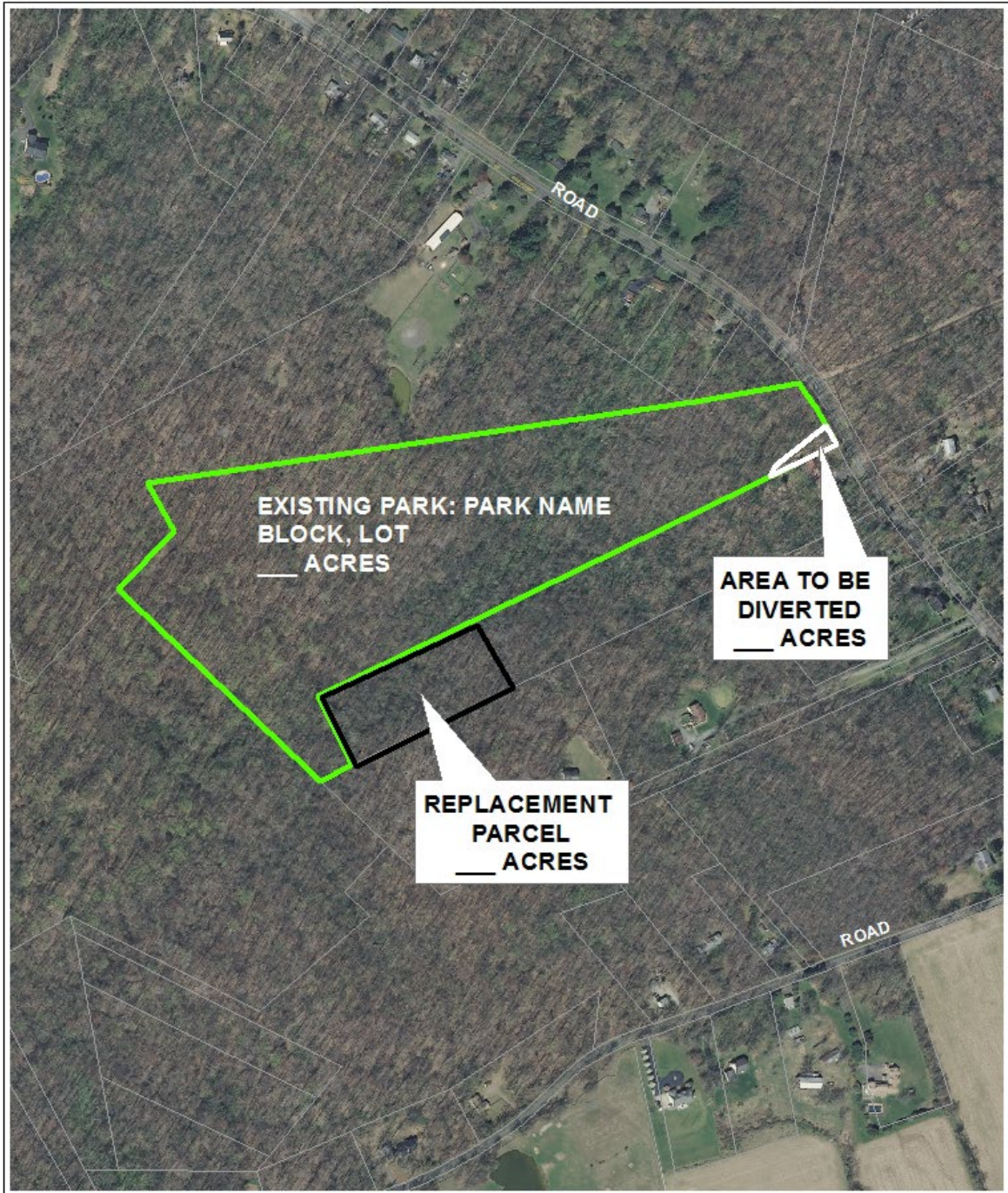
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**Mapping Notes:**

- To the extent possible, please show the following on the Aerial Site Maps, Reference Map and Park Facilities Maps:
  - Tax map block and lot number(s) (current as of the date of request),
  - The owner(s) of record,
  - The approximate dimensions and area (in acres),
  - Existing improvements and easements,
  - Road rights-of-way,
  - Wetlands (as approved by DEP Land Use Regulation Program through issuance of a Letter of Interpretation or as shown on maps prepared by the Department under the Wetlands Act of 1970, N.J.S.A. 13:9A1 et seq., and the Freshwater Wetlands Protection Act, N.J.S.A. 13:9B1 et seq. and available from the Department at <https://gisdata-njdep.opendata.arcgis.com/>),
  - Floodplains (as shown on the New Jersey State Flood Hazard Area maps prepared under the Flood Hazard Area Control Act, N.J.S.A. 58:16A50 et seq. and available from the Department at <https://gisdata-njdep.opendata.arcgis.com/> or as determined from other State or Federal mapping or from a site delineation), and
  - Tidelands (as determined from New Jersey Tidelands claim maps, conveyance overlays, and atlas sheets and available from the Department at <https://www.nj.gov/dep/gis/tidelandssh.html>).
- The final application will require additional maps. In addition, if any of the above maps change for the final application they must be revised and resubmitted with the final application.
- Please utilize the most current digital color infrared (CIR) orthophotography of New Jersey for the Aerial Site Maps and Reference Map, available online at <https://njgin.nj.gov/njgin>. If the development of such maps is beyond your technological capabilities please substitute appropriately.
- In the event that you do not have access to a standard desktop GIS product that supports available imagery, such as ESRI's ArcView, freeware programs which allow viewing of the image files may be downloaded and installed to your computer. A list of open source GIS can be found at: <https://libguides.rutgers.edu/gis/opensourcegis>.
- The NJDEP also makes a web-based GIS application, NJ-GeoWeb, available at [www.nj.gov/dep/gis/geoweb splash.htm](http://www.nj.gov/dep/gis/geoweb splash.htm).

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**ATTACHMENT VI: SAMPLE REFERENCE MAP**



PROJECT NAME

SHC #

STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GREEN ACRES PROGRAM

YOUR COUNTY

YOUR MUNICIPALITY



1 inch = 400 feet

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**Attachment VII: Sample Resolution**

*(insert: Local Unit)*

**RESOLUTION  
*(insert: #)***

**RESOLUTION SUPPORTING THE STATE HOUSE COMMISSION  
PRE-APPLICATION TO THE NEW JERSEY DEPARTMENT OF  
ENVIRONMENTAL PROTECTION FOR  
*(insert: DESCRIPTION OF DISPOSAL/DIVERSION)***

WHEREAS, Block *(insert: #)*, Lot *(insert: #)* is part of the *(insert: Local Unit)* *(insert: Park name)* which is encumbered, as a condition of Green Acres funding, with restrictions against disposal or diversion from recreation and conservation uses by the New Jersey Department of Environmental Protection; and

WHEREAS, in conjunction with the proposed *(insert: project description)*, it is necessary to remove the Green Acres restrictions from a *(insert: size)* acre portion of *(insert: Park name)*; and

WHEREAS, the removal of Green Acres restrictions from parkland requires the approval of the Commissioner of the Department of Environmental Protection and the State House Commission pursuant to *N.J.A.C. 7:36-26*; and

WHEREAS, the *(insert: Local Unit)* wishes to apply for approval for *(insert: project description)* as a minor disposal or diversion of parkland under *N.J.A.C. 7:36-26*; and

WHEREAS, the first step in the application process for approval of a minor disposal or diversion of parkland is the filing of a pre-application under *N.J.A.C. 7:36-26.4*; and

WHEREAS, in accordance with *N.J.A.C. 7:36-26.4(d)10*, it is necessary for *(insert: Local Unit)* to submit as part of the pre-application a Resolution endorsing the application to divert or dispose of parkland;

NOW THEREFORE, BE IT RESOLVED by the *(insert: Local Unit governing body)* of the *(insert: Local Unit)*, in the County of *(insert: County Name)*, State of New Jersey as follows:

1. The *(insert: Local Unit)* endorses the filing of a pre-application for the *(insert: park name/description of disposal or diversion)* pursuant to *N.J.A.C. 7:36-26*;



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2. The *(insert: Local Unit)* hereby finds that *(insert: park name/description of disposal or diversion)* would meet the minimum substantive criteria at *N.J.A.C. 7:36-26.1(d)* by *(insert: explanation of how project will fulfill a compelling public need or yield a significant public benefit)*;
3. The *(insert: Local Unit)* acknowledges that in order to obtain the approval of *(insert: park name/description of disposal or diversion)*, all substantive and procedural requirements of *N.J.A.C. 7:36-26* must be met, including compensation requirements at *N.J.A.C. 7:36-26.5*; and
4. The *(insert: Local Unit)* acknowledges that in the event the Department classifies the *(insert: park name/description of disposal or diversion)* as a major disposal or diversion of parkland, additional application information will be required under *N.J.A.C. 7:36-26* before the application can proceed.

DATE: *(insert: date)*

*(insert: Local Unit Name)*

BY: \_\_\_\_\_  
*(insert: Title)*

ATTEST: \_\_\_\_\_  
*(insert: Title)*

BY: \_\_\_\_\_  
*(insert: Title)*

ATTEST: \_\_\_\_\_  
*(insert: Title)*