



NEW JERSEY
DEPARTMENT OF
ENVIRONMENTAL
PROTECTION

OFFICE OF TRANSACTIONS AND PUBLIC LAND ADMINISTRATION
PUBLIC LAND ADMINISTRATION SECTION
Pre-Appraisal Fact Sheet for Leasing of State Lands

In order to establish an accurate value for a parcel of land, it is important to have all pertinent information *before* it is appraised. The following questions will allow the Department and the appraisers to be hired by the applicant to have a better understanding of the property. It will streamline the appraisal process, as well as the appraisal review. This fact sheet must be submitted with the Project Reference Map and approved by the Department **before you hire appraisers**. **The Department will not schedule a pre-bid appraisal meeting or authorize appraisals to begin until this completed Fact Sheet and the Project Reference Map have been submitted and approved by the Department. The Department will issue appraisal instructions after reviewing all submitted documentation.** If the appraisal scenario changes from what is described below, corrected information must be submitted immediately to the Department. Please note – hired appraisers **MUST** be provided with written appraisal instructions, and all appraisals must be performed in accordance with the current Department Appraisal Requirements as found on the Department's Green Acres website: www.nj.gov/dep/greenacres/pdf/Green_Acres_Appraisal_Requirements_01-2019.pdf

Please note that properties to be rented/leased must be appraised at their Highest and Best Use or intended use, if the latter is higher.

Much of the required information is available on the NJDEP's GeoWeb: www.nj.gov/dep/gis/geoweb splash.htm

GENERAL INFORMATION

Block(s)/Lot(s): _____
Street address of property: _____
Municipality/County: _____
List any adjacent lots that are owned by the State: _____
List any easements on the lot: _____

If less than full public access to the property is proposed, you must show public access area(s) on the Project Reference Map.

FOR ALL PROJECTS:

1. What construction method will be used? _____
2. Will the applicant require a Temporary Right of Access? Yes ____ No ____
3. Will the Project cause a loss in view or security? Yes ____ No ____
4. Will the Project benefit the State in any way? Yes ____ No ____
If yes, describe: _____
5. The agreement holder is responsible for maintaining the rental/leased area. Please provide an estimate on the maintenance schedule for the rental/leased area.
6. Has the property been appraised within the last two years? Yes ____ No ____
If so, please state the associated property identification number and report date: _____

FOR UTILITY PROJECTS:

1. Please indicate which of the following best describes the Utility Project:
 _____ Subsurface utility (i.e. water and sewer lines, petroleum pipelines, communication lines or tunnels)
 Depth of utility _____
 _____ Surface utility (i.e. drainage, flowage, railroads and roadways)
 _____ Air/overhead utility (i.e. electrical transmission lines or aviation easements)
 Height of utility _____
 _____ Combination: Describe _____
2. Briefly describe the selected Utility Project including its potential effect on the utility of the area once the Utility Project is in place and after the Utility Project has been abandoned.

DESCRIBE THE FOLLOWING PROPERTY DETAILS:

1. Physical characteristics of the property, details of legal road access, any special features.

2. Present use of the property: _____

3. Property Acreage - Total: _____; Uplands: _____ Wetlands: _____

If freshwater/coastal wetlands are present, note the source used to determine the approximate location and acreage. Please also note any tidelands claims/grants: _____

Note: Location and area of freshwater/coastal wetlands are available from the Department's GeoWeb or as determined by one of the following sources:

- a. A wetlands delineation verified by the NJDEP (e.g. NJDEP issued Letter of Interpretation (LOI) and Plan);
 - b. Freshwater wetlands maps prepared by the NJDEP under the Freshwater Wetlands Protection Act, N.J.S.A. 13:9B-1 et seq., if they exist; or
 - c. If the documents listed under (a) and (b) above do not exist, U.S. Fish and Wildlife Service National Wetlands Inventory (NWI) maps, in conjunction with County Soil Surveys published by the U.S. Department of Agriculture.
4. Name any **Category One streams** on the site? _____

Note: Stream classifications are listed in the Surface Water Quality Standards (SWQS) at N.J.A.C. 7:9B-1.15 (found at https://www.nj.gov/dep/standards/njac7_9b.pdf). The Department's interactive mapping tool (accessible through <https://www.nj.gov/dep/gis/geoweb splash.htm>) is also helpful in identifying stream classifications. Directions on how to use the Department's GeoWeb can be found at https://www.nj.gov/dep/gis/assets/Quick_Start_Guide_for_NJ-GeoWeb.pdf.

5. List any and all existing easements and/or rights-of-way on the property (e.g. utility, road/driveway, drainage, sewer, conservation, Pineland Development Credit Bank easement, etc.); Attach documentation, if available (e.g. recorded documents, easements, and/or mapping)

6. Existing structures on site:

a. Present condition, current use: _____

b. Proposed future use of existing structures, if not demolished: _____

Note: Please be reminded that applicants must evaluate all structures for historic preservation purposes.

7. Utilities: (e.g. public water, sewer, septic, well): _____

8. Current zoning of property: _____
List any recent or proposed zoning changes and effective dates: _____

Please note: The highest and best use analysis for the subject property should not be limited by any current conservation easement or local planning or zoning laws in effect.

Certification Statement

I hereby certify on behalf of _____ (Applicant) that I have reviewed the Pre-Appraisal Requirements contained on pages 1-3 of this Fact Sheet and agree to the following:

- The Pre-Appraisal Requirements Fact Sheet, along with the relevant attachments as described herein, will be submitted with the Project Reference Map and approved by the Department **before appraisers are hired**; and
- Once approved by the Department, the completed Pre-Appraisal Requirements Fact Sheet and the following documents, as applicable, will be provided to the hired appraisers and included as part of the Addendum to the Appraisal report: (please check, if included)

_____ Documents related to legal access
_____ Existing easements and/or rights-of-way
_____ Leases, rental or use agreements
_____ NJDEP issued Letter of Interpretation (LOI) and plan
_____ Survey

- The Applicant SHALL provide the hired appraisers with written appraisal instructions and these instructions **will** be included in the Addendum of the Appraisal report; and
- All appraisals must be performed in accordance with the current Green Acres Appraisal Requirements; and
- If the appraisal scenario changes from what is described herein, corrected information will be submitted immediately to the Department.

Date: _____ Name (Printed) _____

Title: _____ Signature _____

For Department Use Only

Proj. Number: _____ Proj. Name: _____ Sponsor: _____

Fact Sheet/Proj, Reference Map reviewed by _____ (Project Reviewer) Date: _____

Lease Terms Submitted to Appraiser by _____ (Project Reviewer) Date: _____

Fact Sheet/Proj. Reference Map reviewed by _____ (Appraisal Reviewer) Date: _____

Comments: _____

PROJECT REFERENCE MAP CHECKLIST

The “project reference map” is used by the appraiser(s) in the determination of the parcel’s market value. The minimum size of this map should be 11” x 17” and include the information listed below. Clarity of presentation of data will dictate the actual paper size. One copy of a project reference map is required for all rental proposals, but additional copies will be required for the appraisers.

The project reference map can be generated mechanically using cartographic methods, or digitally using autocad or Geographic Information System (GIS) technology. Applicants using GIS technology may acquire the required information from the Department’s GeoWeb. (www.nj.gov/dep/gis/geoweb splash.htm). It is recommended that you provide the map preparer with all available data and documents pertinent to the site (i.e., existing surveys, local unit master plan, etc.) in order to facilitate this mapping process.

This checklist should be returned with your map. If any items are not applicable, please indicate with “N/A” next to that item. The following are required elements of the project reference map:

- ___ (a) Project name and location;
- ___ (b) Block and lot numbers and municipality(ies) in which the rental area is located;
- ___ (c) Area given in acreage or square feet;
- ___ (d) Dimensions of each lot marked on each perimeter boundary;
- ___ (e) Improvements shown in approximate location on parcel;
- ___ (f) North arrow and scale of map. The map scale should be proportional to the size of the site to allow an appraiser to prepare an accurate appraisal;
- ___ (g) Location and area of all known existing easements, road rights of way, encroachments, dune and beach areas, and similar features, with the source of such information shown;
- ___ (h) Location and area of all streams, rivers, waterbodies, and associated buffers. Any waterbody classified as Category One pursuant to N.J.A.C. 7:9B, and the associated special water resource protection area established pursuant to N.J.A.C. 7:8, must be shown and labeled;
- ___ (i) If located in the Highlands, indicate whether site is in the Planning Area or Preservation Area;
- ___ (j) Location and area of tidelands, available from the Department’s GeoWeb, as determined from New Jersey Tidelands claims maps, conveyance overlays, and atlas sheets;
- ___ (k) Location and area of floodplain, as shown on the New Jersey State Flood Hazard Area maps prepared under the Flood Hazard Area Control Act, N.J.S.A. 58:16A-50 et seq. and available from the Department’s GeoWeb, or as determined from other State or Federal mapping or from a site delineation;
- ___ (l) Location and area of coastal wetlands, as shown on maps prepared by the Department under the Wetlands Act of 1970, N.J.S.A. 13:9A-1 et seq. and available from the Department’s GeoWeb;
- ___ (m) Location and area of freshwater wetlands, available from the Department’s GeoWeb or as determined from:
 - (1) A wetlands delineation, if one exists, verified by the Department's Land Use Regulation Program or its successor;
 - (2) Freshwater wetlands maps prepared by the Department under the Freshwater Wetlands Protection Act, N.J.S.A. 13:9B-1 et seq., if they exist; or
 - (3) If the documents listed under (1) and (2) above do not exist, U.S. Fish and Wildlife Service National Wetlands Inventory (NWI) maps, in conjunction with County Soil Surveys published by the U.S. Department of Agriculture.