



**State of New Jersey**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Mail Code 401-04Q**

**Div of Water Supply & Geoscience - Bureau of Water Allocation & Well Permitting**  
**401 East State Street – P. O. Box 420, Trenton, New Jersey 08625-0420**  
**Administrative Hearing Checklist**

1. Permit / Decision Being Appealed: \_\_\_\_\_  
 Title and Type of Permit: \_\_\_\_\_  
 Program Interest ID: \_\_\_\_\_ Issuance Date of Decision: \_\_\_\_\_  
 Permit / Document Number: \_\_\_\_\_
  
2. Person Requesting Hearing  
 Name/Company: \_\_\_\_\_  
 Address (street/road) \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
  
 Name of Attorney (if applicable): \_\_\_\_\_  
 Address of Attorney (street/road) \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
  
3. The following must be included with the request:
  - a. The date the appellant received the final permit;
  - b. A copy of the permit with a list of all permit conditions and issues contested;
  - c. The legal and factual questions at issue;
  - d. A statement as to whether or not the permittee raised each legal and factual issues during the public comment period of the permit;
  - e. Suggested revised or alternative permit conditions;
  - f. An estimate of the time required for the hearing;
  - g. A request if necessary, for a barrier-free hearing location for physically disabled persons;
  - h. A clear indication of any willingness to negotiate a settlement with the Department prior to the Department's processing of the hearing request to the Office of Administrative Law, and
  - i. This form, completed with all of the information listed above, signed, and dated, including attachments to:
    1. New Jersey Department of Environmental Protection  
 Office of Administrative Hearings and Dispute Resolution  
 ATTENTION: Adjudicatory Hearing Requests  
 401 E. State Street  
 Mail Code 401-07A  
 P.O. Box 420  
 Trenton, NJ 08625-0420
    2. New Jersey Department of Environmental Protection  
 Division of Water Supply & Geoscience  
 Bureau of Water Allocation & Well Permitting  
 ATTENTION: Bureau Chief, Bureau of Water Allocation & Well Permitting  
 401 E. State Street  
 Mail Code 401-04Q  
 P.O. Box 420  
 Trenton, NJ 08625-0420
  
4. Signature: \_\_\_\_\_ Date: \_\_\_\_\_