



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: \_\_\_\_\_