NATURAL AND HISTORIC RESOURCES

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

REQUEST FOR USE OF NJDEP PROPERTY FORM

The NJDEP is responsible for managing over 800,000 acres of land for recreation, conservation and ecological purposes, as well as preserving natural and cultural resources on those lands. The NJDEP holds these lands and resources in the public trust. Therefore, all proposed uses of NJDEP property must be carefully assessed for their benefits to the public and the effects on natural and cultural resources.

The use of NJDEP lands by a public or private entity, whether permanent or temporary, requires specific permission from the NJDEP. Although NJDEP lands can serve many purposes, certain uses conflict with or are incompatible with the NJDEP's mission. In these instances, requests to use NJDEP property will be denied.

If permission to use NJDEP property is given, it may take the form of a lease, license, or land exchange. Additionally, compensation at or above market value will be required and the requestor may need to submit additional information for this purpose.

The Request for Use of NJDEP Property Form is a preliminary screening tool that allows the NJDEP to track requests from one intake point and to ensure that all requests are referred to the appropriate point(s) of contact for review and disposition. After an initial review, the requestor will be contacted by the State Property Conveyance Coordinator about whether the NJDEP wishes to proceed with the request.

Request for Use of NJDEP Property Form Directions

[Please note: This form contains dropdown boxes.]

General Information: Please provide the intended use of NJDEP property being requested. Provide the specified information for the NJDEP property or properties that are the subject of the request. Be sure to provide as detailed a description of the proposed use as possible in the space provided. Include the need for the use, the alternatives to using NJDEP property, how the use of NJDEP property has been minimized, relevant history, and any available additional information.

Contact #1: Please provide the contact information for the primary point of contact. This individual will be contacted regarding any questions, comments, or concerns about the request. You may designate an attorney, business partner or consultant as your primary point of contact.

Contact #2 and #3: If Contact #1 is not the proposed property user, please include contact information for the proposed property user. If Contact #1 is the proposed property user, please include information for additional contact(s) (if available.)

Project History: Please provide the specified information regarding the proposed use of NJDEP property. In particular, please let us know if you or others have proposed your project to us in the past so we can locate any records of that inquiry.

Duration of Project: Please provide the duration and requested start date of the proposed use of NJDEP property.

Documents: Please check the boxes for the available supporting documents and include them when submitting the Form. Include a GIS shapefile that shows the location of the proposed work and access, as well as any underlying easements as part of this request.

Additional Information: Please include any additional information relevant to this request. This may include details about proposed compensation, including a deed for any properties proposed to be conveyed to the NJDEP.

Please help us conserve natural resources by submitting this form, and any supporting information, electronically. Please note there is a 10MB limit on incoming attachments, so you may need to break your submission into multiple emails. You may also submit the information through OneDrive or a similar service.

For further information, please contact:

Adria Wentzel
NJDEP Property Conveyance Coordinator
Adria.Wentzel@dep.nj.gov
609-984-0532

Send Submissions to:

Adria.Wentzel@dep.nj.gov

or

Adria Wentzel
NJDEP Property Conveyance Coordinator
Office of Leases & Concessions
501 East State Street, 3rd Floor
P.O. Box 420, Mail Code 501-04C
Trenton, NJ 08625

Request for Use of NJDEP Property

Preliminary Screening Form

For Official Use Only

Tracking Number

General Information

Type of Use

	Block	Lot	Acreage	Municipality	County
1.					
2.					
3.					
4.					
5.					

Street Address(es)

Total Acreage

DEP Administering Agency

Type of User

Briefly describe the proposed use of NJDEP property. Include information on how the property will be accessed and any temporary staging/construction areas:

Contact #1

Affiliation

First Name | Last Name

Organization

Street Address | City

Zip Code | State

E-mail Address | Phone Number

Website

Contact #2

Affiliation

First Name | Last Name

Organization

Street Address | City

Zip Code | State

E-mail Address | Phone Number

Website

Contact #3

Affiliation

First Name | Last Name

Organization

Street Address | City

Zip Code | State

E-mail Address | Phone Number

Website

Project History

Have you contacted another NJDEP program about this project? If yes, which group?

○ Yes ○ No

List any local or regional government entities involved in this proposal. Please describe their historical involvement in this project or site. Please provide contact names and information of anyone whose attendance/input would be helpful in facilitating this project.

Please identify any potential conflicts with NJDEP rules.

Have you used or requested to use NJDEP lands before? ○ Yes ○ No

If yes, please describe (include when and what NJDEP land).

Duration of Project

The proposed activity will require the use of NJDEP land for (check one)

- ○ A single term of less than one year
- ○ A multi year term
- ○ Permanent
- ○ Other

Outline proposed timeline for each phase of the activity (staging, construction, use, decommissioning, etc.)

Documents

Check all that are available & attach

- ☐ Maps
- ☐ GIS Shapefile*
- ☐ Survey
- ☐ Deed
- ☐ Title work

*A GIS shapefile is required for all submissions. If a shapefile cannot be submitted, a GPX, KML (Google Earth) file or a survey drawn to scale may be submitted.

Please include any additional information about the proposed use of NJDEP property in the following box or in a supplementary document.

I certify that all of the statements set forth in this form are complete and true.

Applicant Signature

Date