

Instructions for Riparian Grant Applications

A riparian grant is a deed from the State of New Jersey for the sale of its tidelands, also known as riparian lands. As stated in N.J.S.A. 12:3-10 and N.J.S.A. 13:1B-13, state-owned tidelands are defined as all lands currently and formerly flowed by the mean high tide of a natural waterway. For example, Barnegat Bay, a naturally tidal body of water, is state-owned riparian land.

Property owners may desire a riparian grant if any portion of their property was, at one time, flowed by the mean high tide of a natural body of water. The portion of the property that was formerly tidal is state-owned property despite the fact that it has been filled in and the former waterway is no longer evident. The state-owned section of the property is known as a Tidelands Claim; a Tidelands Claim is a cloud on a property owner's title regardless of whether or not that property owner is aware of the claim at the time of purchase. Obtaining a riparian grant is not mandatory; however, a grant may be desired to clear title to a property encumbered with a Tidelands Claim.

Current policy is to issue grants only for historic tidelands. That is, the State of New Jersey no longer sells currently flowed tidelands. Exceptions are sometimes made when the area of the Tidelands Claim is now part of an artificial waterway such as a lagoon.

Riparian grants require complex processing as well as the approval of state officials. Therefore, a grant takes approximately one year to obtain.

The State of New Jersey is under no obligation to issue a riparian grant. Riparian grants are not valid until delivered and are not valid unless issued to the persons or entities holding title on the date of delivery.

Grant Application Requirements:

The materials listed in Section A are required for all riparian grant Applications. Some applications will have further requirements as described in Sections B – E. Please note that an application may have requirements from multiple sections.

A. All applications must include the following:

1. **Riparian Grant Application Form** – completed and signed by all persons listed as the current owner on the most recent recorded deed. This form must include owner and agent (if applicable) email addresses.
2. **Affidavit of Title** – completed, signed by all persons listed on the current recorded deed, and notarized
3. **Recorded Deed** – a copy of the current deed as recorded in the County Clerk's office

4. **Title Insurance Policy** – a copy of the entire policy or evidence of due diligence if a policy cannot be located
5. **Property Survey** – four (4) copies of a survey; each copy must meet **all** of the following requirements:
 - Signed and sealed by a New Jersey Licensed Land Surveyor; photocopies of plans and/or plans that do not bear the signature and seal of a New Jersey Licensed Land Surveyor will not be accepted.
 - Provide a signed survey metes and bounds description that matches the submitted survey, defining the perimeter of the parcel being covered by the grant. It must be revised when any survey revisions are made and it must be on the letterhead of the survey company as it will become an attachment to those grant documents that require a metes and bounds description.
 - Depicts the existing and proposed conditions of the property.
 - Provides the date of the original drawing and of any revisions; the date of either the original drawing or of the most recent revision must be current.
 - Provides the owner's name, tax lot and block, municipality and county for the subject property.
 - Drawn to scale in either a 1"=10', 1"=20', 1"=30', 1"=40', 1"=50' or 1"=60' scale; other scales will not be accepted.
 - Provides the standard engineering scale used.
 - Includes a graphic scale.
 - Includes a north arrow.
 - Depicts the complete upland of the subject property and provides a point of beginning (POB) on the property line that is defined with an X-Y Coordinate using the NJ Plane Coordinate System (NJPCS), 1983 North American Datum (NAD) in feet; from this POB all appropriate bearings and distances around the entire parcel perimeter must be defined and record title must be clearly marked.
 - Provides all bearings in degrees, minutes, seconds as whole numbers (no decimals: e.g. N 14 degrees, 56 minutes, 36.5 seconds E would not be accepted). All arcs must contain Radius, Arc Length, Chord Bearing & Length.
 - Provides all distances to two decimals with positional tolerance of +/- .07 feet.

- Provides the total square footage of the property, rounded up the whole foot. If the area to be covered by the grant is different from that of record title, the grant area is to be described by proper bearings and distances with the square footage provided, and this outer parcel perimeter must close and be described in the metes and bounds description..
- Clearly indicates the claim area that is to be purchased from the State of New Jersey; if a portion of the claim area is currently flowed tidelands, this area must be defined and labeled.
- Provides the total square footage of the claim area; separate total square footages are required for formerly flowed and currently flowed areas. (Each claim area should be defined separately with proper bearings and distances, the square footage of the area, and a bearing-and-distance tie line to a property corner if not abutting the site's perimeter).
- In the case of an upland sweep grant, the claim area may be depicted and the area simply called out in square feet (rounded up to the whole foot). The fact that the survey is signed and sealed ensures the validity of the claim area(s).
- Depicts the location of the current (or former) mean high water line as applicable. If the MHWL defines the outer perimeter of the parcel, then it must have proper bearings and distances defining it.
- Depicts the location of the Tidelands Claim Line and notes the source of the line.
- Depicts all abutting lots/blocks, streets, waterways, etc.
- Provides the location of any existing tidelands conveyances (grants, licenses, Statements of No Interest, etc.) on the subject property if applicable.
- DOES NOT SHOW extraneous survey details such as (but not limited to) soundings, elevations, and additional upland features (e.g. buildings, landscaping, walkways). A Tidelands Survey should be clear of all such items though they may be appropriate for a typical permit plan.
- Ensures all lines that run to an existing, retaining wall, rip-rap, or other such structure, are measured to the waterside face of the bulkhead or structure rather than to a point in the middle of the bulkhead or structure.

6. **Real Estate Appraisal** – an original plus two (2) copies of a current appraisal report will be required. Due to the time-sensitive nature of this report, the appraisal should not be submitted with the initial application. An appraisal request along with a list of appraisal requirements will be sent once the application is deemed complete. Please be advised that submitting the appraisal with the initial application may result in the need for a second appraisal.

B. Applicants not applying as either private citizens or as Condominium Associations (i.e. companies, corporate entities, government agencies, counties, municipalities, etc.) must also submit the following:

1. **Organization Data Form** – only a person(s) listed on this form may sign the other forms that are associated with the application (i.e. Grant Application Form, Affidavit of Title)

C. When applicants are applying as a Condominium Association, the following additional requirements apply:

1. The application must include a copy of the **first two pages of the Master Deed** in addition to the recorded deeds of all individual unit owners.
2. All required forms must be completed in the name of the Condominium Association.

D. When applicants are condominium owners but are applying individually rather than as a Condominium Association:

1. As an application requirement, the applicant must submit a written request to all other unit owners for their participation in the grant process; this request must include an offer for a special 10% discount that will be applied to the grant consideration if all unit owners apply together as a Condominium Association (please note that the discount only applies to condominiums of 3 or more units). An application for an individual unit owner will only be processed if proof that other unit owners have declined to participate is supplied.
2. The application must include a copy of the portion of the master deed with the associated affidavit indicating the owner's share of common elements as well as the complete recorded unit deed for the applicant.

E. When current and former property owners are jointly applying, the following additional requirements apply:

1. The application must include a copy of the **Escrow Agreement**.
2. The application must include a copy of the **Settlement Papers**.
3. The application must include a complete set of all required materials from both the current and the former owners (exceptions: only one set of real estate appraisals and property surveys are required).

Submit all applications to:

State of New Jersey
Department of Environmental Protection
Bureau of Tidelands Management
P.O. Box 420 Code 501-02B
Trenton, NJ 08625-0420

Do Not Send by Certified Mail

If you have any questions regarding this application, please contact the Technical Support Center at (609) 777-0454.



State of New Jersey
 Department of Environmental Protection
 Bureau of Tidelands Management
 P.O. Box 420 Code 501-02B
 Trenton, NJ 08625-0420



RIPARIAN GRANT APPLICATION FORM

PLEASE INCLUDE THE NAMES AND SIGNATURES OF ALL PERSONS LISTED ON THE CURRENT RECORDED DEED
 ATTACH A SIGNATURE ADDENDUM PAGE IF MORE THAN TWO SIGNATURES ARE REQUIRED

Title Holder(s)				
Name(s):				
Mailing Address:		City:		State:
Zip Code:	Daytime Telephone Number:		Email Address:	
Site Location				
Address:		Municipality:		County:
Block:	Lot:	Waterway:	Purchase Date:	Sale Date (if applicable):
N.A.D. 1983 State Plane Coordinates (feet) 6 digits only (if known): E (x):				
N (y):				
Agent Information (optional)				
Agent Name:				
Mailing Address:		City:		State:
Zip Code:	Telephone Number:		Email Address:	
Signatures				
<p><i>I, the undersigned, hereby request a Riparian Grant from the State of New Jersey. I recognize that the State is under no obligation to issue the desired Grant and that said Grant is not valid until delivered. Furthermore, I certify that all of the above information is true and accurate. I understand that, should any of this information prove false, the State of New Jersey may deny my application for a Tidelands Grant or seek to invalidate any conveyance that has been delivered.</i></p>				
<input type="checkbox"/> <i>I agree to act as my own representative in all matters pertaining to my Tidelands Grant.</i>				
<input type="checkbox"/> <i>I authorize the person named above to act as my agent in all matters pertaining to my Tidelands Grant. I understand that the Bureau of Tidelands Management will correspond only with this agent. Furthermore, I understand that I should direct future questions or concerns regarding my conveyance to my agent. This agreement will remain in effect unless I submit written notification to the Bureau of Tidelands Management.</i>				
Signature of Title Holder:				Date:
Print Name:				
Signature of Title Holder:				Date:
Print Name:				



State of New Jersey
 Department of Environmental Protection
 Bureau of Tidelands Management
 P.O. Box 420 Code 501-02B
 Trenton, NJ 08625-0420



AFFIDAVIT OF TITLE

PLEASE INCLUDE THE NAMES AND SIGNATURES OF ALL PERSONS LISTED ON THE CURRENT RECORDED DEED
 ATTACH A SIGNATURE ADDENDUM PAGE IF MORE THAN TWO SIGNATURES ARE REQUIRED

I, the undersigned, being of lawful age, hereby attest to the following:

1. I am the current owner of the following property:

Address _____

Municipality _____

County _____

Block _____

Lot _____

2. I am the owner of this property by virtue of the following deed:

Date of Deed _____

Recorded in County of _____

Deed Book _____

Page Number _____

3. I have not sold or in any other way relinquished my ownership interest in this property.

 Signature of Title Holder

 Signature of Title Holder

 Date

 Date

 Print Name

 Print Name

 Signature of Notary Public

 Date

Affix Seal:



ORGANIZATION DATA FORM ***

ATTACH AN ADDITIONAL PAGE IF SPACE FOR MORE THAN FOUR NAMES IS NEEDED

Organization Information	
Name of Organization:	
Address of Principal Office:	
Authorized Persons	
Please list the persons authorized to act on behalf of the above organization:	
Name:	Title:
Address:	
Name:	Title:
Address:	
Name:	Title:
Address:	
Name:	Title:
Address:	
Name:	Title:
Address:	
Organization Data	
Is this organization based in New Jersey? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, is this organization authorized to do business in New Jersey? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the organization currently in good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, please explain.	
When was the First Annual Report filed with the Secretary of State in Trenton?	
Are there any Franchise Taxes currently due to the Corporation Tax Bureau? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, in what year were the last taxes paid?	

***Complete this form only if the applicant is not a private citizen



State of New Jersey
Department of Environmental Protection
Bureau of Tidelands Management
P.O. Box 420 Code 501-02B
Trenton, NJ 08625-0420



SIGNATURE ADDENDUM PAGE

Addendum to:	
Signatures	
Signature:	Date:
Print Name:	
Signature:	Date:
Print Name:	
Signature:	Date:
Print Name:	
Signature:	Date:
Print Name:	
Signature:	Date:
Print Name:	

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