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’s review appraiser and the appraisers to be hired by the applicant to have a better understanding of the property. Completion of this fact sheet 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 the appraiser(s). 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’s review appraiser. The Department will issue appraisal instructions after reviewing all submitted documentation.

Please complete a separate Fact Sheet for the diversion/disposal parcel and for the compensation parcel, if applicable. 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 Green Acres Appraisal Requirements as found on the Green Acres Program website: www.nj.gov/dep/greenacres/pdf/Green_Acres_Appraisal_Requirements_01-2019.pdf

Please note that properties to be disposed of/diverted must be appraised at their Highest and Best Use or intended use, whichever results in a higher value.

Much of the required information is available on the NJDEP’s GeoWeb at www.nj.gov/dep/gis/geowebsplash.htm

**GENERAL INFORMATION**

Block(s)/Lot(s): _____________________________________________________________
Street address of property: ___________________________________________________
Municipality/County: ________________________________________________________
Current Owner: ____________________________________________________________
List any adjacent lots that are under the same ownership:
________________________________________________________________________
1. Will this be a fee acquisition _____ or an easement ______? If an easement, please describe below the type of easement as well as deed restrictions to be placed on the land; Proposed easement language must be attached with this Fact Sheet.

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

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

2. Is this an entire taking _____ or partial taking______? If a partial taking, please describe the taking and remainder areas in detail and show clearly on the Project Reference Map.

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

DESCRIBE THE FOLLOWING PROPERTY DETAILS:

1. Physical characteristics of the property, details of legal road access, any special features. If sole access to the property is via an easement or agreement with adjoining property owner, documentation must be provided.

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

2. Present use of the property: 

____________________________________________________________________________________________


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 at www.nj.gov/dep/gis 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 www.state.nj.us/dep/rules/). The Department’s interactive mapping tool (accessible through www.nj.gov/dep/gis/) is also helpful in identifying stream classifications. Directions on how to use the interactive mapping tool can be found at www.nj.gov/dep/wms/bwqsa/.

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.

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6. Existing structures on site:
   a. Present condition, current use: ______________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   b. Proposed future use of existing structures, if not demolished: ______________________________________
   ___________________________________________________________________________________

   **Note:** Applicants must evaluate all structures for historic preservation purposes in accordance with the
Green Acres rules. N.J.A.C. 7:36-4.4 (for local governments) and N.J.A.C. 7:36-15.4 (for nonprofits).

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

8. The terms of any and all leases or rentals on the property (e.g. agricultural, hunting, residence, etc.);
Attach agreements/leases, if available.

9. Current zoning of property: ______________________
   List any recent or proposed zoning changes and effective dates: ______________________________________
   ___________________________________________________________________________________

10. Has the project site been identified by a municipality or otherwise designated for use in meeting municipal fair
    share low- and moderate-income housing obligations under the Fair Housing Act of 1985 (N.J.S.A. 52:27D-301)?
    _____ Yes   _______No

    **Note:** Properties designated for low- and moderate-income housing may not be eligible as compensation
land. If so designated, please contact the OTPLA Compliance Officer immediately.

**INCLUDE THE FOLLOWING DOCUMENTS, IF AVAILABLE/APPLICABLE**

1. Existing survey of the property;

2. Executed Contract of Sale or Option Agreement on this property with any party;

3. Signed approved subdivision/development plans; (MUST include signed resolution of approval by the
   Planning Board)

**REGIONAL PLANNING AREAS:**

**Pinelands Region**
   a. Is the property located within the Pinelands Preservation Area, Agricultural Production Area or Special
      Agricultural Production Area: ____________________________
   b. Are there Pineland Development Credits (PDCs) associated with the property? Yes ____   No ____
   c. Have the PDCs been severed from the property? Yes ____   No ____
   d. Is there a current LOI for these PDCs?  Yes ____  No ____

**Highlands Region**
   a. Is the property within the Preservation Area _____ or Planning Area _____?
   b. Has property been rezoned since January 1, 2004? _______ Note previous zoning:_____________________
   c. Has the property been sold or otherwise changed ownership since January 1, 2004? Yes ____ No ____
Certification Statement

I hereby certify on behalf of ________________________________ (Local Government/Nonprofit) 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
  ______ Contract of Sale/Option Agreement
  ______ Subdivision/development approvals with resolution of approvals

- The Local Government/Nonprofit 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 NJDEP Use Only

Proj. Number: __________ Proj. Name: ________________ Sponsor: ________________________

Fact Sheet/Proj, Reference Map reviewed by ______________ (Compliance Officer) 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 acquisition proposals, but additional copies will be required for the appraisers.

The project reference map can be generated mechanically using cartographic methods, or digitally using autocard or Geographic Information System (GIS) technology. Local units/nonprofits using GIS technology may acquire the required information from the NJDEP’s GeoWeb. (www.nj.gov/dep/gis/geowebsplash.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 acquisition is located
___ (c) Current owner(s) of record (also indicate adjacent lots under the same ownership)
___ (d) Area given in acreage or square feet
___ (e) Dimensions of each lot marked on each perimeter boundary
___ (f) Improvements shown in approximate location on parcel
___ (g) Acquisition area - if only a portion of the parcel is proposed for acquisition, both the proposed portion and the remaining areas and sizes should be noted.
___ (h) 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
___ (i) If located in the Highlands, indicate whether site is in the Planning Area or Preservation Area
___ (j) Indicate if purchase will be fee or easement. If easement, and less than full public access is proposed, show public access area. (Extent of public access will affect value and eligibility for Green Acres funding. Please discuss with Green Acres.)
___ (k) 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;
___ (l) 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.
___ (m) Location and area of tidelands, available from the Department at www.nj.gov/dep/gis, as determined from New Jersey Tidelands claims maps, conveyance overlays, and atlas sheets;
___ (n) 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 at www.nj.gov/dep/gis, or as determined from other State or Federal mapping or from a site delineation;
___ (o) 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 at www.nj.gov/dep/gis;
___ (p) Location and area of freshwater wetlands, available from the Department at www.nj.gov/dep/gis 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.