

## ADJUDICATORY HEARING REQUEST CHECKLIST AND TRACKING FORM

I. Permit Decision or Other Department Decision Being Appealed:

\_\_\_\_\_

Issuance Date of Decision Document \_\_\_\_\_  
Document Number (if any) \_\_\_\_\_

II. Name of Person Requesting Hearing \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
e-mail \_\_\_\_\_

Name of Attorney (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
e-mail \_\_\_\_\_

III. If you are the applicant or permittee, please include the following information with your hearing request:

- A. The date you received the permit decision or other decision which you are appealing;
- B. A copy of the decision document;
- C. The findings of fact and conclusions of law you are appealing;
- D. A statement as to whether or not you raised each legal and factual issue during the permit application process;
- 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 your hearing request to the Office of Administrative Law; and
- I. This form, completed, signed and dated with all of the information listed above, including attachment, to:

**NJDEP OFFICE OF LEGAL AFFAIRS**

PO Box 402  
Mail Code 401-04L  
401 East State Street, Floor 7  
Trenton, NJ 08625-0402

**with a copy to:**

New Jersey Department of Environmental Protection  
Division of Land Use Regulation  
Attention: Director  
501 East State Street  
Mail Code 501-02A  
PO Box 420  
Trenton NJ 08625

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of preparer \_\_\_\_\_