

Division of Right of Way  
Property Management Section

PO Box 600, Trenton, NJ 08625-0600

**Excess Land Request**

**Instructions: Complete and return this form. Include an NJDOT Parcel map or a Tax Map and Google Map of the area in which you are interested and mark those areas in Red. If possible, also provide the deed for the area of interest. Email your request and maps to: NJDOT.ExcessLand@DOT.NJ.GOV Or Fax to: (609) 530-2624**

**Requestor's Information** (Please Print)

Requestor's Name \_\_\_\_\_

Agent Name: \_\_\_\_\_ Agent Phone \_\_\_\_\_ Agent Email \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Requestor's Email \_\_\_\_\_ PHONE \_\_\_\_\_

**Identify Excess Land Location**

County \_\_\_\_\_ Municipality \_\_\_\_\_

Block / Lot (s) of Requested Area Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

OR GPS Coordinates (Decimal Lat & Long) \_\_\_\_\_  
(Right click on location in Google map, select "What's Here")

I/We own Adjoining Block \_\_\_\_\_ Lot (s) \_\_\_\_\_  I/We are NOT ADJOINING Property Owners  
(Provide Your Adjoining Property Deed To Verify Your Ownership)

**Excess Land Intended User:**  Public Entity  Private Entity

**Excess Land Proposed Use (Check all boxes below that apply and provide details)**

Purchase Land  Lease  Buy Permanent Easement  Remove Easement

Study Wetlands  Study Habitat/Endangered Species  Archaeological Studies  Survey

Hazmat Site Study  Hazmat Remediation  Redevelopment  Other

Details \_\_\_\_\_

**Certification**

By signing this document I certify under the penalty for perjury that (1), I have disclosed any interest I have in any adjoining property, (2) I have disclosed the proposed use of property; (3) I am aware that I will be required to comply with the requirements of N.J.S.A. 19:44 A-1 et seq regarding the disclosure of campaign contributions as set forth in said law; (4) I understand that if approval is given for this transaction the State may include Appraisal Fees as part of the final price if applicable.

REQUESTOR'S Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Excess Land Process

Upon receipt of a request, the Excess Land unit begins research to determine if the property was acquired and if the property is still owned by the Department. Because property may have been acquired decades ago, and ownership may have been obtained with a method other than a typical deed, this process requires time to consult with files now in storage in an effort to verify ownership of the property.

If the property was acquired by and remains in Department ownership, the next step is to circulate the request to various units within the Department to determine if there is a current use or a potential future use for the property. This prevents the need to buy back property in the future. Assuming that there is no internal NJDOT use, the property is analyzed to determine if it is suitable for a public use by a different state agency, which could include as park land or other use. The property can then be considered for use by the local County or Municipality. If there are no identified public uses, the property may be offered to the prior owner if the property was acquired less than 10 years ago. If there is no interest by a prior owner or the 10 year period is over, then the property is analyzed to determine if it can be developed independently or will need to be assembled to another property in order to be conveyed. The Department will not sell an independent lot that is landlocked or substandard under local zoning. The Department will also not sell off property which would landlock or remove access to an adjoining property.

Assuming that the property can be conveyed out, it is appraised for independent use as developable land or as an assemblage to an adjoining property. Although the requested land may have limited value as an entity, when considered as an assemblage, it would typically have the same unit rate as the adjoining property. In either scenario, the appraised sales price will reflect the highest and best use.

The process to convey out NJDOT land can be complicated and subject to significant time delays and a conveyance is not guaranteed. Sale or lease of Departmental land will normally require approval by the State House Commission, which typically meets quarterly.

Transfers of excess land to other government entities follows this basic clearance process. The price for a public use conveyance is set based on proposed use and statutory requirements. Land used for redevelopment must have a qualified redevelopment plan and should be noted as a Public Use along with details as to any private entity to whom it would be transferred in order to qualify for a direct sale. Redevelopment requires payment of the fair market value and State House Commission approval.