

GREEN ACRES PROGRAM

New Jersey Department of Environmental Protection



LOCAL GOVERNMENT ASSISTANCE APPLICATION LAND ACQUISITION AND PARK DEVELOPMENT

Green Acres Mission Statement

*To achieve, in partnership with others,
a system of interconnected open spaces
whose protection will preserve and enhance
New Jersey's natural environment
and its historic, scenic, and recreational resources
for public use and enjoyment.*

**GREEN ACRES PROGRAM
501 EAST STATE STREET, 1ST FLOOR
P.O. BOX 412
TRENTON, NJ 08625-0412
TEL: (609) 984-0500; FAX: (609) 984-0608
Web: www.nj.gov/dep/greenacres
2008**

**NJDEP GREEN ACRES PROGRAM
LOCAL GOVERNMENT ASSISTANCE APPLICATION
LAND ACQUISITION AND PARK DEVELOPMENT**

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GENERAL INFORMATION AND GUIDELINES

The Green Acres Program assists municipalities and counties in the acquisition of open space for recreation and conservation purposes, and the development of outdoor recreation facilities. Program funding comes from the Garden State Preservation Trust, supplemented by varying awards from federal programs such as the Land and Water Conservation Fund.

Our application deadline for the next funding round will be September 30, 2008. Projects in each round compete against each other, and successful applications are approved by the Garden State Preservation Trust. Approvals will be made from the funding approved by the voters in the 2007 Open Space Referendum, as well as from project cancellations and withdrawals. **This will be a limited funding round and competition will be intense.** As a result, Green Acres will only consider requests for funding for **new projects** or from applicants who have completed or are making **significant progress** on previously approved projects. All interested applicants are encouraged to contact Green Acres *as early as possible* to discuss project eligibility, program priorities, and application procedures.

PROJECT ELIGIBILITY

Eligible land acquisition projects include, but are not limited to, the purchase of natural areas, historic sites, conservation areas, water bodies, and open space for active or passive recreation purposes. Funding assistance is also available for park development projects that result in increased public use and enjoyment of outdoor recreation areas.

Recreational facilities that may be funded include, but are not limited to, facilities that provide boating, fishing, swimming, outdoor games and sports, biking, picnicking, camping, or nature interpretation. Projects that will have a significant negative impact on the site's natural resources (such as excessive tree clearing) are ineligible. For development projects to be eligible, the local government unit must own the land or have an irrevocable lease or use agreement (which must be reviewed and approved by Green Acres in advance, if possible) for a term of at least 25 years from the beginning of the project.

As you consider potential projects for Green Acres funding, please keep in mind that all proposals must demonstrate the following: consistency with established needs and planning objectives in local and state planning documents, such as New Jersey's 2003 Statewide Comprehensive Outdoor Recreation Plan (a summary of which is available at www.nj.gov/dep/greenacres/scorp.pdf or upon request); an ability and commitment to maintain the proposed open space/outdoor recreation project; and public input in the project planning process. Successful applications will reflect comprehensive environmental protection, effectively meet the public's open space needs, demonstrate cost effectiveness, and provide meaningful public access.

To ensure that proposals selected for Green Acres funding are those that best represent established open space/recreation priorities, we encourage you to discuss your proposal with land-use planning officials, recreation staffs, environmental commissions, and other appropriate interest groups.

Each local government unit should review and consider the applicable Landscape Project maps and reports, developed by the Department's Division of Fish and Wildlife, during the formulation of its open space preservation, recreation, and planning goals, and as part of its preparation of a Green Acres acquisition or development application. Information about the Landscape Project can be found at www.nj.gov/dep/fgw/ensp/landscape or by writing to the Division of Fish & Wildlife, P.O. Box 400, Trenton, New Jersey 08625-0400.

Local units proposing to acquire property for future development, as well as applicants seeking development funds, should carefully analyze site suitability early in the open space/recreation planning process and prior to submitting applications to Green Acres. Site attributes, such as wetlands, dunes, endangered species, mature forested areas, or other significant natural resources, may define, limit or, in some instances, preclude development. Applicants are urged to seek assistance from Green Acres or another source to ascertain whether special approvals and permits may be associated with sites proposed for recreational development. Early awareness of possible site development limitations is integral to sound planning practices and often minimizes subsequent construction delays and constraints. Permit identification is required as part of all Green Acres development applications.

The Department encourages the local government unit to design and construct park development projects, especially any buildings, using sustainable design principles as delineated in the US Green Building Council's (USGBCs) Leadership in Energy and Environmental Design (LEED™) Green Building Rating System for New Construction and Major Renovations Version 2.1. These design principles include some of the following: the installation of equipment that results in water use reduction; the use of clean energy, renewable energy, and energy efficient technologies; the use of construction materials that include recycled content; and the use of materials that reduce exposure to indoor air contaminants. For more information on the USGBCs LEED™ System go to www.usgbc.org.

PROJECT RANKING

Applications for Green Acres funding are subject to a competitive ranking system. The Local Project Priority System measures the extent to which each proposal addresses specific local open space and recreation facility needs; the amount of public input and support during the planning process; consistency of the proposal with existing state and local planning objectives; and project quality. The narrative portion of the Green Acres application is critical to the project ranking process. Therefore, it is important for the narrative to clearly address, *in order*, each factor listed in the priority system.

PROJECT FUNDING CATEGORIES

For funding purposes, Green Acres categorizes projects as follows:

STANDARD ACQUISITION

This category is for acquisition projects undertaken by municipalities and counties that do not yet have an open space tax. Projects in this category are eligible to receive assistance in the form of a Green Acres 25% matching grant and, if available, a Green Acres loan. Green Acres loans are available at 2% interest, payable over thirty years. You can pursue a loan from the Department's Environmental Infrastructure Financing Program (EIFP, described below) to supplement the Green Acres funding and possibly fully fund the project.

PLANNING INCENTIVE ACQUISITION

This category is open to municipalities and counties that have an open space tax (or a Green Acres-approved alternative) and an adopted Open Space and Recreation Plan approved by Green Acres. Funding is available in the form of a Green Acres 50% matching grant, with the opportunity to obtain the balance as a loan from the EIFP.

Applicants should indicate overall funding needs for our planning purposes, but request only the amount of funding they reasonably expect to *spend in one year*. Appraisals of proposed project sites are not required prior to approval and, in fact, should not be obtained without prior discussions with Green Acres. Please contact Green Acres for a streamlined Planning Incentive application and additional information.

Please note that local governments that would like to request additional funding for an **existing** Green Acres Planning Incentive project do not need to submit another application. Instead, these applicants should submit a letter that lists anticipated acquisitions and funding needs for the next year.

SITE SPECIFIC INCENTIVE ACQUISITION

This category is for acquisition projects undertaken by municipalities and counties that have an open space tax (or a Green Acres-approved alternative) but do not yet have an Open Space and Recreation Plan approved by Green Acres. Projects in this category are eligible to receive assistance in the form of a Green Acres 50% matching grant and, if available, a Green Acres loan (2% interest rate, payable over thirty years). You can pursue a loan from the Department's Environmental Infrastructure Financing Program (EIFP, described below) to supplement the Green Acres funding and possibly fully fund the project. Applicants under this category must submit a Green Acres application for each parcel they would like to purchase.

URBAN AID PROGRAM (ACQUISITION OR DEVELOPMENT)

This category is limited to acquisition and development projects *located in* municipalities eligible to receive state aid pursuant to P.L.1978, c.14 (C.52:27D-178 et seq.). To determine if your municipality qualifies, please visit the Department of Community Affairs' web page at www.nj.gov/dca/lgs/muniaid/07_aid/ua_fy08_pub_notice.htm. Funding for Urban Aid acquisition projects is in the form of a 75% matching grant and, subject to available funding, a 25% **zero percent interest** Green Acres loan (payable over thirty years).

For park development projects in Urban Aid municipalities, funding is available in the form of a 50% matching grant and, subject to available funding, a 50% **zero percent interest** loan (payable over twenty years). As always, total demand will be weighed against available resources to determine the extent to which proposals can be funded.

OUTDOOR RECREATION DEVELOPMENT (NON-URBAN AID)

Green Acres provides funding for the development of outdoor recreation facilities in the form of a loan. All non-Urban Aid development loans are at 2% interest, payable over twenty years. For park development projects located in Densely or Highly Populated Municipalities, or sponsored by Densely or Highly Populated Counties (see enclosed list), funding is available in the form of a 25% matching grant, with the balance as a loan, subject to available funding.

Phasing of development proposals is an acceptable means of obtaining Green Acres loans to finance more costly projects. The uncertainty surrounding future resources, however, precludes our ability to guarantee assistance for subsequent phases. Accordingly, phased proposals will be evaluated only on the stage currently subject to funding. When formulating or phasing development proposals, keep in mind that Green Acres projects should focus on the provision of basic outdoor recreation opportunities. The scope and budget of support facilities or other ancillary project elements (i.e., parking lots, site preparation costs, etc.) should be commensurate with the recreational component of any given project or phase.

FUNDING LEVELS & THE ENVIRONMENTAL INFRASTRUCTURE FINANCING PROGRAM (EIFP)

The demand for local acquisition and development funding continues to greatly exceed Green Acres available funding. Successful applications are normally approved subject to a funding cap, and often there is not sufficient funding to approve all eligible projects. For this reason, the Department of Environmental Protection offers another funding source to help local governments meet their land preservation goals. Local governments whose land acquisition needs are not fully met by the Green Acres Program have the option of either self-financing the balance or applying for loan funding from the New Jersey Environmental Infrastructure Financing Program (EIFP). The EIFP is a low-interest loan program that is available to provide financial assistance for projects that protect or improve water quality, including most land acquisition projects. In recent years, the EIFP has become an important resource for open space preservation in New Jersey, but competition for funding has increased.

There are separate EIFP application and implementation processes, administered by the Department's Division of Water Quality, Municipal Finance & Construction Element. If you are interested in obtaining loan funding from the Environmental Infrastructure Financing Program, please contact the Open Space Land Acquisition Section at (609) 292-8961 to arrange a preplanning meeting. To participate in the Financing Program, specific information must be received by the Department by October 1st of each year, so you should contact one of the open space land acquisition coordinators *as soon as possible* to discuss your project. Interim financing may also be available from the EIFP for those local governments that need to act more quickly.

ELIGIBLE COSTS

For acquisition projects, costs eligible for funding include the cost of acquiring the land as well as other costs if they are included in the initial request and there are sufficient funds. These include survey, appraisal, title, and preliminary assessment costs associated with an acquisition, provided these reports are prepared in accordance with Green Acres guidelines. The cost to demolish buildings on a site being acquired is eligible for reimbursement up to an established cap per project. Relocation costs and costs of well testing done in compliance with the Private Well Testing Act (P.L. 2001, c. 40; N.J.S.A. 58:12A-26 et seq.) also are eligible for reimbursement, if applicable. Incidental costs, individually itemized, associated with the implementation of the acquisition project, including legal, engineering, financial, geological, hydrological, inspection, and other professional services are eligible for reimbursement up to an established cap.

For development projects, the cost of constructing the recreational facilities is eligible for reimbursement, as are other costs if included in the initial request and if there are sufficient funds. Professional services (i.e., design, engineering, and supervision) up to 13% of the cost of construction, and preliminary assessment costs associated with the project site are eligible. Other incidental costs related to the development project, including legal, advertising, permit fees, and preliminary planning and engineering necessary for the preparation of the application, are eligible up to an established cap.

APPLICATION REQUIREMENTS

All applicants must advertise and hold a public hearing for the purpose of discussing the proposed project *before* submitting an application for Green Acres assistance. The applicant must publish a notice of the public hearing in the official newspaper of the municipality in which the proposed project is located, and, if the local government unit is a county, also in a newspaper of general interest and circulation. The hearing must be advertised as a display ad at least 15 days before the hearing. The advertisements must specifically mention the proposed Green Acres application. The public hearing must be held in the evening and must be conducted by the elected governing body of the local government unit.

For development projects, if the proposed project is located in the Highlands, the Meadowlands, or the Pinelands, the local government unit must meet with the Highlands Council, Meadowlands Commission, or Pinelands Commission, as applicable, to discuss the proposed project prior to applying for Green Acres funding. Green Acres now requires a letter stating that such a pre-application conference was held, accompanied by a copy of the Commission's/Council's comments on the proposed development project, if any. Also, please note that the environmental assessment requirements have changed; additional lead-time will be required for you to obtain and evaluate all necessary information.

Grants and loans obtained through the Green Acres Program are not subject to local government CAP laws. Upon loan approval, the local unit will be required to pass a capital spending ordinance authorizing two semi-annual repayments to the state. Interest on the loan begins accruing on the date of the first disbursement, with a twenty year (for development projects) or thirty year (for acquisition projects) maximum repayment period.

PUBLIC ACCESS RULES

The Department of Environmental Protection recently adopted rules that clarify and protect the public's rights to access and use of tidal waterways and their shores, and incorporate standards to maintain these rights. The new public access rules impose requirements on applicants who use Green Acres funding, but only when acquiring or developing sites **that contain or are adjacent to tidal waterways and their shores.**

If you are considering acquiring or developing a site that is on or adjacent to a tidal waterway, please contact Green Acres for additional information regarding requirements that you will need to meet. Please be assured that Green Acres, as well as other DEP staff, will assist you in understanding and, to the extent possible, meeting the requirements of the rule. A copy of the rule can be found at http://www.nj.gov/dep/rules/adoptions/2007_1217coastal.pdf. Please be aware that there was a concurrent proposal to amend certain aspects of the adopted rule, specifically relaxing the timing of when certain documents must be submitted to Green Acres. The concurrent proposal can be found at <http://www.nj.gov/dep/rules/proposals/121707a.pdf>.

PROJECT SCHEDULE

There are many things that must be done to successfully acquire land or develop recreational facilities. It is important to adequately plan for each project so that it is completed in a reasonable amount of time. Once approved, Green Acres establishes a project period of no more than two years, during which time the local government unit must meet all procedural requirements, complete the acquisition or development project, and request payment. For Planning Incentive projects, at least one acquisition must be completed during the project period to remain eligible. In addition, significant progress must be made throughout the project period to remain eligible. A proposed project schedule is now required as part of each application to assist you in project planning and to allow Green Acres to evaluate your proposal. Please talk to your Green Acres contact if you do not believe that you can complete the project for which you are applying within that two-year project period. After approval, projects that are not making significant progress or cannot be completed by the end of the project period may be cancelled.

SITE ASSESSMENT

For acquisition *and* development projects, Green Acres requires careful review of all proposed project sites for evidence of past use as landfills; hazardous waste production, storage, or disposal sites; or of the adverse effects resulting from such sites in close proximity to proposed public land. This is intended to minimize public liability for site cleanup costs and allows the state and local unit to be reasonably assured that lands acquired or developed with public funds can be used for recreation or conservation purposes without risk to public health.

Thus, if your application is approved, you will be required to conduct a preliminary site assessment of the project site. Green Acres will provide guidance documents that require adherence to the minimum criteria established by the NJ DEP in the Technical Requirements for Site Remediation (N.J.A.C. 7:26E-3). Costs normally associated with this professional service are reimbursable as part of an approved and completed Green Acres project, as long as the preliminary assessment is done in accordance with our guidelines.

Green Acres encourages municipalities and counties to reclaim and restore former brownfields sites and transform them into public spaces, such as recreational and natural areas. The Department's Office of Brownfields Reuse has experienced NJDEP case managers who can oversee remediation and revitalization efforts in your community. If you believe your project site qualifies as a brownfield, please discuss this with your Green Acres representative.

GARDEN STATE GREENWAYS (GSG)

Open space and recreation planners now have a powerful new tool available to aid them in protecting important natural, recreational, and historic resources in their communities. Garden State Greenways,

created by the New Jersey Conservation Foundation, is an interactive map-based system that provides a statewide vision for land preservation in New Jersey. With funding and technical support from Rutgers University, the Green Acres Program, and several foundations, GSG provides a wide array of map data on natural resources that is essential for open space and recreation planning. By using GSG, local government units can identify potential greenways to connect existing public lands. Camden County and Salem County have used GSG to prepare their open space plans. Visit www.gardenstategreenways.org to take a tutorial on how to use GSG interactive maps and the various applications of GSG for greenway and open space and recreation planning.

YOUR BASIC STEWARDSHIP RESPONSIBILITIES

Prospective applicants are urged to familiarize themselves with the new Green Acres Program rules (N.J.A.C. 7:36-1.1 et seq., found at www.nj.gov/dep/greenacres/regs.pdf, adopted January 3, 2006) and procedures to assure mutual State/local objectives. Our policies are designed to advance Green Acres' goals of expanding New Jersey's open space resources and increasing public outdoor recreation opportunities, giving attention to natural resource preservation. Acceptance of Green Acres funds obligates the local unit to adhere to the program's requirements.

Most notably, Green Acres rules state that a local government unit that receives Green Acres funding shall not convey, dispose of, or divert to a use for other than recreation and conservation purposes any lands held by the local government unit for those purposes at the time of receipt of Green Acres funding. The local government unit is required to list such lands on the Recreation and Open Space Inventory (ROSI) which is part of an application for Green Acres funding. If the application is approved, the ROSI will become part of the project agreement between the local government unit and the State, and will be recorded by the local government unit after it receives a disbursement of Green Acres funding.

Answers to some commonly raised questions about Green Acres requirements follow:

1. Sites acquired or developed with assistance from (or through) Green Acres must be open to the public without discrimination or exclusion based on residency.
2. Scheduling the use of facilities at directly funded sites is allowable, provided that such programmed uses are not exclusive or discriminatory and that adequate provisions are made for daily or non-scheduled use.
3. Fees for use of directly funded sites are allowable. Differential fees for use by non-residents may also be charged but must be discussed with Green Acres to ensure equity for all New Jersey residents. All revenues derived from use or operation of directly funded sites must be employed for the operation, maintenance, or capital expenses of either that facility or the park and recreation system as a whole.

LOCAL ASSISTANCE PROGRAM APPLICATION FORM

Complete and submit with **all required attachments** to:
NJDEP Green Acres Program
P.O. Box 412
Trenton, NJ 08625-0412
Contact: (609) 984-0500

For G.A. Use Only Date Rec'd: _____ Application No. _____
--

Project Title: _____

County _____ **State Legislative District** _____
Congressional District _____

Applicant's federal identification number as assigned by IRS: _____

Project Sponsor:

Name of Local Unit _____
Address _____
City _____ State _____ Zip _____
Chief Executive Officer _____ Telephone () _____

Type of Application :

Acquisition: Standard _____ or Site-Specific _____ or Urban Aid _____
Will land be acquired _____ *in fee simple* or _____ *easement*?
Development: Standard _____ or Highly/Densely Populated _____ or Urban Aid _____
Is land *owned by* _____ or *leased to** _____ Local Unit
(*Copy of minimum 25-year lease must be provided, subject to Green Acres approval)

Size of site to be acquired or developed: _____ acres

Location of Site:

Street _____
Block(s) and Lot(s) (Attach additional sheets if necessary) _____

Total Estimated Cost of Project:

Land Acquisition:

Land	\$ _____
Survey	\$ _____
Appraisal	\$ _____
Prelim. site assess.	\$ _____
Title	\$ _____
Demolition*	\$ _____
Other related costs (itemized)	\$ _____
Total project cost	\$ _____

Park Development:

Construction	\$ _____
Professional services (13% of const.)	\$ _____
Prelim. site assess.	\$ _____
Other related costs (attach itemized list)	\$ _____
Total project cost	\$ _____

Total request this round ** \$ _____ Total request this round** \$ _____

* Demolition and incidental costs will be limited to established caps.

** Please indicate cost of project that can be accomplished within one year.

Have there been previous loans/grants related to this project?

_____ Yes _____ No If yes, explain: _____

Current Community Profile:

Area _____ (square miles)
Population _____ Year _____ Population per square mile _____

Is the project site a current or former landfill site, known or suspected hazardous waste site, or adjacent to (or affected by) such sites?

_____ Yes _____ No. If yes, explain: _____

For acquisition projects, 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 If yes, please describe the coordination with the Council on Affordable Housing (COAH) regarding an alternative to meeting such obligations: _____

For municipal projects, has the municipality achieved an approved petition for plan endorsement or, for a municipality in the Pinelands, received certification from the Pinelands Commission that its master plan and land use ordinances or regulations are consistent with the minimum standards of the Pinelands Comprehensive Management Plan, pursuant to N.J.A.C. 7:50-3 Part II or IV, as applicable?

_____ Yes _____ No If yes, please submit verification.

Project description (Please describe, in detail, the scope of project, existing land use, physical characteristics, short and long term plans for site, etc. This description will enable us to determine if your proposed project is eligible for funding. Attach additional sheets, if necessary.)

Person having day to day responsibility for this application:

Name _____ Title _____
Address _____

Telephone () _____ extension _____ Fax Number () _____
E-mail address _____

I, _____ (name of authorized official), hereby certify that the information provided within this Green Acres Program Application Form is complete and true.

Date

Signature of official authorized to submit application
as per attached Governing Body Resolution

**DEVELOPMENT APPLICATION
ATTACHMENTS CHECK LIST**

NOTE: This checklist should be returned with your completed application. If any items are not applicable, please indicate with 'N/A' next to that item.

1. _____ Application Form: Are all questions answered? Is form signed?
2. _____ Governing Body Resolution (the enclosed form must be used)
3. _____ Units and quantities cost estimate, prepared and signed by an authorized, licensed professional
4. _____ **NEW** Project schedule. Please see attached *Things To Be Done* list and state when you anticipate addressing/completing each item.
5. _____ Recreation & Open Space Inventory (ROSI) submissions
 - _____ a. ROSI form (enclosed, with instructions) (2 copies)
 - _____ b. Official map of local unit, keyed to ROSI
 - _____ c. Current tax maps that show each parcel of parkland listed on local unit's ROSI. Each such parcel must be clearly outlined in distinctively colored ink. (**If these maps were previously submitted and remain unchanged, please contact your Green Acres representative regarding a waiver.)
6. _____ Narrative description of proposal (must address, *in order*, each applicable factor contained in the enclosed Local Project Priority System.)
7. _____ Site specific mapping
 - _____ a. Site location on legible street map
 - _____ b. Tax map outlining boundaries of site to be developed
 - _____ c. Existing property survey (if available)
8. _____ Environmental Assessment (instructions enclosed)
9. _____ Conceptual Site Plan. Plans should be prepared by an authorized, licensed professional. Site plans should clearly identify all proposed facilities, any existing facilities and improvements, and any areas of proposed tree clearing.
10. _____ Copy of 25 year irrevocable property lease or use agreement (if applicable)
11. _____ Proof of Publication for the public hearing advertisement (Green Acres application must be mentioned in the advertisement.)
12. _____ Minutes from hearing
13. _____ Digital images, photographic slides, and/or prints of the site.
14. _____ Letters of support (see Priority System Factor #5)
15. _____ Letters from municipal **and** county planning boards describing how project is specifically consistent with appropriate master plan (see Priority System #5).
16. _____ List of all applicable permits that may be required for the project - Applicants with projects requiring permits, grants, or other approvals must contact all applicable permitting agencies to secure permit information and application materials prior to the submission of a Green Acres application. Evidence of having met this requirement must be provided with the application. Technical assistance from Green Acres is available upon request.
17. _____ Letter verifying pre-application conference with the Highlands Council, Meadowlands Commission, or Pinelands Commission, if applicable, including the Commission/Council's comments on the proposed development project.
18. _____ Breakdown of annual operating expenses after development of site
19. _____ Conceptual floor plan that indicates the proposed use of any structure to be developed
20. _____ For projects on tidal waterways, the following items OR a certification that these items will be submitted within 90 days of a letter from Green Acres approving this application:
 - _____ a. Public Access Plan
 - _____ b. Draft ordinance adopting Public Access Plan
 - _____ c. Draft Public Access Instrument

**ACQUISITION APPLICATION
ATTACHMENTS CHECK LIST**

NOTE: This checklist should be returned with your completed application. If any items are not applicable, please indicate with 'N/A' next to that item.

1. _____ Application Form: Are all questions answered? Is form signed?
2. _____ Governing Body Resolution (the enclosed form must be used)
3. _____ **NEW** Project schedule. Please see attached *Things To Be Done* list and state when you anticipate addressing/completing each item.
4. _____ Recreation & Open Space Inventory (ROSI) submissions
 - _____ a. ROSI form (enclosed, with instructions) (2 copies)
 - _____ b. Official map of local unit, keyed to ROSI
 - _____ c. Current tax maps that show each parcel of parkland listed on local unit's ROSI. Each such parcel must be clearly outlined in distinctively colored ink. (**If these maps were previously submitted and remain unchanged, please contact your Green Acres representative regarding a waiver.)
5. _____ Site specific mapping
 - _____ a. Project Reference Map (see instructions that follow)
 - _____ b. Site location on legible street map
 - _____ c. Tax map outlining boundaries of site to be acquired
 - _____ d. Existing property survey (if applicable)
6. _____ Narrative description of proposal (must address, *in order*, each applicable factor contained in the enclosed Local Project Priority System)
7. _____ Proof of Publication for the public hearing advertisement (Green Acres application must be mentioned in the advertisement.)
8. _____ Minutes from hearing
9. _____ Letters of support (see Priority System Factor #5)
10. _____ Letters from municipal **and** county planning boards describing how project is specifically consistent with appropriate master plan (see Priority System #5).
11. _____ Digital images, photographic slides, and/or prints of site
12. _____ For properties on tidal waterways, the following items OR a certification that these items will be submitted within 90 days of a letter from Green Acres approving this application:
 - _____ a. Public Access Plan
 - _____ b. Draft ordinance adopting Public Access Plan
 - _____ c. Draft Public Access Instrument

Things to Be Done

Please assume a January 1, 2009 project commencement date (subject to change)

Acquisition Projects	<u>Date</u>
1. Meet w/ Green Acres re: beginning appraisals	_____
2. Submit appraisals	_____
3. Obtain Preliminary Assessment Report	_____
4. Sign purchase contract with owner	_____
5. Obtain survey	_____
6. Obtain title insurance	_____
7. Close on property	_____
8. Submit for final payment	_____

Comments: _____

Development Projects:

1. Obtain Preliminary Assessment Report	_____
2. Design project	_____
3. Apply for/obtain permits (if necessary)	_____
4. Submit plans to Green Acres for pre-bid approval	_____
5. Go out to bid	_____
6. Award construction contract	_____
7. Begin construction	_____
8. Complete construction	_____
9. Submit for final payment	_____

Comments: _____

PROJECT REFERENCE MAP CHECKLIST

The “project reference map” is the basis for Green Acres ranking and evaluation and 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 of this map will be required if the project is approved for funding.

The project reference map can be generated mechanically using cartographic methods, or digitally using autocad or Geographic Information System (GIS) technology. Local units using GIS technology may acquire the georeference required by the Green Acres Program from the NJDEP’s GIS. 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 completed application. 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:
 - A wetlands delineation, if one exists, verified by the Department's Land Use Regulation Program or its successor;
 - 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
 - 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

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GREEN ACRES ENABLING RESOLUTION

WHEREAS, the New Jersey Department of Environmental Protection, Green Acres Program ("State"), provides loans and/or grants to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition and development of lands for outdoor recreation and conservation purposes; and

WHEREAS, the _____ (*name of applicant*) desires to further the public interest by obtaining funding in the amount of \$ _____ from the State to fund the following project(s): (*describe the project*) _____
_____ at a cost of _____ (*project cost*);

NOW, THEREFORE, the governing body/board resolves that _____ (*name of authorized official*) or the successor to the office of _____ (*title of authorized official*) is hereby authorized to:

- (a) make application for such a loan and/or such a grant,
- (b) provide additional application information and furnish such documents as may be required, and
- (c) act as the authorized correspondent of the above named applicant; and

WHEREAS, the State shall determine if the application is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and

WHEREAS, the applicant is willing to use the State's funds in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the State for the above named project;

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE _____
(*name of legal body or board*)

- 1. That the _____ (*title of authorized official*) of the above named body or board is hereby authorized to execute an agreement and any amendment thereto with the State known as _____ (*project name*);
- 2. That the applicant has its matching share of the project, if a match is required, in the amount of \$ _____;
- 3. That, in the event the State's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
- 4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
- 5. That this resolution shall take effect immediately.

CERTIFICATION

I, _____ (*name and title of Secretary or equivalent*) do hereby certify that the foregoing is a true copy of a resolution adopted by _____ (*name of legal body or board*) at a meeting held on the _____ day of _____, _____.

IN WITNESS WHEREOF, I have hereunder set my hand and the official seal of this body this _____ day of _____, _____.

(*name and title of Secretary or equivalent*)

LOCAL GOVERNMENT PROJECT PRIORITY SYSTEM ACQUISITION AND DEVELOPMENT PROJECTS

This priority system is used to evaluate the relative merits of proposed acquisition and development projects. The system is designed to reflect the degree to which proposed projects conform with findings, recommendations and priorities of the New Jersey Statewide Comprehensive Outdoor Recreation Plan, the New Jersey State Development and Redevelopment Plan, and with statewide goals that are consistent with the Garden State Preservation Trust Act. The system uses a set of factors to evaluate each project's conservation and recreation features.

NOTE: EACH APPLICABLE FACTOR SHOULD BE ADDRESSED, IN ORDER, IN NARRATIVE FORM.

FACTOR #1 OPEN SPACE NEEDS (Acquisition only)

This factor evaluates the extent to which a proposed acquisition project will satisfy local open space deficits.

(see table 1)

a) **Balanced Land Use Deficit.** Up to 5 pts.

This factor takes into consideration the amount of additional open space needed in each municipality or county in order to satisfy the open space goals derived through the balanced land use method.

b) **Service Area Needs.** Up to 25 pts.

Because countywide figures do not necessarily represent the needs of a particular community or neighborhood, please discuss the needs of the population to be served. The service area for each project will be defined based on population density and the type and size of the project.

FACTOR #2 SERVICE AREA FACILITY NEEDS (Development only) Up to 20 pts.

Please discuss the needs of the population to be served and evaluate the extent to which the proposed development project will satisfy local recreation facility deficits. The service area for the project will be defined on the basis of population density, scope and type of project, and consideration of the project's relation to an existing redevelopment plan. Facility needs will be based on a comparison of recreational demand and a site specific inventory of recreation facilities for the municipality(ies) in which the project is located (submitted by the applicant).

FACTOR #3 ENVIRONMENTAL PROTECTION (Acquisition only) Up to 3 pts. each

This factor is used to determine to what extent a proposed acquisition meets key conservation and environmental protection goals.

a) **Lands that are of sufficient size and located so as to:**

1. Protect critical wildlife habitat;
2. Enhance or preserve a critical site identified in the State Plan, New Jersey Meadowlands Master Plan, the Pinelands Comprehensive Management Plan, and Highlands Regional Master Plan, as applicable, and or another unique natural area or land type (for example, steep slopes, dunes, beach, wetlands, forest lands);
3. Provide additions to or link between existing public recreation and/or open space areas;
4. Support a regional open space and/or conservation initiatives (for example, shore protection or the preservation of landscape ecology, biodiversity, wildlife corridors and/or greenways; and

5. Protect documented endangered and/or threatened species habitat.
- b) **Greenways and water resource protection projects**, including forests, shorelines, and stream corridors that are of sufficient size and located so as to:
1. Establish an integral link in an existing or planned local, regional or statewide conservation initiative, or a component of a Wild and Scenic Rivers system under the National Wild and Scenic Rivers Act, 16 U.S.C. § 1271-1287 and/or the New Jersey Wild and Scenic Rivers Act, N.J.S.A. 13:8-45 et seq.;
 2. Facilitate water resource protection efforts;
 3. Provide significant natural flood protection;
 4. Act as a physical or visual buffer between a significant natural resource or feature and development, or provide visual or physical access to the water; and
 5. Protect headwaters, tributaries, or corridors of any waterbodies classified as "Category One Waters," pursuant to N.J.A.C. 7:9B, and associated special water resource protection areas established pursuant to N.J.A.C. 7:8, as well as other streams or rivers.

FACTOR #4 HISTORIC RESOURCE PRESERVATION (Acquisition only) Up to 3 pts. each

This factor is used to determine to what extent a proposed acquisition meets key historic resource preservation goals.

- a) If the project is on, contained within, or adjacent to a site included on or eligible for inclusion in the New Jersey Register of Historic Places under N.J.S.A. 13:IB-15.128 et seq. and/or the National Register of Historic Places under 16 U.S.C. §470 et seq., or is a Critical Historic Site identified in the State Plan, New Jersey Meadowlands Master Plan, Pinelands Comprehensive Management Plan, or Highlands Regional Master Plan, as applicable.
- b) If the project is an historic project that provides an extension or linkage between existing public recreation and/or open space areas.
- c) The degree to which the project is a significant and/or contributing component of an historic district designated as such under N.J.S.A. 13:IB-15.128 et seq.
- d) If the project is part of an ongoing historic preservation or restoration project or historic study or investigation.
- e) The extent to which the project is one with historic integrity of location, design, setting, materials, workmanship, feeling, and association.

FACTOR #5 PUBLIC PARTICIPATION/SUPPORT/PLANNING (Acquisition and Development)

This factor evaluates public involvement and support in the planning process beyond the minimum requirement of a public hearing.

- a) **Support** Up to 5 pts.
Public support for a project is encouraged and should be demonstrated through letters from the municipal and county planning boards, park agencies, recreation departments, environmental commissions, user groups and the general public.

- b) **Planning** Up to 10 pts.
 Applicants should demonstrate consistency with the New Jersey State Development and Redevelopment Plan (State Plan), New Jersey Meadowlands Master Plan, Pinelands Comprehensive Management Plan, or Highlands Regional Master Plan, as applicable; the New Jersey Statewide Comprehensive Outdoor Recreation Plan; and local and county land use plans, especially open space and recreation elements thereof, as demonstrated in excerpts from or specific references to such plans in the project application; and whether proof of an approved petition for plan endorsement by the State Planning Commission or, for a local government unit in the Pinelands, certification from the Pinelands Commission that its master plan and land use ordinances or regulations are consistent with the minimum standards of the Pinelands Comprehensive Management Plan, pursuant to N.J.A.C. 7:50-3 Part II or IV, as applicable.

FACTOR #6 PROJECT QUALITY (Acquisition and Development)
 This factor evaluates project elements and features.

- a) **Accessibility** (Acquisition and Development) 1 pt. each
 The site location:
 1. Is close to population centers;
 2. Is accessible by public transportation;
 3. Is accessible by walking and bicycling; or
 4. Creates public access where none exists or where existing access is undeveloped or restricted.
- b) **Recreation Potential** (Acquisition only) Up to 2 pts. each
 The site:
 1. Is suitable for major outdoor recreation facility development;
 2. Is suitable for the use and/or development of appropriate water dependent recreation activities or facilities;
 3. Represents part of a planned or existing waterfront development or redevelopment plan;
 4. Provides environmental and/or historic interpretive opportunities; or
 5. Improves management or expansion of recreation facilities.
- c) **Water Access** (Acquisition and Development) Up to 6 pts. (see table 2)
 This subfactor evaluates the extent to which a project improves needed visual and/or physical public access to water.
- d) **Design Quality** (Development only) Up to 2 pts. each
 The design:
 1. Includes multiple recreation and conservation purposes;
 2. Uses effective landscaping;
 3. Provides opportunities for various active and passive recreational uses by diverse user groups; and
 4. Includes significant shade tree plantings.
- e) **Cost Effectiveness** (Acquisition and Development) Point range: +8, -8
 This subfactor evaluates the quality of conservation or recreation opportunities provided by a project in comparison to the anticipated cost. Considerations include:
 1. Cost of alternative locations and facilities;

2. Whether the land is available at lower cost due to bargain sale, easement, donation of land value, or partnerships (acquisition) or donation of labor, equipment, or materials or partnerships (development);
3. Cost of future operation and maintenance; and
4. Whether the project site has development approvals from local planning board (Acquisition only).

FACTOR #7 **PROJECT PRIORITIES** (Acquisition and Development) 1 pt. each
 The following acquisition and development project elements are encouraged:

- a) Private investment and/or ecotourism potential, public/private sector venture, and/or supports municipal and county (urban complex) strategic revitalization plans and programs consistent with the State Plan, New Jersey Meadowlands Master Plan, Pinelands Comprehensive Management Plan, or Highlands Regional Master Plan, as applicable;
- b) Waterfront development or redevelopment;
- c) Trails, bike paths, or greenways;
- d) Historic or archeological resource enhancement or preservation;
- e) Wildlife habitat protection;
- f) Protection of any waterbodies classified as "Category One Waters," pursuant to N.J.A.C. 7:9B, and associated special water resource protection areas established pursuant to N.J.A.C. 7:8; or protection of other water resources;
- g) Multiple uses and provides active and passive recreation opportunities;
- h) Addition to or the development of a prior Green Acres-funded acquisition or development project;
- i) Private donation of land, equipment, labor, or cash, etc.;
- j) Likelihood or threat of private development for other than recreation and conservation purposes, one point. Examples of actions that may indicate a possible impending development may include whether the property is on the market or is the subject of local planning board action, or if any development permits or approvals have been sought for the property (Acquisition only);
- k) Design and construction that utilizes clean and renewable energy and maximizes energy efficiency (Development only);
- l) Rehabilitation or redevelopment of an existing recreational facility (Development only);
- m) Supports a school construction initiative in an Abbott District established pursuant to N.J.A.C.6A:10A;
- n) Reclamation of a former brownfields site;
- o) A project undertaken by a municipality in the Highlands that has amended its development regulations in accordance N.J.S.A. 13:20-13 to establish one or more receiving zones for transfer of development potential from a sending zone in the Highlands); and
- p) A project undertaken by a municipality that has amended its development regulations in accordance with the State Transfer of Development Rights Act (P.L. 2004, c. 2 (N.J.S.A. 40:55D-137 et seq. to establish one or more receiving zones for the transfer of development potential.

FACTOR #8 **FIRST TIME APPLICANT** (Acquisition and Development) 5 pts.
 Applies to a project sponsored by a county or municipality that previously has **not** received Green Acres funding.

FACTOR #9 FACILITY DESIGN SENSITIVITY AND SITE SUITABILITY (Development only)

a) **General recreation facilities**

Up to 4 pts. each

The environmental features of the site will be used to determine the design sensitivity of the project. Projects that will have a significant negative impact on the site's natural resources will not be considered. Project design should minimize adverse impacts on the environmentally sensitive features of the site by:

1. Locating proposed facilities in already cleared areas, to minimize additional clearing of trees and vegetation;
2. Locating proposed facilities where topography and soil conditions are suitable, to minimize grading, excavation, fill, and drainage of a site; and
3. Retaining, enhancing, or establishing vegetative buffers, or incorporating other site-sensitive techniques, to minimize impacts on sensitive areas such as shellfish beds, beach/dune systems, forests, wetlands, steep slopes, endangered or threatened species habitat, and aquifer recharge areas.

b) **Structures/Buildings**

1 point

For projects involving structures, project is designed and constructed to meet the U.S. Green Building Council's (USGBCs) Leadership in Energy and Environmental Design (LEED™) Green Building Rating System for New Construction and Major Renovations Version 2.1. (*For more information on the USGBC's LEED™ System go to www.usgbc.org.*)

**TABLE 1
BALANCED LAND USE**

<u>County</u>	<u>Municipal Pts</u>	<u>County Pts</u>
Atlantic	1	3
Bergen	1	1
Burlington	4	5
Camden	2	2
Cape May	1	2
Cumberland	5	5
Essex	2	1
Gloucester	4	4
Hudson	2	1
Hunterdon	5	5
Mercer	2	2
Middlesex	3	3
Monmouth	2	3
Morris	1	2
Ocean	3	4
Passaic	1	1
Salem	5	5
Somerset	4	3
Sussex	4	4
Union	3	1
Warren	5	3

**TABLE 2
PUBLIC ACCESS TO WATER
Need for Access**

<u>Water Body Type</u>	<u>HIGH</u>	<u>MEDIUM</u>	<u>LOW</u>
Ocean	6	5	4
Bay			
River			
Large Lake	5	4	3
Stream			
Lake	4	3	2
Small Stream			
Pond	3	2	1

**NJDEP GREEN ACRES LOCAL ASSISTANCE PROGRAM
PARK DEVELOPMENT APPLICATIONS**

ENVIRONMENTAL ASSESSMENT INSTRUCTIONS

As part of the Green Acres funding proposal, each applicant must collect, evaluate and present pertinent environmental information necessary to ascertain the suitability of the site for the activities proposed. Please review and consider the applicable Landscape Project maps and reports, developed by the Department's Division of Fish and Wildlife, during the preparation of the environmental assessment. Information about the Landscape Project can be found at www.nj.gov/dep/fgw/ensp/landscape or by writing to the Division of Fish & Wildlife, P.O. Box 400, Trenton, New Jersey 08625-0400.

OUTLINE

1. DESCRIPTION OF THE PROPOSED ACTION

- a. Briefly describe the total development project
- b. State objectives of the project
- c. Fully describe multi-phase projects

2. DESCRIPTION OF THE ENVIRONMENT

Describe existing environmental features:

- vegetation
- wildlife
- geology, topography and soils
- water resources/hydrology
- historic/archeological resources
- transportation/access to site
- adjacent land uses/description of the surrounding neighborhood

3. ENVIRONMENTAL IMPACT ANALYSIS OF PROPOSED ACTION

Impacts are defined as direct or indirect changes in the existing environment, whether beneficial or adverse, that are anticipated as a result of the proposed action or related future actions and uses. Any off-site impacts, such as increased traffic on neighborhood roads or increased noise levels in surrounding areas, should be described. Whenever possible, environmental impacts should be quantified (i.e., number of trees to be removed, cubic yards of cut/fill, etc.).

- a. Discuss all affected resources and the significance of each impact
- b. Discuss short term and long term project impacts
- c. Discuss anticipated increase in recreation and overall use of site over time
- d. Identify adjacent environmental features that may be affected by the proposal
- e. List any permits required for project and brief status (i.e., waterfront development)
- f. For development that would impact an undisturbed portion of the project site, the local government unit must submit a Natural Heritage Data Request Form to the DEP's Office of Natural Lands Management (form available at www.nj.gov/dep/parksandforests/natural/heritage/datareq.html or by writing to Natural Heritage Program, PO Box 404, Trenton, New Jersey 08625-0404). **Please discuss (and attach) the results of the search.**

4. ALTERNATIVES TO THE PROPOSED ACTION

- a. Identify alternate sites
- b. Discuss alternate levels and types of development
- c. Compare environmental impacts of each alternative

5. MITIGATING MEASURES

- a. Describe the measures that will be undertaken to mitigate adverse impacts

Densely and Highly Populated Municipalities/ Counties

For Urban Aid municipalities, visit www.nj.gov/dca/lgs/muniaid/05_aid/ua_fy06_pub_notice.htm

Atlantic

Atlantic City
Margate City
Pleasantville City
Ventnor City

Bergen

Bergenfield Borough
Bogota Borough
Cliffside Park Borough
Dumont Borough
Edgewater Borough
Elmwood Park Borough
Englewood City
Fair Lawn Borough
Fairview Borough
Fort Lee Borough
Garfield City
Hackensack City
Hasbrouck Heights Borough
Leonia Borough
Little Ferry Borough
Lodi Borough
Maywood Borough
New Milford Borough
North Arlington Borough
Palisades Park Borough
Ridgefield Park Village
River Edge Borough
Rochelle Park Twp
Rutherford Borough
Teaneck Twp
Wallington Borough
Wood-Ridge Borough

Burlington

Evesham Twp
Mount Holly Twp
Mount Laurel Twp
Pemberton Borough
Riverside Twp
Willingboro Twp

Camden

Audubon Borough
Audubon Park Borough
Camden City
Cherry Hill Twp
Collingswood Borough

Gloucester City
Gloucester Twp
Haddon Twp
Lindenwold Borough
Merchantville Borough
Mount Ephraim Borough
Oaklyn Borough
Pennsauken Twp
Winslow Twp
Woodlynne Borough

Cumberland

Bridgeton City
Millville City
Vineland City

Essex

Belleville Twp
Bloomfield Twp
Caldwell Borough
East Orange City
Glen Ridge Borough
Irvington Twp
Maplewood Twp
Montclair Twp
Newark City
Nutley Twp
Orange City Twp
South Orange Village Twp
West Orange Twp

Gloucester

Glassboro Borough
Monroe Twp
Washington Twp
Woodbury City

Hudson

Bayonne City
East Newark Borough
Guttenburg Town
Harrison Town
Hoboken City
Jersey City
Kearny Town
North Bergen Twp
Union City
Weehawken Twp
West New York Town

Mercer

Ewing Twp
Hamilton Twp
Trenton City
Princeton Borough

Middlesex

Carteret Borough
Dunellen Borough
East Brunswick Twp
Edison Twp
Highland Park Borough
Jamesburg Borough
New Brunswick City
North Brunswick
Old Bridge Twp
Perth Amboy City
Piscataway Twp
Sayreville Borough
South Amboy City
South Brunswick Twp
South River Borough
Woodbridge Twp

Monmouth

Asbury Park City
Avon by the Sea Borough
Belmar Borough
Bradley Beach Borough
Freehold Borough
Highlands Borough
Howell Twp
Keansburg Borough
Keyport Borough
Long Branch City
Marlboro Twp
Middletown Twp
Neptune City Borough
Neptune Twp
Red Bank Borough
Shrewsbury Twp
Lake Como Borough

Morris

Dover Town
Morristown Town
Parsippany Troy
Victory Gardens Borough

Ocean

Berkeley Twp
Brick Twp
Jackson Twp
Lakewood Twp
Manchester Twp
Point Pleasant Borough
Seaside Heights Borough
Toms River Twp

Passaic

Clifton City
Haledon Borough
Hawthorne Borough
Passaic City
Paterson City
Prospect Park Borough
Wayne Twp

Salem

Penns Grove Twp
Salem City

Somerset

Bound Brook Borough
Bridgewater Twp
Franklin Twp
Hillsborough Twp
North Plainfield
Somerville Borough
South Bound Brook Borough

Union

Elizabeth City
Fanwood Borough
Garwood Borough
Hillside Twp
Linden City
Plainfield City
Rahway City
Roselle Borough
Roselle Park Borough
Union Twp
Winfield Twp

Warren

Phillipsburg Town

Densely Populated Counties

Essex
Hudson
Union

Highly Populated Counties

Bergen
Camden
Mercer
Middlesex
Monmouth
Morris
Passaic

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

A Local Unit that receives a loan or grant from the State of New Jersey, Office of Green Acres shall not dispose of, or divert to a use for other than recreation and conservation purposes, any lands (1) acquired or developed with Green Acres or Federal Land and Water Conservation Fund assistance or (2) held by the Local Unit for recreation and conservation purposes at the “time of receipt of Green Acres funds” (the restricted lands) N.J.S.A. 13:8A-47. The primary purposes of this recreation and open space inventory (ROSI) are to document all restricted lands and to provide notice of the restrictions to title searchers.

Instructions

All restricted lands must be described on the completed ROSI by their block and lot identification numbers as shown on the current, official tax map and specify whether or not each parcel is funded or unfunded parkland. The Local Unit shall submit a tax map current as of the date of Green Acres application showing each parcel of parkland listed on the ROSI, with the approximate boundaries of each such parcel clearly marked in colored ink. Staff knowledgeable of the Local Unit’s land use regulations and the uses of its land holdings must complete this ROSI. If only a portion of a current tax lot is to be restricted, the phrase *part of* or *portion of* shall be used on the ROSI. Deletion or omission of lands listed on previously submitted ROSI’s is prohibited without prior written approval of the Office of Green Acres (See N.J.A.C. 7:36-20.3).

The completed ROSI must be duly executed and certified by the Local Unit’s Chief Executive Officer and planning board chairperson (or equivalent). The page number and the total number of pages in the completed ROSI must be entered at the top right corner of each page.

All pages, including this Page 1 and the following Page 2, of the ROSI must be submitted.

Special Notes

Lands held by school boards, parking authorities, housing authorities, and similar public agencies without primary recreation or conservation responsibilities should not be inventoried unless they are also held for recreation and conservation purposes by the Local Unit.

If lands held by the Local Unit for recreation and conservation purposes are omitted from this ROSI by mistake, inadvertence, or otherwise, such lands shall be subject to the same terms and conditions, covenants, and restrictions as they would be if they were included. This ROSI, as completed and duly executed, shall be incorporated into, and be a part of, both (1) the Green Acres Project Agreement and (2) the Declaration of Encumbrance.

Recommendations

The Local Unit’s planning board, and other boards or commissions, are encouraged to participate in the preparation and review of this ROSI. When preparing the ROSI, the listed parcels of parkland should be confirmed by reference to the tax maps that are required to be submitted as part of the Green Acres application (See N.J.A.C. 7:36-6.4(a)3ii or 12.4(a)4ii).

The Local Unit’s governing body and planning board should designate, with appropriate descriptive labels, all lands listed on this ROSI in any revision or update of the following master plan elements: recreation plan, conservation plan, and land use plan.

The Local Unit’s governing body should officially and permanently dedicate all lands held for recreation and conservation purposes. Failure to do so, however, shall have no effect on the validity of the Declaration.

Rev. 1/29/99

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

Definitions

For the purposes of this ROSI, the following definitions shall apply whenever the quoted words, or a form of the word are used:

“Declaration” means the recordable, written instrument executed by the Local Unit, which declares that all of the Local Unit’s funded and unfunded parklands are subject to Green Acres restrictions.

“Development” means any improvement or physical alteration designed to expand or enhance the use of parkland for recreation and conservation purposes.

“Funded parkland” means parkland that a Local Unit has acquired or that a Local Unit has developed with Green Acres funding.

“Held” means owned, leased, or otherwise controlled by the Local Unit for recreation and conservation purposes.

“Lands” means real property, including improvements, rights-of-way, riparian and other rights, easements, privileges, and any other rights or interests in, relating to, or connected with real property.

“Local Unit” means a municipality or county, or other local political subdivision of this State, or any agency thereof whose primary purpose is to acquire, administer, protect, develop, and maintain lands for recreation and conservation purposes.

“Parkland” means land acquired, developed, and/or used for recreation and conservation purposes.

“Recreation and conservation purposes” means the use of lands for parks, natural areas, forests, camping, fishing, reservoirs, water reserves, wildlife preserves, hunting, boating, winter sports and similar uses for either public outdoor recreation or conservation of natural resources, or both, pursuant to the Green Acres Bond Acts. This term also includes the use of historic areas pursuant to P.L. 1974, c.102; P.L. 1978, c.118; P.L. 1983, c.354; P.L. 1987, c.265; P.L. 1989, c.183; P.L. 1992, c.88; and P.L. 1995, c.204; and the use of historic buildings and structures pursuant to P.L. 1992, c.88 and P.L. 1995, c.204; and the use of ecological and biological study areas pursuant to P.L. 1989, c.183; P.L. 1992, c.88; and P.L. 1995, c.204.

“ROSI” means the listing of all parcels of land held by a Local Unit for recreation and conservation purposes at the time of receipt of Green Acres funds, including a description sufficient to identify each such parcel.

“Time of receipt of Green Acres funds” means at all times beginning on the date of the letter from the Department under N.J.A.C. 7:36-6.7 or 12.5 notifying the Local Unit of the amount of the Green Acres funding award and ending on the date of receipt of the first transmittal of Green Acres funds.

“Unfunded parkland” means parkland, other than funded parkland, that is held by the Local Unit for recreation and conservation purposes at the time of receipt of Green Acres funds.

Legislative References

N.J.S.A. 13:8A-1 et seq.; N.J.S.A. 13:8A-19 et seq.; N.J.S.A. 8:A-35 et seq. (as amended and supplemented); N.J.A.C. 7:36-1 et seq.; 16 U.S.C. 460 s.1 et seq.

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

Local Unit: _____ County: _____

NOTE: All lands held for recreation and conservation purposes (1) must be described by their block and lot identification numbers as shown on the current, official tax map and (2) keyed to a current, legible, official map of the Local Unit and current tax map of Local Unit. The official map used for this ROSI is named _____ and is dated _____, ____.

Developed and Partially Developed Lands Held for Recreation and Conservation Purposes

(*If necessary, use the first page following & after Page 4 for additional developed and partially developed lands)

<u>Key</u>	<u>Municipal Location</u>	<u>Name</u>	<u>Block</u>	<u>Lot</u>	<u>Acres</u>	<u>Funded/Unfunded</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						

Subtotal of Acres on this page _____

Total Acres of developed and partially developed lands from all pages of this ROSI... _____

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY**

Local Unit: _____ County: _____

NOTE: All lands held for recreation and conservation purposes (1) must be described by their block and lot identification numbers as shown on the current, official tax map and (2) keyed to a current, legible, official map of the Local Unit and current tax map of Local Unit. The official map used for this ROSI is named _____ and is dated _____, 19 ____.

Wholly Undeveloped Lands Held for Recreation and Conservation Purposes

(*If necessary, use the second page following & after Page 4 for additional wholly undeveloped lands)

<u>Key</u>	<u>Municipal Location</u>	<u>Name</u>	<u>Block</u>	<u>Lot</u>	<u>Acres</u>	<u>Funded/Unfunded</u>
A.						
B.						
C.						
D.						
E.						
F.						
G.						
H.						
I.						
J.						
K.						

Subtotal of Acres on this page _____

Total Acres of wholly undeveloped lands from all pages of this ROSI..... _____

CERTIFICATION: I HEREBY CERTIFY that this Exhibit 1 to Declaration, comprising _____ total pages, is a complete and accurate listing of all lands held by the Local Unit, as of this _____ day of _____, 19 ____, for recreation and conservation purposes during the time of receipt of Green Acres funding. This ROSI is being submitted to Green Acres as part of the project entitled _____.

Chief Executive Officer of Local Unit
Date: _____

Planning Board Chairperson (or equivalent)
Date: _____

This Certification is to be signed only on this page, Page 4, of EXHIBIT 1 to DECLARATION.

**EXHIBIT 1 TO DECLARATION
RECREATION AND OPEN SPACE INVENTORY
(Continued)**

**Wholly Undeveloped Lands Held for Recreation and Conservation
Purposes
(* Alphabetical Key)**

<u>*Key</u>	<u>Municipal Location</u>	<u>Name</u>	<u>Block</u>	<u>Lot</u>	<u>Acres</u>	<u>Funded/Unfunded</u>
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Subtotal of Acres on this page..... _____