The Honorable Jim Rilee  
Township of Roxbury  
1715 Route 46  
Ledgewood, New Jersey 07852  

Subject: Petition for Plan Conformance  
2009 Plan Conformance Grant: Module 7  
Township of Roxbury Grant #09-033-011-1436  

Dear Mayor Rilee:  

Thank you for your municipality's submission of a Petition for Plan Conformance. On behalf of the Highlands Water Protection and Planning Council (Highlands Council), I am pleased to advise you that your municipality's Petition is Administratively Complete. Within 10 days of the date of this letter, the Highlands Council will post the complete Petition on the Highlands Council website at: www.highlands.state.nj.us/njhighlands/planconformance/.  

The process of substantive review of the Petition will now begin. We anticipate that this phase will require 45-90 days, culminating in preparation of a Draft Consistency Review and Recommendations Report. This Draft Report will provide a detailed assessment of the Petition for Plan Conformance and its level of consistency with the Highlands Regional Master Plan (RMP). The Draft Report will be provided to the municipality for review and consideration, with a municipal response period to follow, prior to any further official action. The Highlands Council notes that Roxbury Township did not submit any request for RMP Updates or Map Adjustments. The opportunity to request RMP Updates or Map Adjustments will continue throughout the Plan Conformance process. Depending upon the nature and complexity of such requests, their processing may occur on a different schedule than the development of the Draft Consistency Review and Recommendations Report. Should any requests be submitted, we will advise you regarding schedules, process and information needs as appropriate.  

Please be advised that a finding of Administrative Completeness does not preclude the Highlands Council from requesting additional information, should it prove necessary during the process of substantive review, to clarify, complete, correct, or modify a Petition in the interest of ultimately achieving Plan Conformance.  

Please note that this letter has been copied to all individuals on the enclosed Plan Conformance Service List, which was developed based on the most current municipal information available to the Highlands Council.
Council. The list should contain the names and contact information for the specific individuals designated by the municipality to receive copies of all direct communications from the Highlands Council regarding Plan Conformance. Please review the Plan Conformance Service List for inclusion of all appropriate individuals and for accuracy of contact information. Should modifications to the Service List be necessary, please forward the requested changes by e-mail to your Highlands Council Staff Liaison, whose name and contact information is provided below. Please be advised that the Service List should be limited to municipal officials, staff representatives, and/or municipal professionals responsible for guiding or assisting in the Plan Conformance process. All other interested parties will have access to municipal Plan Conformance reports, status, and Petition materials via postings and tracking sheets to be incorporated into the Highlands Council website. The Service List is a subset of the complete municipal contact list maintained by the Highlands Council, which will be updated by the municipality on-line. Separate instructions have been provided to your Municipal Clerk for this update process (copy enclosed).

We are also pleased to advise that to the extent that you have not already done so, you may now submit all 2009 Plan Conformance Grant invoices accumulated through the date of submittal of your municipality’s Petition for Plan Conformance. All invoices should be grouped by Module and must be broken down by task, employee, date completed, hours spent, and applicable billable rate. In accordance with the Plan Conformance Grant Agreement, the total amount of the requested reimbursement for each module should not exceed the base amount established under the Plan Conformance Grant Program. Authorization for excess expenditures must be approved by the Highlands Council Executive Director prior to incurring any such expenses. Should any excess expenditures have been incurred prior to this date, or be proposed, detailed justification must be provided.

A Highlands Council Staff Liaison has been assigned to each municipality to coordinate interactions with municipal staff and consultants on any issues regarding Petitions for Plan Conformance. The Staff Liaison for your municipality is Chris Ross, Senior Resource Management Specialist, who may be reached by telephone at (908) 879-6737 ext. 116, or via e-mail at chris.ross@highlands.state.nj.us. Should any Liaison assignment or contact information change, we will notify you without delay. If you have questions or concerns regarding grants or invoices, please contact Herbert August, Manager of Grants Administration at (908) 879-6737 ext. 105, or via e-mail at herbert.august@highlands.state.nj.us. Should you or other elected or appointed officials have any other questions, I will also continue to be available to you for all Highlands matters and can be reached at (908) 879-6737 ext. 101, or via e-mail at eileen.swan@highlands.state.nj.us.

Thank you for partnering with the Highlands Council to protect the unique qualities of the Highlands Region. We recognize the significant time and effort that have gone into development of your Petition for Plan Conformance and look forward to working with you to ensure a successful outcome.

Yours sincerely,

Eileen Swan
Executive Director

enc: Instructions for On-Line Municipal Information Updates
     Plan Conformance Service List

c: Plan Conformance Service List (without enclosure)
The NJ Highlands Council launched a web based database for municipalities working with the Council under the grant programs. The database is used to store contact information for the 88 municipalities located in the region to ensure accurate contact information and facilitate communication. The database needs to be updated annually as a requirement for continuing participation in grant programs. To access the online municipal database, please follow these instructions:

1. open a web browser and go to the web address, http://njhighlandsftp.com

2. Click on the municipal contacts link to open the login screen. The username is Roxbury and the password is roxbury14. The password is case sensitive. Do not include the words borough or township with the username.
3. To edit a record, click on the red arrow to the left of each entry. This will open the record detail view.

4. To begin editing, click in any of the fields to make changes. When finished editing, click on the submit button located on the left of the screen.

5. To enter a new record, click on the plus icon located in the top left of the browser.
6. Fill in the appropriate fields. A last name is required for all new records. Use the tab key to advance to the next field. Click the submit button when finished.

7. To return to the list view, click on the blue ‘Return to List’ button.

8. If you accidently click on the ‘Show all Records icon’, you will see the entire list of municipal contact records.

To return to your municipalities records, click on the ‘Go to My records’ button located in the upper right corner of your browser.

9. To exit the database, click on the Logout button located in the lower left area of the web browser.