



State of New Jersey

Highlands Water Protection and Planning Council
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Lt. Governor

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Acting Chairman

EILEEN SWAN
Executive Director

July 14, 2010

The Honorable John Szabo
Oakland Borough
1 Municipal Plaza
Oakland, New Jersey 07436

Subject: Petition for Plan Conformance
2009 Plan Conformance Grant: Module 7
Oakland Borough - Grant # 09-033-011-0242

Dear Mayor Szabo:

Thank you for your municipality's submission of all items requested in support of your 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 herewith deemed 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. 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.

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.

You may submit all Plan Conformance Grant invoices accumulated through the date of your most recent Petition submittal. All invoices should indicate grant-related activities with a break-down by Module, task, employee, date completed, hours spent, and applicable billable rate.

With regard to any request for reimbursement that exceeds the base amount established for each Module in the 2009 Plan Conformance Grant Program summary (distributed in January 2009), please recall that additional funding (of up to \$50,000) may be authorized with justification and a formal request to the Executive Director for the requested supplemental amount. If this is the case, please provide a letter substantiating the need for additional funding for consideration by the Executive Director.

The Staff Liaison for your municipality is James Humphries, Regional Planner, who may be reached by telephone at (908) 879-6737 ext. 112 or via e-mail at james.humphries@highlands.state.nj.us. 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 address the goals of the Highlands Act and 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,

A handwritten signature in black ink, appearing to read 'Eileen Swan', written in a cursive style.

Eileen Swan
Executive Director

Enclosure

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