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Governor

## State of New Jersey

Highlands Water Protection and Planning Council  
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JACK J. SCHRIER  
Acting Chairman

EILEEN SWAN  
Executive Director

January 26, 2010

The Honorable Robert Hoffman  
Tewksbury Township  
169 Old Turnpike Road  
Califon, New Jersey 07830

Subject: Petition for Plan Conformance  
2009 Plan Conformance Grant Module 7  
Tewksbury Township - Grant #09-033-011-1024

Dear Mayor Hoffman:

On behalf of the Highlands Water Protection and Planning Council (Highlands Council), thank you for your submission of an adopted Governing Body Resolution petitioning the Highlands Council for Plan Conformance. In accordance with Highlands Council Plan Conformance guidelines, your municipality's submission has been reviewed for completeness. As you know, most or all of the remaining documents required for a complete Petition for Plan Conformance have not yet been submitted to the Highland Council. As such, the Petition request cannot be properly considered and has been deemed Administratively Incomplete.

As a Preservation Area municipality, it is vital that the required Petition items for Preservation Area lands be submitted to the Highlands Council *within 45 calendar days of the date of this letter*. The Highlands Act provided all Preservation Area municipalities a 15-month period from the adoption of the Regional Master Plan, in which to prepare and submit draft revisions to planning documents to the Highlands Council. As you know, that period expired on December 8, 2009. The Highlands Council has provided templates and detailed information, along with grant funding and technical training to ensure that municipalities have every tool at their disposal to address Petition requirements. For full details, please refer to Plan Conformance Grant Program Modules 1-6 and the Plan Conformance Petition Instructions, as provided in Module 7 (all of which available at our website: [www.highlands.state.nj.us](http://www.highlands.state.nj.us)). Each item should be submitted in accordance with the procedures established under Module 7 of the Plan Conformance Grant Program, "Municipal Petitions for Plan Conformance."

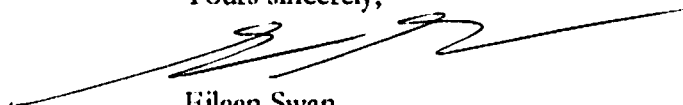
We would be pleased to assist your municipality, including any staff and professionals working on the Petition, to address the outstanding items and encourage you to contact our offices as needed. A Highlands Council Staff Liaison has been assigned to each municipality to coordinate interactions with municipal staff and consultants on any issues regarding Petitions for Plan Conformance. The Staff Liaison for your municipality is 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](mailto:james.humphries@highlands.state.nj.us). Should any Liaison assignment or contact information change, we will notify you without delay. If you have questions specifically regarding the Module 7 Petition for Plan Conformance package, you may also contact Erika Webb Cramer, Regional Planner by telephone at (908) 879-6737 ext. 117 or via e-mail at [erika.webb@highlands.state.nj.us](mailto:erika.webb@highlands.state.nj.us).

Lastly, 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. 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. To the extent feasible, we would prefer to send copies of the original paper communication to Service List representatives by e-mail. Please be aware that the Service List will become a public document, however, and should not contain personal e-mails that individuals may wish to keep private. Should modifications to the Service List be necessary, please forward the requested changes by e-mail to your Highlands Council Staff Liaison. Please be advised that the Service List should be limited to municipal officials, staff representatives, and 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, as discussed in the Module 7 instructions for Municipal Petitions for Plan Conformance (see Part C, on page 6). Separate instructions have been provided to your Clerk for this update process in time to meet the February 15 and March 15, 2010 deadlines.

We recognize the significant level of effort required to develop a complete Petition for Plan Conformance and remain committed to working with you to keep this process moving forward. Thank you for your cooperation in ensuring that the outstanding materials are submitted in accordance with this request. Should you or other elected or appointed officials have questions regarding these or any other Highlands matters, I will continue to be available to you. Please do not hesitate to contact me at (908) 879-6737 ext. 101, or via e-mail at [eileen.swan@highlands.state.nj.us](mailto:eileen.swan@highlands.state.nj.us).

Yours sincerely,



Eileen Swan  
Executive Director

enclosure

**Robert Hoffman, Mayor  
Tewksbury Township  
169 Old Turnpike Road  
Califon, NJ 07830**

**Roberta Brassard, Clerk  
Tewksbury Township  
169 Old Turnpike Road  
Califon, NJ 07830**

**Jesse Landon, Administrator  
Tewksbury Township  
169 Old Turnpike Road  
Califon, NJ 07830**

**Frank Banisch, Planner  
Tewksbury Township  
Banisch Associates, Inc.  
111 Main Street  
Flemington, NJ 08822**

**Daniel Bernstein, Planning Board Attorney  
Tewksbury Township  
, NJ**

**Shana Goodchild, Planning Secretary  
Tewksbury Township  
169 Old Turnpike Road  
Califon, NJ 07830**

**Blake Johnstone, Planning Board Chair  
Tewksbury Township  
169 Old Turnpike Road  
Califon, NJ 07830**

**Daniel Bernstein, Board of Adjustment  
Attorney  
Tewksbury Township  
169 Old Turnpike Road  
Califon, NJ 07830**

**Michael Selvaggi, Attorney  
Tewksbury Township  
Gebhardt & Kiefer  
PO Box 4001 (mailing address only)  
Clinton, NJ 08809**

**Andrew Holt, Engineer  
Tewksbury Township  
Suburban Consulting Engineers  
1318 Rte 31 North  
Annandale, NJ 08801**