



## 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*

August 12, 2010

The Honorable Jack M. Ciattarelli  
Somerset County Freeholder Director  
20 Grove Street  
P.O. Box 3000  
Somerville, NJ 08876

Subject: Petition for Plan Conformance

Dear Freeholder Director Ciattarelli:

On behalf of the Highlands Water Protection and Planning Council (Highlands Council), I am pleased to advise you that we have conducted a re-review of Somerset County's Petition for Plan Conformance, and herewith deem the Petition 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](http://www.highlands.state.nj.us/njhighlands/planconformance).

As you know, the Highlands Council waiver of the requirement for submission of County Land and Facilities Regulations addressed the bulk of the outstanding completeness items in March of this year. The minor items that remained have been developed by Highlands Council Staff based upon the detailed Petition submittals that the County otherwise provided. These items included the Submission Checklist, the spreadsheet portion of the County Self-Assessment Report, and the Master Plan Highlands Element maps/exhibits. During our Staff review of the self-assessment narrative and submission materials provided by the County, it was determined that minimal effort was required to complete each of the missing tables and this could be accomplished by the Highlands Council staff in order to assist the County. The map requirement was addressed by the County's submission of the required maps/exhibits for its Highlands Environmental Resource Inventory.

The Highlands Council staff will now begin the process of substantive review of the Petition in order to prepare for Highlands Council consideration. 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 County for review and consideration, with a County 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.

The Staff Liaison for your County is Christine Danis, Principal Planner, who may be reached by telephone at (908) 879-6737 ext. 117 or via e-mail at [chris.danis@highlands.state.nj.us](mailto:chris.danis@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](mailto: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

c: Richard Williams, County Administrator  
Robert P. Bzik, Planning Director

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