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

EILEEN SWAN
Executive Director

January 22, 2010

The Honorable Donald Niece
Oxford Township
11 Green Street
Oxford, New Jersey 07863

Subject: Petition for Plan Conformance
2009 Plan Conformance Grant: Module 7
Oxford Township - Grant #09-033-011-2117

Dear Mayor Niece:

Thank you for your municipality's submission of a Petition for Plan Conformance, including the supplemental addition of Township Committee Resolution #2009-94, received both by letter and electronic transmission dated January 14, 2010 from Township Engineer, Michael S. Finelli, PE, PP, CME. Mr. Finelli's letter includes the Township's request for priority review for Plan Conformance and indicates that follow-up information will be submitted shortly, regarding requests for Map Adjustments and/or Center Designation. On behalf of the Highlands Water Protection and Planning Council (Highlands Council), I am pleased to advise that your municipality's Petition is Administratively Complete with respect to all required submission items, and has been prioritized for review as you have requested. The additional information concerning optional submission components (Map Adjustments, Center Designation) should be provided to us as expeditiously as possible to enable a full understanding of your municipality's needs and to ensure that you receive the feedback you require within the quickest possible timeframe.

Within 10 days of the date of this letter, the Highlands Council will provide public notice of and will post the complete Petition for Plan Conformance on the Highlands Council website at www.highlands.state.nj.us/njhighlands/planconformance/. After posting, the process of substantive review of the Petition will begin. This phase will be completed as quickly as possible for Oxford Township, and will include consideration of any Map Adjustments and/or Center Designation in accordance with your ultimate request. This process will culminate 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.

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

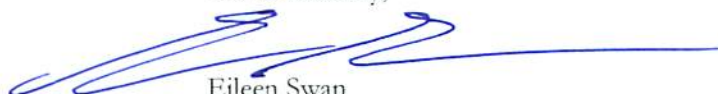
municipality to receive copies of all direct communications from the Highlands Council regarding Plan Conformance. Please review the Plan Conformance Service List for inclusion of all appropriate individuals and for accuracy of contact information. To the extent feasible, we would prefer to send copies 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, 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, 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 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, including costs regarding Modules 3 and 7, and any invoices for Modules 1, 2, 4, 5 and 6. All invoices should be grouped by Module and must be broken down by task, employee, date completed, hours spent, and applicable billable rate. As always, if the total amount of the requested reimbursement exceeds the base amount for a Plan Conformance Grant Program Module, please provide a letter substantiating the need for additional funding along with your invoices. All requests will be considered.

A Highlands Council Staff Liaison has been assigned to each municipality to coordinate interactions with municipal staff and consultants on issues regarding Petitions for Plan Conformance. The Staff Liaison for your municipality is Maryjude Haddock-Weiler, Regional Planner, who may be reached by telephone at (908) 879-6737 ext. 110 or via e-mail at maryjude.haddock-weiler@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 grants@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 mandates of the Highlands Act and 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

enclosure

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