

New Jersey Highlands Council

100 North Road
 Chester, N.J. 07930
 Phone: 908-879-6737
 Website: www.highlands.state.nj.us



Receipt Stamp - Highlands Council Use Only

Highlands Referral Ordinance Application

In municipalities that have adopted an ordinance requiring the referral of development applications to the Highlands Council, a Highlands Council Consistency Determination may be required. The Highlands Council will only conduct a Consistency Determination under this application where an Application for Development has been submitted to a municipality and the municipality has determined that such Highlands Council review is required. This review is to determine whether the project is consistent with the goals, requirements and provisions of the Highlands Act, the Regional Master Plan, and the Highlands Council resolution approving the municipality's Petition for Plan Conformance. This application and information is to be submitted by the applicant. There is no cost for this review.

In support of this application and the Consistency Determination review, applicants must provide the following:

1. Completed and signed application form (this form);
2. Required documents as specified in the "Submission Requirements" section on the following page;

No application will be reviewed without all required information being submitted. Digital copies of plans must comply with the attached Highlands Council Standards for Digital Plan Submissions. Please note that additional information may be requested based on the nature and scope of the project. Should you have any questions about this application or process, or if you would like to schedule a pre-application meeting to discuss the project, please do not hesitate to call the Highlands Council at (908) 879-6737.

Project Name:

Property Information

Street Address:

Block(s) & Lot(s):

Municipality: County:

Preservation Area Planning Area Acres:

Applicant Information

Applicant Name:

Applicant Address:

Phone #: Fax #: email:

Property Owner Information

Owner's Name:

Owner's Address:

Project Description

(brief project description - attach additional pages as necessary)

Submission Requirements

**Along with this completed application, the following information must be submitted prior to review of the application.
One hard copy and one digital copy of each document must be submitted.**

- Submit copies of all materials required to be submitted to the municipality in support of municipal application for development, this shall include all plans, reports and application forms as required under the municipality's submission requirements or checklist ordinance, including a copy of the completed municipal checklist.
- If the municipal application for development has been deemed incomplete, copies of any correspondence, documentation or any resolutions related to the matter must be submitted.
- If any formal action has been taken by the municipality or any other permitting authority, copies of any resolutions, minutes, permits, or any other record of any action on the matter in question must be submitted.
- If any application has been submitted to the NJDEP, County, NJDOT, or any other agency for approval, copies of any application forms, permits, reports, plans or other information must be submitted.

Professionals Representing Applicant

Attorney Information

(Please note an attorney is not required to represent an individual)

Attorney:

Attorney Address:

Phone #: Fax #: email:

Engineer Information

Engineer:

Engineer Address:

Phone #: Fax #: email:

Additional Professionals Information

Name:

Address:

Phone #: Fax #: email:

Additional Professionals Information

Name:

Address:

Phone #: Fax #: email:

Applicant Signature

I hereby certify that the information included within this application is true to the best of my knowledge.

Applicant Signature: Date:

Owner Signature

I hereby certify that I am the owner of the property in question, and that the above applicant has the right to submit this application for the property noted herein.

Owner Signature: Date:



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Highlands Council Standards for Digital Plan Submissions

Purpose

To facilitate project review by the Highlands Council, submission of digital mapping files is required. This requirement exists **in addition to** submission of other required material as specified in this *Application for Consistency Determination*. The objective is to obtain relevant development plan information, in a digital format, to expedite staff review when using Highlands Council digital data.

Transmittal Requirements

For the initial submission, all files must be submitted on a CD or DVD. An email submittal may also occur to expedite review, but does not waive the CD/DVD requirement. Subsequent revisions or amendments may be submitted via email.

Submittal Requirements

The following information shall be submitted in the digital formats, as noted below. Where a Geographical Information System (GIS) shapefile format (.shp) is specified, all files must be ESRI-compatible and geo-referenced using the New Jersey State Plane Coordinate System, in accordance with the most current NJDEP Mapping and Digital Data Standards. The batch export of an entire CAD file containing extraneous layers (e.g., survey points) is not acceptable. The relevant layers must be exported into individual shapefiles, and submitted in accordance with the transmittal requirements above.

- A complete plan set submitted as a single file in the most recent version of Adobe Acrobat® (.pdf) format, with each plan sheet representing a page within the document; and
- A shapefile showing the limits of site disturbance, including both temporary and permanent disturbances; and
- A shapefile showing the full extent of proposed development (inclusive of building footprints, roadways, stormwater infrastructure, and utility infrastructure); and
- A shapefile indicating existing parcel boundaries and proposed lot line adjustment or subdivisions (if any).
- Projects that will disturb less than two (2) acres and will create less than one (1) acre of net impervious surface may be submitted as geo-referenced CAD files in lieu of the ESRI Shape files.

If you have any questions regarding these standards, please contact the Highlands Council at: (908) 879-6737