**Climate Change-Related Hazard Vulnerability Assessment**

**for Highlands Municipalities**

**Part I**

# Model Scope of Work

# Climate Change-Related Hazard Vulnerability Assessment

April 9, 2025

Prepared for

# MUNICIPALITY, COUNTY

Prepared by

PREPARER

## Overview

Provide a brief description of the municipality’s current planning documents and the context in which this CCRHVA is being prepared- i.e., as part of a comprehensive master plan update/new land use plan element/etc.

## Components of a Climate Change-Related Hazard Vulnerability Assessment (CCRHVA)

This Scope of Work follows the Highlands Basic/Comprehensive (select one)[[1]](#footnote-1) Approach. The completed CCRHVA will include the following sections:

1. **Introduction**
	1. Purpose of the CCRHVA
	2. List of municipal planning documents
	3. History of resiliency planning in the municipality
	4. Policy statement of consistency with other planning efforts
	5. Summary of Community Engagement
2. **Existing and Future Development**
	1. Existing Conditions
	2. Future Conditions
3. **Municipal Climate Hazard Vulnerability Analysis**
4. **Findings & Implementation**
	1. Applying the findings of the CCRHVA to the Land Use Plan Element and other Master Plan Elements
	2. Climate Adaptation Action Plan

## Guidance Materials

The following legislation and documents will guide the preparation of this CCRHVA:

1. New Jersey Municipal Land Use Law (N.J.S.A. 40:55D-28(19)(h)
2. **Part II** of this document entitled, “Climate Change-Related Hazard Vulnerability Assessment for Highlands Municipalities: Guidance and Resources”
3. “Sustainability and Climate Adaptation Planning: an Integrated Guide for Highlands Region Municipalities,” prepared by New Jersey Future
4. “Guide to Local Climate Change Adaptation Planning: The Model Climate Change-Related Hazard Vulnerability Assessment for New Jersey Municipalities,” prepared by New Jersey Future
5. “Resilient NJ: Local Planning for Climate Change Toolkit” by NJDEP.
6. “New Jersey’s Climate Change Resilience Strategy” prepared by NJDEP.
7. “U.S. Climate Resilience Toolkit,” managed by NOAA.
8. [YOUR COUNTY] Hazard Mitigation Plan[[2]](#footnote-2)
9. Other planning documents created by municipal entities on hazard response or climate impacts (if applicable)

## Schedule for Completion and Deliverables

### Climate Change-Related Hazard Vulnerability Assessment

* Anticipated Project Start Date: MONTH YEAR
* Anticipated Project Completion Date: MONTH YEAR [[3]](#footnote-3)
* Deliverable: Completed Climate Change-Related Hazard Vulnerability Assessment as part of the Land Use Element of the Master Plan

### Task List and Deliverables

The task list will consist of all state-required elements for the CCRHVA. Following are descriptions of each task and the deliverables associated with that task. A comprehensive list of all deliverables associated with each task is located on page 5.

#### Task 1: Gearing Up and Scoping

**Components:**

1. Compiled planning documents
2. Preliminary research on climate hazards based on best available science
3. Meetings with identified potential participants, advisors, and technical assistance providers including community members with lived experience and other expertise
4. Identification of a project team representing relevant expertise and diverse community perspectives
5. Preparation of a community engagement plan that establishes ongoing engagement protocols[[4]](#footnote-4)

#### Task 2: Introduction and Planning Context

**Components:**

1. Purpose statement of the CCRHVA
2. Policy statement
3. List of municipal and regional planning documents
4. History of resiliency planning in the municipality [remove if not applicable]
5. Summary of Community Engagement

#### Task 3: Analysis of Existing and Future Development

**Components:**

1. Mapping
	1. Land Use/Land Cover
	2. Current zoning
	3. Highlands Preservation and Planning Areas
	4. Highlands Land Use Capability Zones
	5. Existing critical infrastructure, facilities, and assets
	6. Vulnerable Populations
2. Review existing design standards.
3. Prepare a build-out analysis if one has not been completed in the past five (5) years OR describe most recent build-out analysis if one has been completed within 5 years.[[5]](#footnote-5)

#### Task 4: Municipal Climate Hazard Profiles

**Components:**

1. Identification of hazards
2. For each climate hazard:[[6]](#footnote-6)
	1. Characteristics of each hazard:
		1. Location – current and projected
		2. Frequency – current and projected
		3. Intensity – current and projected
		4. Hazard Impact Score
	2. Current municipal response capabilities and vulnerabilities
	3. Land uses, zones, and parcels impacted
	4. Critical infrastructure, facilities, and assets impacted
	5. Threats to and vulnerabilities of future development
	6. Impact on the municipal Master Plan and any relevant Elements

#### Task 5: Findings and Implementation

**Components:**

1. Summary of findings
2. Application of findings on:
	1. The Municipal Master Plan
		1. Land Use Plan Element
		2. Elements that are consistent/inconsistent
		3. Zoning changes
	2. Land Development Regulations
		1. Strategies and design standards that mitigate or avoid risks associate with climate hazard impacts
3. Climate Adaptation Action Plan[[7]](#footnote-7)
	1. For each recommended action:
		1. Administrative requirements and responsible entity
		2. Cost estimate and funding opportunities
		3. Timing for implementation
		4. Ongoing monitoring

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| **Task** Items highlighted in gray are specific to the Intensive Approach and may be eliminated/included as desired. | **Hours[[8]](#footnote-8)** |
| **1. Gearing Up and Scoping** |  |
|  | Meetings with Project Team, Advisory Committees, and members of the public |  |
|  | Survey preparation and distribution |  |
| **2. Introduction and Planning Context** |  |
|  | Purpose of the CCRHVA |  |
|  | Policy Statement |  |
|  | Compilation and discussion of planning documents |  |
|  | Preparation and Implementation of Community Engagement Plan |  |
|  | Summary of Community Engagement |  |
| **3. Analysis of Existing and Future Development** |  |
|  | Mapping & Discussion |  |
|  |  | Land Use / Land Cover |  |
|  |  | Zoning |  |
|  |  | Preservation and Planning Area |  |
|  |  | Land Use Capability Zones |  |
|  |  | Critical Infrastructure |  |
| Review of Existing Design Standards |  |
|  | Build-out Analysis |  |
| **4. Municipal Hazard Profiles** |  |
|  | Qualitative and Quantitative Profiles for Each Hazard (impacted assets/features; frequency and intensity of hazards and current municipal response capabilities; hazard impact scores; impact on Master Plan and Master Plan Elements) |  |
|  |  | Extreme temperatures |  |
|  |  | Drought |  |
|  |  | Flooding |  |
|  |  | Hurricanes |  |
|  |  | Severe weather events (as relevant) |  |
|  |  | Wildfires (as relevant) |  |
|  |  | Mudslides/landslides (as relevant) |  |
|  |  | Vector-borne disease (as relevant) |  |
|  |  | Ecological disease/pests (as relevant) |  |
| **5. Implementation** |  |
|  | Applying findings of CCRHVA (provision of specific strategies and design standards that may be implemented to reduce or avoid risks associated with natural hazards) |  |
|  | Municipal Master Plan |  |
|  | Land Development Regulations |  |
|  | Climate Adaptation Action Plan |  |
| **TOTAL** |  |

1. Review page 4 of **Part II** and consult with your Highlands Liaison to determine which approach to use. [↑](#footnote-ref-1)
2. See **Appendix D** in **Part II**. [↑](#footnote-ref-2)
3. The timeline will vary by municipality. Consider whether this will be an addendum to an existing Land Use Plan Element or part of a more comprehensive Master Plan Update. Review **Part II** in greater detail to assist in creating appropriate timelines. [↑](#footnote-ref-3)
4. See page 13 in **Part II** for more information on community engagement. [↑](#footnote-ref-4)
5. See page 14 in **Part II** for more information on the build-out analysis. [↑](#footnote-ref-5)
6. Keep in mind this CCRHVA will be used to guide and inform land use decisions; not predict every severe weather event over the coming years. For example, the exact number and location of wildfires will not be the end product of this assessment—the municipality’s ability to respond to a wildfire, and the land use implications that either hinder or aid in that response, are identified here. Refer to pages 8 & 15, and **Appendix B** in **Part II** to gain a better understanding of specific hazards that are to be addressed in your CCRHVA. [↑](#footnote-ref-6)
7. See page 16 of **Part II** for more information. [↑](#footnote-ref-7)
8. The time taken for each task will vary by municipality and approach, but estimates of the number of hours spent on each item are provided on pages 10 & 17 of the Model Scope of Work Guidance and Resources document. [↑](#footnote-ref-8)