

Plan Endorsement Document Format Requirements

Submit ALL petition documents in both electronic format and one hard color copy. This makes it easier to distribute documents among agencies and make them available to the public. Electronic documents should be in open, readily accessible formats, such as a Portable Document File (PDF) or in their original formats (e.g. Word). OSG strongly encourages municipalities to make it standard practice when using a consultant to obtain both original and PDF formats of planning documents in addition to hard copies. It is also requested to the extent possible that municipalities submit mapping in a digital, GIS-capable format.

Step 1: Pre-Petition Checklist

The primary purpose of the pre-petition step is to introduce the municipality to State agency partners and to introduce Plan Endorsement to the municipality. During this step, the municipality submits its existing planning documents for preliminary review and meets with State agency representatives at a pre-petition meeting.

1. Letter from Mayor to the Office of Smart Growth (OSG) requesting a pre-petition meeting with OSG and the relevant State agencies (include a statement of goals and intent in pursuing Plan Endorsement)
2. List of Documents being submitted
3. Municipality's existing planning documents, to the extent they already exist, unless providing copies is waived pursuant to N.J.A.C. 5:85-7.6, including:
 - Most recently adopted Master Plan and any draft elements currently being considered
 - Master Plan Reexamination Report(s)
 - Official Map pursuant to N.J.S.A. 55D-32
 - Land use map
 - Zoning Ordinance and other land development standards
 - Zoning map and schedule
 - Conservation Plan and Natural Resource Inventory (NRI)
 - Recreation and Open Space Inventory (ROSI)
 - Redevelopment Plan(s) and/or Rehabilitation Plan(s) adopted pursuant to the Local Redevelopment and Housing Law (LRHL)
 - Farmland Preservation/Agricultural Retention Plan
 - Resource protection ordinances
 - Inventory of pending major subdivision and site plan applications
 - Inventory of approved major subdivision and site plan projects for the past 5 years
 - Board of Adjustment reports prepared for each of the past 5 years pursuant to NJSA 40:55D-70.1
 - Annual reports of the Board of Health and Environmental Commission for the past 5 years
 - Any enforcement actions taken by the NJDEP
 - Any other adopted planning documents (e.g. Stormwater Management Plan, Wastewater Management Plan, Capital Improvement Plan, etc.)

Step 2: Plan Endorsement Advisory Committee Checklist

The petitioning municipality shall appoint a Plan Endorsement Advisory Committee to guide the Plan Endorsement process and serve as liaison between the municipality and throughout the Plan Endorsement process. The Advisory Committee also acts to increase public awareness of and involvement in of the community in planning its future.

At a public meeting, the Mayor shall appoint the Advisory Committee with the advice and consent of the governing body, by resolution. This meeting is noticed in accordance with the Open Public Meetings Act, which requires at least 48 hours advance notice.

- ___ 1. Proof of public notice in the form of affidavit of publication for public meeting at which Plan Endorsement Advisory Committee was appointed. [Click here for sample notice.](#)
- ___ 2. Copies of the meeting minutes and public comments of each public meeting at which the Advisory Committee was appointed. Minutes should include summary of public comments and copies of written comments filed before, or presented at, the public meeting.
- ___ 3. Certified copy of resolution from governing body appointing the Advisory Committee. [Click here](#) for sample resolution.
- ___ 4. The Advisory Committee shall consist of between 5 and 10 people, including:
 - ___ At least one representative of the governing body, of which the mayor is considered a member for this purpose
 - ___ At least one Class IV member of the planning board;
 - ___ At least one member of another local board, commission or committee (such as a representative from the zoning board of adjustment, the Board of Education, Chamber of Commerce, the Environmental and Historic Preservation Commissions, or Agricultural Advisory Committee); and
 - ___ At least **two** members of the public who reside within the jurisdiction of the petitioner and represent diverse interests, such as social, economic, housing, environmental, or agricultural interests. The public members may not hold an elected position or hold an appointment in or be employed by the municipality.