

Instructions for Completing 2016 Morris County Open Space Trust Fund Application

Step 1.) Prior to filling out this application, please copy this file to your hard drive using Windows Explorer or from "My Computer". You can copy this file to any directory on your hard drive and you can also change the name.

Please "Exit"/"Close" this application prior to copying the file.

Step 2.) Use the file from your hard drive for filling out the application.

OTHER ITEMS TO CONSIDER WHEN COMPLETING THE APPLICATION:

- 1.) Use keys "Ctrl+Page Up" to view previous page or "Ctrl+Page Down" to view next page.
- 2.) On page 9 of application, when indicating cents amount, use decimals. Example: ".04" rather than "4."
- 3.) Obtain the necessary signatures on application pages 11, 12 (if applicable) and 14 (if applicable) before returning your completed application(s) to the Morris County Department of Planning & Public Works, Division of Planning & Preservation.
- 4.) Please do not return checklists or this instruction page; they are for your use.
- 5.) **IMPORTANT: TWO COPIES** and a digital version of the Appraisal, conducted in accordance with Section 3.3.6.2 of the Morris County Preservation Trust Fund Rules and Regulations, must be submitted to the Department of Planning & Public Works, Division of Planning & Preservation the same day the application is due, by 4:30 P.M. **Friday, June 17, 2016.**
The Project Finance Sheet (Page 4B) is also due by 4:30 P.M. **June 17, 2016.**

If you have any questions, or experience problems completing the application, please contact Barbara Murray at (973) 829-8120 or via e-mail at bmurray@co.morris.nj.us.

Thank you.

DEADLINE: JUNE 17, 2016



**2016 APPLICATION FOR THE MORRIS COUNTY
OPEN SPACE TRUST FUND**

DEADLINE: FRIDAY, JUNE 17, 2016, 4:30 P.M.

Do not attach any materials which are not expressly requested in this application as these materials will not be accepted. Moreover, all maps submitted must be 8 1/2" X 11" in size. Anything larger, and the application will be deemed incomplete and returned to the applicant. The application must be stapled and not contained in a binder, folder, etc.

Please submit all information requested in the application checklists. Any missing information will deem the application incomplete.

IMPORTANT: TWO COPIES and a digital version of an appraisal, conducted in accordance with Section 3.3.6.2 of the Morris County Preservation Trust Fund Rules and Regulations, are due with the application by 4:30 P.M. Friday, June 17, 2016, along with the Project Finance Sheet (Page 4B).

PLEASE BE ADVISED THAT HANDWRITTEN SUBMISSIONS OF APPLICATION WILL NOT BE ACCEPTED. THANK YOU.

Project Title: _____

Name of Municipality or Charitable Conservancy: _____

Address: _____

Chief Executive Officer: _____

Contact Person: _____

Phone Number: _____

E-Mail of Contact Person: _____

E-Mail of Chief Executive Officer: _____

Type of Application: (check all appropriate boxes)

Acquisition in Fee Simple

Acquisition of Less Than Fee Simple (i.e., conservation easement/development easement)- Complete Schedule D on p. 10 --

Please include copy of deed/easement language

Both Acquisition in Fee Simple and Less than Fee Simple

Primarily Passive Recreation

Primarily Active Recreation

Passive Recreation and Active Recreation

Is this the priority application being submitted by the applicant (If more than one application is being submitted)? No Yes

Have you made an application for this project to the Morris County Open Space Trust Fund before? No Yes When? _____

DEADLINE: JUNE 17, 2016

Potential for Development of Non-Open Space Uses on the Site:
Development Application:

(check all appropriate boxes)

- | | | |
|-------------------------|------------------------------|-----------------------------|
| Conceptual Plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Preliminary Subdivision | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Final Subdivision | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Preliminary Site Plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Final Site Plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Zoning of the site (Provide zoning designation per most current zoning map. Provide minimum lot size and permitted uses):

Is the site municipally designated for compliance with Mount Laurel court settlements or a Complaint for Declaratory Judgement, or in an adopted master plan or ordinance as a site that is suitable for the provision of affordable housing? Yes No

Structures:

Is the site predominantly covered by buildings or structures? Yes No

Are there any potentially historic structures on the site? Yes No

List all structures on the site, provide est. square footage and proposed use.

Infrastructure Issues:

Is the site currently served by public water? Yes No

Is the site currently served by public sewer? Yes No

Are there plans to extend sewer and/or water to the site? Yes No

The nearest water hookup is _____ away.

The nearest sewer hookup is _____ away.

Ownership:

Is the site owned by a developer? Yes No

Is the site held in an estate? Yes No

Do you have a signed contract with the owner(s)? Yes No

If yes, for what price? **(Attach a copy of the contract.) \$**

If yes, what is the anticipated closing date? (Provide month and year.)

If no, what is the status of negotiations? (If there is a verbal agreement on price, but no signed contract, indicate below.)

Cost of Acquisition:

A completed Project Finance Sheet

(Page 4B) is due by 4:30 P.M. Friday, June 17, 2016 with the application.

Will you be the final owner of the property? Yes No

If no, to whom will ownership be transferred? _____

Has a letter been written to Green Acres requesting funding for this specific project?

Yes No

If yes, please submit a copy of this letter with your application.

Land Would Principally Serve: (Check one)

Neighborhood Town Region County State

Consistency With Other Plans: ***(Please document all responses)***

The site acquisition is consistent with: (check all appropriate boxes)
Municipal Master Plan

County Open Space Element

Does your municipality share any active recreational facilities with another municipality?

Yes No

If yes, which town(s) and how?

If acquired, how will the lands be managed?

Morris County Open Space Trust Fund
Project Finance Sheet

Project Title: _____

Applicant (Municipality or Charitable Conservancy): _____

Municipality of Project: _____

Appraisal Firm: _____ Appraisal as of date: _____

1/01/04 as of value: \$ _____ Post-Highlands appraised value: \$ _____

Total Cost of Land = \$ _____			
(NOTE: Do NOT include any ancillary costs, such as appraisals, surveys and legal fees.)			
Total cost is	appraised value	contract amount	appraised and contract value verbal offer
Morris County Open Space Funds Requested = \$ _____			
Balance = \$ _____			
Source of Balance (check all that apply)			
Applicant Green Acres Grant \$ _____			
Status of Grant (i.e., approved and available, pending):			

Municipal Open Space Trust Fund \$ _____			
(Complete Schedule C on p. 9)			
Other Municipal Funds \$ _____			
Non Profit Green Acres Grant \$ _____			
Other Grants & Donations \$ _____			
Please specify Source(s):			

I certify that this information reflects the accurate financing of the project.

 Governing Body representative and/or Non-Profit trustee

 Date

This page is due on June 17, 2016 with the application and appraisal

This site contains the following natural resource characteristics:
(Check all appropriate boxes)

- Flood plains Percentage of Site: _____ %
- Wetlands Percentage of Site: _____ %
- Steep Slopes Percentage of Site: _____ %
- Bluffs & Ridge Lines Percentage of Site: _____ %

- Aquifer Recharge Area/Aquifer
- Headwaters of FW1 Streams
- Headwaters of FW2 Streams (specify)
- Stream Corridors for FW1 Streams
- Stream Corridors for FW2 Streams
- Lake Shores

- Historic & Archaeologic Features (*specify and cite sources*)

- Specimen Trees/Mature Forests (*specify and cite sources*)

- Endangered/Threatened Wildlife Habitat (*specify and cite sources*)

- Endangered/Threatened Vegetation (*specify and cite sources*)

- Unique or Exceptional Ecosystems (*specify and cite sources*)

Special Hazards: (Check all appropriate boxes)

Mine Holes (*Specify and give current status*)

Sink Holes (*Specify and give current status*)

Hazardous Substance Contamination (*Specify and give current status*)

Abandoned Landfills (*Specify and give current status*)

Note: We may contact you to request additional data.

Project Narrative:

Using this page **ONLY**, please explain why this project is a high priority for your municipality or organization. This is an opportunity for you to make a case for your project and to convey special features/factors of the site which may not be adequately conveyed elsewhere in the application.

SCHEDULE B

RECREATIONAL FACILITIES NEEDS ASSESSMENT FOR ACTIVE RECREATION PROJECTS ONLY

In order for the Committee to have a better understanding of the underlying need for additional active recreational facilities in your municipality, please provide the following information.

Conceptually speaking, what types of recreational facilities are proposed for this site?

Explain what factors are contributing to the need for additional active recreational facilities in your municipality.

SCHEDULE C

Financial History of Open Space Trust Fund

Current Tax Rate (per \$100.00 of Assessed Valuation): _____cents

Year of inception of municipality's Open Space Trust Fund: _____

Municipality's total anticipated Open Space Trust Fund collection for 2016: \$ _____

*****Use the Excel worksheet to detail revenues and expenditures by year from
the year of inception.*****

**SUBMIT THE EXCEL WORKSHEET (*in electronic format*)
WITH THE APPLICATION.**

SCHEDULE D

(Complete only if property is being acquired in less than fee simple)

Specify type of easement and summarize deed restrictions placed on land. **You must include a copy of easement/deed language with your application and said language shall be supplied to your appraiser.**

Will the public have access? Yes No

Please explain below.

What is planned for the residual property?

Has the value of the easement been determined? Yes No

If so, how?

How and who will monitor owner's compliance with the terms of the easement?

CERTIFICATION

I, _____, hereby certify to the best of my knowledge that this
Chief Executive Officer
application is a true and accurate portrayal of the site proposed for acquisition under the
Morris County Open Space Trust Fund.

Signature: _____

Attest: _____

Title: _____

Title: _____

Date: _____

Date: _____

Note:

Certification Must be signed by the Mayor (municipal applicants) or Executive Director/President (non-profit applicants).

PUBLIC HEARING
(for municipalities)

In accordance with the Rules and Regulations of the Morris County Preservation Trust Fund, the governing Body of _____ conducted a public hearing on this application on _____.
(Municipality)
(date: mm/dd/yyyy)

Clerk's Signature

NOTE:

1. The public hearing for the open space application may occur during the normally scheduled municipal governing body meeting, but *the hearing must be advertised independently of the normal meeting schedule* (which is often published in the beginning of each year). **Failure to meet this requirement will necessitate re-advertisement and repetition of the public hearing.**
2. The open space public hearing *advertisement must be published at least 10 calendar days prior to the date of the hearing.* **Failure to meet this requirement will necessitate re-advertisement and repetition of the public hearing.**
3. A formal governing body resolution authorizing submittal of the application must be submitted to fulfill application requirements.

Submit the following documents:

- Official Affidavit of Publication from newspaper showing date of publication of advertisement;
- A copy of the minutes from the hearing (portion pertaining to the application only);
- Formal governing body resolution authorizing submittal of the application.

CHARITABLE CONSERVANCY

(Name)

(Project Title)

Please submit a copy of:

- The organization's by-laws
- The organization's Certificate of Incorporation
- Current proof of qualification as a charitable conservancy*

How will the charitable conservancy maintain the property? (please explain)

What would happen to land(s) if the conservancy no longer existed? (please explain)

What land(s) do you currently own?

** A qualified charitable conservancy is a corporation or trust whose purposes include the acquisition and preservation of land or water areas or of a particular land or water area, or either thereof, in a natural, scenic or open condition, no part of the net earnings of which inures to the benefit of any private shareholder or individual, and which has received tax exemption under section 501 of the 1954 Internal Revenue Code.*

**CHARITABLE CONSERVANCY
PUBLIC COMMENT AND MUNICIPAL REVIEW**

Charitable Conservancies *are required* to present the application at a public meeting of the municipality's governing body.

Municipal Governments are given the opportunity to review and comment on an application submitted by a charitable conservancy. This page must be submitted to the municipality for completion, along with a copy of the application.

Charitable Conservancy: _____

Project Title: _____

The Governing Body of the Municipality of _____, having heard the application submitted by _____ at a public meeting of its governing body on _____ and having reviewed the application, submits the following comments:

Signed: _____
Mayor

Dated: _____

Submit to County:

1. Cover letter to municipality including application as an attachment and detailing request to be placed on the agenda for a public presentation.
2. Minutes of municipality's public meeting including any public comments received.
3. This page signed by the Mayor of the municipality.

Any change in the properties and/or acreage of the application must be submitted to the municipality in writing.

Morris County Open Space Trust Fund
Property Owner Consent for Site Visit

Project Title: _____

Applicant (Municipality or Charitable Conservancy): _____

Municipality of Project: _____

Block(s): _____ Lot(s): _____

I/We, as owner(s) of the above-referenced property, do hereby grant permission to representatives of Morris County to walk the property, take photographs and examine structures to be acquired as part of the 2016 Open Space Trust Fund application being submitted by _____

Access Granted: _____ Access Denied: _____

_____ Print Name	_____ Signature	_____ Date
---------------------	--------------------	---------------

_____ Print Name	_____ Signature	_____ Date
---------------------	--------------------	---------------

_____ Print Name	_____ Signature	_____ Date
---------------------	--------------------	---------------

_____ Print Name	_____ Signature	_____ Date
---------------------	--------------------	---------------

No modifications to this form will be accepted.

CHARITABLE CONSERVANCY CHECKLIST

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, run through the following checklist. Do not return this form with the application.

- One original hard copy of completed application with original signatures (pp. 1 through 15)
- Electronic copy of application form (on CD, in pdf format. Submit the original, filled in form - not a scanned version of the final form containing signatures.)
- Organization's By-laws
- Organization's Certificate of Incorporation
- Current proof of qualification as a charitable conservancy
- Deed(s) for all properties subject to the application
- Site location map (legible street map)
- Tax map outlining boundaries of the site and identifying adjacent land uses
- Existing property survey (if available)
- Cover letter to municipality requesting presentation of application at a public meeting
- Minutes of municipality's public meeting (portion pertaining to this application only)
- Public Comment and Municipal Review page signed by the Mayor of the municipality (p. 14)
- Two copies and a digital version of the Appraisal***, conducted in accordance with Section 3.3.6.2 of the Morris County Preservation Trust Fund Rules and Regulations **(Due by 4:30 P.M. Friday, June 17th)**
- Property Owner Access (p. 15)
- Project Financing Sheet (p. 4B) **(Due by 4:30 P.M. Friday, June 17th)**
- Photographs of site, including all structures (at least 4 views total; in *.JPG format)
NOTE: All photographs must be submitted in digital format on a CD. Please submit raw image only, no larger than 1MB. Do not include captions or borders or submit embedded in a Word document.

**THIS PAGE IS FOR THE APPLICANT'S USE.
DO NOT RETURN THIS PAGE WITH THE APPLICATION.**

DEADLINE: JUNE 17, 2016

MUNICIPAL CHECKLIST

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, run through the following checklist. Do not return this form with the application.

- One original hard copy of completed application with original signatures (pp. 1 through 15)
- Electronic copy of application form (on CD, in pdf format. Submit the original, filled in form - not a scanned version of the final form containing signatures.)
- Deed(s) for all properties subject to the application
- Site location map (legible street map)
- Tax map outlining boundaries of the site and identifying adjacent land uses
- Existing property survey (if available)
- Affidavit of Publication from newspaper for the advertisement of public hearing
- Minutes of public hearing (portion pertaining to this application only)
- Resolution authorizing the municipality to submit the application
- Two copies and a digital version of the Appraisal***, conducted in accordance with Section 3.3.6.2 of the Morris County Preservation Trust Fund Rules and Regulations. **(Due by 4:30 P.M. Friday, June 17th)**
- Property Owner Access (p. 15)
- Post-Appraisal Project Financing Sheet (p. 4B) **(Due by 4:30 P.M. Friday, June 17th)**
- Photographs of site, including all structures (at least 4 views total; in *.JPG format)
NOTE: All photographs must be submitted in digital format on a CD. Please submit raw image only, no larger than 1MB. Do not include captions or borders or submit embedded in a Word document.
- Electronic copy of Schedule C EXCEL worksheet

**THIS PAGE IS FOR THE APPLICANT'S USE.
DO NOT RETURN THIS PAGE WITH THE APPLICATION.**

DEADLINE: JUNE 17, 2016