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Highlands Council
New Jersey

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Chairman

GENE F. FEYL
Executive Director

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August 6, 2013

The Honorable Rob Greenbaum
Township of Mount Olive
204 Flanders-Drakestown Rd.
Budd Lake, NJ 07828

Subject: Plan Conformance Implementation Tasks
Checklist Ordinance: Municipal Referrals for Consistency Determination
Plan Conformance Grant #09-033-011-1427

Dear Mayor Greenbaum:

Congratulations on the progress your municipality has made thus far in the implementation phases of Plan Conformance. We are pleased to see that the municipality has adopted the Highlands Checklist Ordinance. This letter provides information intended to assist municipal officials in effectuating this Ordinance. I have also included information about the Highlands Council review process following municipal referrals for Consistency Determinations.

The Checklist Ordinance requires referral of specified Applications for Development to the Highlands Council for Determinations of Consistency with the Regional Master Plan (RMP). No covered Application for Development (as defined under the Municipal Land Use Law) may be deemed complete or considered for review by a local Planning or Zoning Board without addressing this step first.

Enclosed please find a Highlands Checklist Ordinance Determination template for use in both determining the applicability of the Ordinance and in providing replies to applicants who are potentially covered under its provisions. Please note that the first portion of the template (identifying Application Information) is meant to be tailored by the municipality to coincide with other standard municipal forms and application documents. The remainder ties closely to the provisions of the Ordinance and should remain essentially as written. We have attached two versions of the template document; one for a municipality that has not adopted a Highlands Exemption Determination Ordinance, and one for a municipality that has adopted the Exemption Ordinance. Municipalities should continue to work with their Highlands liaison in the finalization of all Plan Conformance materials.

Upon determination by the municipality that a development application is subject to the provisions of the Checklist Ordinance, the applicant must complete and submit the Municipal Referral form to

the Highlands Council. The Municipal Referral form is posted on the Highlands Council website at the following link:
http://www.highlands.state.nj.us/njhighlands/projectreview/Municipal_Referral_Application.pdf. Please note that once a Municipal Referral has been deemed to include sufficient information for review by the Highlands Council, the typical processing time is 4 to 6 weeks; however, it may vary based on the nature and extent of the application.

It is also vital to point out that Highlands Council staff is available to meet with applicants during the conceptual phase of project development. Through the pre-application process, or concept plan reviews, the Highlands Council can guide applicants toward RMP consistency before any significant investment has been made in preparation of plans and required submission materials. We would appreciate any assistance the municipality can provide to ensure that applicants are aware of this option and have attached a template for a public notice that provides a brief overview along with Highlands Council contact details. Please feel free to display this information publicly in your municipal building, provide it along with application packages, and/or post it to your municipal website.

Please do not hesitate to contact your Highlands Council Staff Liaison, James Humphries, Principal Planner (telephone extension 128, e-mail address (james.humphries@highlands.state.nj.us) should you have questions or require further information or assistance regarding these Plan Conformance items. I also remain available to you and may be reached by email (gene.feyl@highlands.state.nj.us) at extension 101.

Thank you for your assistance in this matter and for your continued efforts to complete the Plan Conformance process.

Sincerely,

Gene F. Feyl
Executive Director

Encl.

c: Plan Conformance Service List
Planning Administrator/Secretary or Zoning Officer w/CD-ROM

Included on CD-ROM:

- Highlands Checklist Ordinance Determination – Has Not Adopted Highlands Area Exemption Ordinance
- Municipal Referral Application
- Public Notice

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