



**THE BERGEN COUNTY OPEN SPACE,  
RECREATION, FLOODPLAIN PROTECTION,  
FARMLAND & HISTORIC PRESERVATION  
TRUST FUND**

**INSTRUCTIONS & APPLICATION FORMS**

**for  
YEAR 2023  
LAND ACQUISITION PROJECTS  
in the  
TRUST FUND COUNTY PROGRAM  
by  
Bergen County Municipalities  
&  
Qualified Nonprofit Organizations**

---

APPLICATION DEADLINE: **FRIDAY, MAY 12<sup>th</sup>, 2023**

Instructions for Open Space Acquisition Application of the County Program

---

Thank you for your interest in an a land acquisition application to the County of Bergen’s Open Space, Recreation, Floodplain Protection, Farmland & Historic Preservation Trust Fund Program for the year 2023 funding round.

Enclosed please find the application form and instructions for [LAND ACQUISITION PROJECTS](#) to be submitted by a Bergen County municipality or qualified nonprofit organization to the Trust Fund County Program 2023 funding round. **This is not the application for floodplain protection projects.**

**NEW ITEMS:**

- Prior to submitting an application, applicants must now file a **Declaration of Intent to Apply** form no later than **Friday, April 14<sup>th</sup>, 2023**. A copy of this form is located on the Trust Fund website. If you have not, please contact Kenneth Aloisio, at (201) 336-6454.
- To be consistent with NJ Green Acres appraisal requirements, for a parcel with an estimated land value of less than \$250,000, an applicant shall obtain at least one professionally and independently prepared appraisal. For a parcel with an estimated land value of \$250,000 or more, an applicant shall obtain two (2) professional and independently prepared appraisals.
- In addition to the legal advertisement, a display advertisement must be published at least ten (10) days prior to the meeting and specify a public hearing on the Trust Fund application. The size of the display ad is at the discretion of applicant. However, it should not be smaller than “business card size” (approximately 3.22 inches wide by 2.36 inches high). The text for the legal advertisement and display advertisement should be identical.
- The application and all required attachments shall be submitted as electronic files (PDF) as email attachments, or if above 50 MB, on a mailed or delivered external USB Drive OR via a cloud storage/file sharing service. Paper copies of applications are no longer accepted.

The deadline to submit completed applications and required attachments is **FRIDAY, MAY 12<sup>th</sup>, 2023**.

The Division of Land Management and the Trust Fund Public Advisory Committee will begin its reviews and conduct site visits. It is anticipated that final funding approval via resolution by the Board of County Commissioner will occur in December 2023.

---

Please call your attention to some of the information being requested. For instance:

- The proposed land acquisition should be consistent with local, county, and state open space preservation or recreation plans.
- At least one (1) appraisal report is required as part of the application process. The County of Bergen does not provide 100% of the acquisition cost of the open space property. The County limits its Trust Fund award grant to not exceed (i) an appraised value or values, (ii) the Green Acres’ Certified Market Value, and/or, the purchase price should it be the lower of (i) and/or (ii). See “Section 9: Trust Fund Award Limit” in *The Open Space Partnership of Bergen County: County Program Policy and Procedures Manual*, which can be found on the Trust Fund’s website.

---

**Application Deadline: FRIDAY, MAY 12<sup>th</sup>, 2023**

Instructions for Open Space Acquisition Application of the County Program

---

- The applicant will need to document its compliance with state Council on Affordable Housing (COAH) plans with respect to the subject acquisition property.
- The applicant will need to document whether historic structures, features, or other elements are present on or adjacent to the project site.
- Current color site photographs in a media/electronic copy (in PDF format) of the subject property are to be included. Photographs in electronic file format can be submitted via e-mail.
- Project map of the subject property is to include location and explanation of all known environmental hazards and location of any structures, natural resources, and cultural, historic and environmental characteristics.

All land acquisition applicants will be required to provide any additional material deemed necessary.

## **APPLICATION INSTRUCTIONS**

### **Application Format**

Label all attachments with the name of the project and the name of the applicant. All pages of the application shall be numbered and all attachments and other supporting documentation shall be labeled and lettered or number sequentially. All letters, endorsements and other materials sent separately from the application will not be considered in the review, unless specifically requested by the Trust Fund.

The following guidance is provided to assist you in the completion of your application.

- **Project Title**
- **Applicant** – Provide the name, title, address, telephone and Fax numbers and e-mail address of the local government submitting the application.
- **Type of Application** – Indicate whether the acquisition is in fee simple or only an easement. Will it be for active or passive recreation or a combination? Have you previously submitted this application to the Trust Fund and, if so, then when and what is its status?
- **Project Location, Size, and Current Ownership** – Indicate the project's street address, tax block(s) and lot(s), municipality, the total area in acres and the acres to be acquired if different, and the existing use(s) of the site. Provide the current property owner(s) name(s) and mailing address(es). Indicate if the owner(s) know you are interested in acquiring the property and whether the property is owned by a developer or in an estate. Complete the Property Owner Consent Form.
- **Development Status on the Site** – Indicate the current zoning designation of the site and describe its uses. Do not provide copies of the local zoning code. Indicate the level of any development activity and if plans have been filed with the municipality and/or the County. Indicate the dates of any filed plans.
- **Structures** – Are there any **historic** or **potentially historic** structures on or adjacent to the property? You must contact Ms. Elaine Gold of the Division of Cultural & Historic Affairs [DCHA] at [egold@co.bergen.nj.us](mailto:egold@co.bergen.nj.us) to verify the presence OR absence of historic or potentially historic structures on the site **AT LEAST 10 DAYS PRIOR TO SUBMITTING THIS APPLICATION.** In the

Instructions for Open Space Acquisition Application of the County Program

---

application, you will need to indicate the date and the results of contacting the Bergen County Division of Cultural & Historic Affairs. Please attach to your application all relevant documentation and communications with DCHA.

- **Encroachments** – Are there encroachments from neighboring property owners on the subject site? If so, then identify them and locate them on the property site map.
- **Infrastructure** – What infrastructure exists to service the site?
- **Consistency with Other Plans** – Please indicate whether the proposed land acquisition property is consistent with all municipal plans, including COAH, County Open Space Plan, and the State Development & Redevelopment Plan. If the municipality does NOT have appropriate COAH certification, then explain the status of its affordable housing compliance in relation to the subject property.
- **Initial Project Finance Sheet** – State the amount of funding being requested in this application from the Bergen County Trust Fund for only the proposed land acquisition cost. Include supplemental funding and amounts and whether these amounts exist or are pending. State the estimated total cost of the land DO NOT INCLUDE ANY “SOFT” COSTS, i.e., appraisals, survey, legal, environmental, grants-writing fees, etc. **Bergen County does NOT provide Trust Fund awards totaling 100% of the land acquisition cost.**
- **Appraisal Questionnaire** – Complete the application pages. Provide a copy of the application and its Appraisal Questionnaire to your appraiser(s). To be consistent with NJ Green Acres appraisal requirements, for a parcel with an estimated land value of less than \$250,000, an applicant shall obtain at least one professionally and independently prepared appraisal. For a parcel with an estimated land value of \$250,000 or more, an applicant shall obtain two professionally and independently prepared appraisals. See Trust Fund Open Space Policy & Procedures Manual adopted by County Commissioner Resolution No. 558 on April 15<sup>th</sup>, 2009. Appraisals must be conducted in accordance with the Bergen County Division of Land Management Scope of Work for Appraisal Services. Documents can be found at the Trust Fund website. Appraisal report(s) must be submitted to the Division of Land Management by **4:30 p.m. on Monday, June 12<sup>th</sup>, 2023**. (This deadline is NOT the same as the application deadline.)
- **As of Appraisal Valuation Date: May 12<sup>th</sup> of the current year.**
- **Post Appraisal Project Finance Sheet** – This form is to be submitted AFTER your appraisal has been completed by the submission deadline of **Monday, June 10<sup>th</sup>, 2023**.
- **MUNICIPAL FINANCIAL DOCUMENTS** – Provide annual or most recent copies of the following documents: Supplemental Debt Statement AND Capital Year Programs Forecast.
- **Environmental & Natural Resource Characteristics and Site Features** – Provide the site’s specific environmental information as indicated.

A source of natural resource information may be using a Natural Heritage Data search (available from the NJ Department of Environmental Protection Office of Natural Lands Management at <http://www.nj.gov/dep/parksandforests/natural/heritage/> or by calling (609) 984-1339.

From NJDEP: The Natural Heritage Database is a continuously updated inventory of rare plants and animal species and representative ecological communities in New Jersey. It is the state's most comprehensive, centralized source of information on rare plants, animals, and natural communities.

Instructions for Open Space Acquisition Application of the County Program

---

The Database is a compilation of information from a broad range of sources including museum and herbarium collection records, publications, knowledgeable experts, and fieldwork. It contains information collected by the Office of Natural Lands Management on rare plants, animals, and ecological communities as well as data on rare animals provided by the Endangered and Nongame Species Program. The Database is continuously updated and improved as new data is obtained. Information from this database is available to assist individuals in the preservation of habitat for rare species and ecological communities.

As New Jersey continues to experience industrial and economic growth, it is imperative that we take steps to ensure that remaining areas of natural significance be preserved for their resource potential, their educational and research use, and their aesthetic and cultural values for present and future generations. As we become more aware of our dependence on our natural environment for our well-being and ultimate survival, we must answer one question: how can we best preserve our irreplaceable natural heritage?

The protection of New Jersey's natural heritage can be accomplished in harmony with older human concerns as long as planning accompanies growth. Information from the Database facilitates the sound evaluation of lands by ecological resources in the state and focusing on the most threatened significant natural areas.

- **Project Description and Benefits Analysis** – Describe, in as much detail as possible, the exact location and size of the project, the purpose, the full scope of the project including short and long-term uses of the site, any physical linkages to other existing public open space it provides, the tasks or project phases completed or that will be completed. Explain why this project is a high priority for you. This is an opportunity for you to make a case for your project and to address special features/factors of the site, which may not be adequately conveyed elsewhere in the application.
- **Detriment Analysis Narrative** – Explain in detail any views, opinions, or arguments that reflect opposition to the proposed project. These include, but may not be limited to, the following: incompatible land uses, zoning, traffic, noise, lighting, affordable housing requirements, and environmental permits. Also, discuss any possible detriments or adverse impacts resulting from the proposed project.
- **Management Plan** – State who will be responsible for the long-term maintenance of the project. This entity will be responsible for the satisfactory care, maintenance, preservation, and operation of the project. Describe, in as much detail as possible, the exact activities to be allowed on the property. Please address these items, as necessary: pedestrian access to active, passive, and sensitive or dangerous areas of the property, ADA compliancy (Americans with Disabilities Act), vehicular access and parking, signage for prohibited activities, educational and information signage, restrooms, trash management, security, lighting, etc.
- **Appropriate Endorsement and Public Hearing Comment** – The applicant is required to hold a **Public Hearing** in this calendar year on its proposed project **before** it submits its application in order to gauge public support. The applicant shall publish two (2) notices of the public hearing in the official newspaper of the municipality. One public notice must publicize the public hearing in a paid display advertisement at least ten (10) days before the hearing. The size of the display advertisement is at the discretion of applicant. However, the size should not be smaller than a “business card size” (approximately 3.22 inches wide by 2.36 inches high). The second public notice is to be published in the Legal Notice section of the newspaper at least ten (10) days before the hearing. The hearing notice must specifically reference the proposed Bergen County Open Space

Instructions for Open Space Acquisition Application of the County Program

---

Trust Fund application. The public hearing must be held in the evening, and may be held as part of a regular public meeting, as long as the hearing is properly advertised. A sample Public Notice announcement is provided at the end of this application. The text for the legal advertisement and display advertisement should be identical.

- **Letters** - Any letters of project endorsement from all interested parties may also be attached to the application.
  - **Project Map** – Attach copies of a legible maps outlining the boundaries of the proposed site which identifies landowners, adjacent land uses, existing preserved lands in the vicinity, all known easements and environmental hazards, natural resources and environmental features, and the zoning designation of the site.
  - **Land Acquisition Application Checklist** – Use the checklist to review all of the application’s requirements.
  - **Certification and Signature of Applicant** – The application must be signed and properly certified.
-

## SUBMISSION INSTRUCTIONS

Assemble all of the application forms and all required attachments. This packet constitutes your entire application. **Complete applications must be received by 4:30 PM on **FRIDAY, MAY 12<sup>th</sup>, 2023**.**

The application and all required attachments shall be submitted as electronic files (PDF) as email attachments, or if above 50 MB, on a mailed or delivered external USB Drive OR via a cloud storage/file sharing service. Paper copies of applications are no longer accepted.

Submit it to:

Kenneth Aloisio, Executive Director Bergen County Open Space Trust Fund c/o Division of Land Management One Bergen County Plaza, 4 <sup>th</sup> Floor Hackensack, New Jersey 07601-7076 <a href="mailto:kaloisio@co.bergen.nj.us">kaloisio@co.bergen.nj.us</a>
--

## HELPFUL HINTS

**As you prepare your open space acquisition application, these 12 critical questions/items are to be answered within the application that begins on the next page.**

1. What is the land to be acquired? (Example: lot and block and total acres to be preserved.)
2. Why is it being acquired? (Example: how does it address a specific need or fit into a larger open space plan?)
3. Who owns it now?
4. Is/are the current owner(s) willing to sell it?
5. What is the current owner's asking price? Have negotiations begun? Has a purchase contract/agreement been signed?
6. What is the appraised or market value of the land? Open space land acquisition applicants are required to submit an appraisal report(s) to determine the fair market value of the land.
7. How will the land be used? (Examples: passive recreation, active recreation, conservation/natural preserve, etc.)
8. Are there any existing structures? If so, do they meet the requirements for historic preservation? Have you checked? Will structures be used or removed?
9. What natural environmental features are present on the property?
10. Are any historic structures, features, or elements present on or adjacent to the project site?
11. How will the land be paid for? (Where is the funding coming from other than Trust Fund grant?)
12. When will you close on it? (What is the anticipated date of the real estate closing?)





**Location of Site(s):**

**Municipality:** \_\_\_\_\_

<u>Parcel No.</u>	<u>Street Address</u>	<u>Block</u>	<u>Lot</u>	<u>Acres</u>	<u>Acres to be Acquired</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**TOTAL ACRES PROPOSED FOR ACQUISITION in this application:** \_\_\_\_\_

**Existing Use(s) of Site:**

**Current Ownership of Site:**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Is the site owned/under contract 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, then for what price? (Attach a copy of the contract.)

If no, then what is the status of negotiations?

Existing Deed Restrictions: \_\_\_\_\_

Encumbrances & Utilities on Site: \_\_\_\_\_

Easements (if any) on Site: \_\_\_\_\_

Encroachments (if any) on Site: \_\_\_\_\_

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

Development Application – current or past: (check all appropriate boxes)

Conceptual Plan	Yes	No			
Preliminary Subdivision	Yes	No	Prelim Site Plan	Yes	No
Final Site Plan	Yes	No	Final Subdivision	Yes	No

**Zoning Classification** of the Site as 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 Council on Affordable Housing (COAH) substantive certification?      Yes      No

**Structures:**

Are there any buildings, structures, etc., on the site?      Yes      No

If yes, then list all of them and provide existing and/or proposed use.

Are there any existing historic or potentially historic structures on or adjacent to the site?      Yes      No

Please Contact Ms. Elaine Gold of the Bergen County Division of Cultural & Historic Affairs [DCHA] at [egold@co.bergen.nj.us](mailto:egold@co.bergen.nj.us) **AT LEAST 10 DAYS PRIOR** to submitting your application to verify the presence OR the absence of historic or potentially historic structures on the site. Please attach to your application all relevant documentation and the results of communication with DCHA.

**Infrastructure:**

Is the site currently served by public water?      Yes      No

Is the site currently served by public sewer?      Yes      No

If not, then are there plans to extend sewer and/or water to the site?      Yes      No

**Consistency with other Plans:**

This site acquisition is consistent with:      (Check all appropriated boxes.)

- Municipal Master Plan and/or Municipal Open Space Plan
- Municipal COAH Plan      Status of current municipal affordable housing plans?
  
- County Open Space Plan      State Development and Redevelopment Plan

## Initial Project Finance Sheet

**\*To Be Completed Now\***

**Estimated Total Cost of Property:** \_\_\_\_\_

Estimated Total Cost of Property is based on:

Appraised value of \_\_\_\_\_ valuation date: \_\_\_\_\_

Signed contract purchase price of \_\_\_\_\_ contract date: \_\_\_\_\_

Other: \_\_\_\_\_

(Note: Do **NOT** include any ancillary costs, such as appraisals, surveys, & legal fees.)

(Note: Bergen County does **NOT** provide awards totaling 100% of the acquisition cost.)

**Bergen County Open Space Funds Requested:** \_\_\_\_\_

**Balance:** \_\_\_\_\_

-----  
**Source(s) of Remaining Balance (check all that apply)**

**Green Acres Grant Amount** \_\_\_\_\_

Status of Green Acres Grant:

Date Approved \_\_\_\_\_ or Date Requested \_\_\_\_\_

**Green Acres Loan Amount** \_\_\_\_\_

Status of Green Acres Loan:

Date Approved \_\_\_\_\_ or Date Requested \_\_\_\_\_

**Municipal Open Space Trust Fund Contribution** \_\_\_\_\_

Municipal open space tax rate

(per \$100 of assessed valuation) is: \_\_\_\_\_

Amount Available in Municipal Open Space Trust Fund is: \_\_\_\_\_

**Other Municipal Funds** \_\_\_\_\_

**Past Bergen County Trust Fund Grant Award** \_\_\_\_\_

Year: \_\_\_\_\_

**Other Grants and Donations** \_\_\_\_\_

Please specify sources, amounts, and availability:

The following municipal financial documents are requested to be attached:

- |  |            |           |
|--|------------|-----------|
| ➤ <b>Municipal Supplemental Debt Statement (Annual or Most Recent)</b> | <b>Yes</b> | <b>No</b> |
| ➤ <b>Municipal Capital Year Programs Forecast (Most Recent)</b>        | <b>Yes</b> | <b>No</b> |

**Appraisal Questionnaire**  
**(To be given by Applicant to its Appraiser(s))**

In order to establish an accurate value for a parcel of land, it is important to have all pertinent information *before* it is appraised. The following questions will allow the Bergen County Trust Fund and the appraiser(s) to be hired by the applicant to have a better understanding of the project. It will streamline the appraisal process, as well as the appraisal review. This fact sheet must be submitted with your open space acquisition application. If the appraisal scenario changes from what is described below, corrected information must be submitted immediately to Bergen County's Division of Land Management.

1. Please describe the physical characteristics of the property, including legal access to it and any special features.
2. Present use of the property:
3. Are there any existing easements or rights-of-way on the property?      Yes      No      Describe:
4. Are there any leases or rentals on or of the property?      Yes      No      Describe:
5. Are there any wetlands, streams, ponds or **Category 1 Streams** on the site?      Yes      No  
Stream Name:
- If it includes wetlands, do you have a Letter of Interpretation for the property?      Yes      No  
Attach copy.

Note: Stream classifications are listed in the Surface Water Quality Standards (SWQS) at N.J.A.C. 7:9B-1.15 (found at [www.state.nj.us/dep/rules/](http://www.state.nj.us/dep/rules/)). The NJDEP's interactive mapping tool (accessible through [www.nj.gov/dep/gis/](http://www.nj.gov/dep/gis/)) is also helpful in identifying stream classifications. Directions on how to use the interactive mapping tool can be found at: [http://www.nj.gov/dep/wms/bears/gis\\_coverages.htm](http://www.nj.gov/dep/wms/bears/gis_coverages.htm).

6. What is the zoning and permitted uses for the property?
7. Utilities: Are public water and/or sewer available?      Yes      No      Describe:
8. For properties in the Highlands Region, identify Area located:

Preservation Area      Planning Area      Not Applicable

## Appraisal Questionnaire (Page 2)

9. If there are any structures on-site, please describe the condition, current use, and whether there is a proposed future use after acquisition. Note: All structures must be evaluated for historic preservation purposes.
10. Check type of acquisition:      Fee Simple                      Easement. If an easement, describe type of easement and deed restrictions to be placed on the land. Provide a copy of the proposed easement language.
11. Check whether this acquisition is a      Full Taking or              Partial Taking. If a partial taking, describe the taking and remainder areas in detail and show clearly on the Project Map.
12. Is there an existing survey of the property?      Yes. Provide copy to your appraiser(s).      No
13. Does the current owner have a contract of sale or option agreement for this property, with you or anyone?  
Yes. Provide a copy to your appraiser(s).      No
14. Are there any subdivision/development approvals for the property?      Yes      No  
If yes, describe and provide a copy of approved plans to your appraiser(s).
15. Is this a multi-party acquisition?      Yes      No  
If yes, list partners and describe the proposed ownership/management interest for each party.
16. Has the project site been identified or otherwise designated for use in meeting municipal fair share low and moderate income housing obligations under the Fair Housing Act of 1985 (N.J.S.A. 52:27D-301)?  
Yes      No

### Environmental & Natural Resource Characteristics and Site Features

This site contains the following natural resource, environmental, and/or special site features: *(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 FW1Streams

Headwaters of FW2Streams

Stream Corridors of FW1Streams

Stream Corridors of FW2Streams

Historic & Archaeological Features (specify)

Woodlands – Specimen Trees/Mature Forests

Endangered/Threatened Wildlife Habitat (specify)

Unique or Exceptional Ecosystems (specify)

Check and specify the existence of **Special Hazards**: (Check all appropriate boxes)

Hazardous Substance Contamination: \_\_\_\_\_

Mine Holes: \_\_\_\_\_

Sink Holes: \_\_\_\_\_

Abandoned Landfills: \_\_\_\_\_

Indicate any other Environmental Information of Significance or Importance:

**Project Description and Benefits Narrative** – Using ONLY this page, please explain why this project is a high priority for your town. Indicate special features/factors of the site which may not be conveyed elsewhere in this application. Make your case for this project!

---

**Detriment Analysis Narrative** – Explain and identify in detail any views, opinions, or arguments that reflect opposition to the proposed project. These may include, but not be limited to, incompatible land uses, zoning, traffic, noise, lighting, affordable housing requirements, and environmental permits. Also discuss any possible detriments or adverse impacts that may result from the proposed project.

---

## **PROPOSED MANAGEMENT PLAN**

1. Who will be responsible for the long-term maintenance of the property?
  2. Identify the active and/or passive recreation activities that could occur on the property.
  3. Identify all potential activities that will not be allowed on the property.
  4. Identify the pedestrian access to the property. Explain its ADA compliancy.
  5. Identify the vehicular access and parking for the property.
  6. Identify the property's signage for prohibited activities and educational purposes.
  7. Will there be restrooms located on the property? If yes, what's the maintenance policy?
  8. Explain the trash management for the property, i.e., use of receptacles, carry-in/carry-out policy, collection schedule, etc.
  9. Will there be any lighting of the property? If yes, explain.
  10. Who will be providing security for the property?
  11. Indicate the number of dams on the property that exist as part of any waterway.
  12. Has their safety been certified?      Yes      No      When and by whom?
  13. Explain your proposed maintenance of these dams.
  14. Additional property management information not covered above.
-



## PROPERTY OWNER CONSENT FORM

The \_\_\_\_\_ (*name of applicant*) has an application and funding request into the Bergen County Open Space, Recreation, Farmland & Historic Preservation Trust Fund for assistance in the proposed acquisition of the Property identified below for open space conservation and/or outdoor recreation uses.

Block(s) \_\_\_\_\_

Lot(s) \_\_\_\_\_

Street Address \_\_\_\_\_

As part of the review of this application and funding request to be conducted by the Bergen County Trust Fund Public Advisory Committee, the County shall have the right to inspect the Property. Absent special need, all inspections by the County shall be conducted during daylight hours.

I/We, as the owner(s) of the above-referenced Property, consent to the Committee's inspection of the Property.

Name: \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

---

## PUBLIC HEARING

In accordance with the rules and regulations governing open public meetings and of the Trust Fund, the Governing Body of \_\_\_\_\_ (*municipality*) conducted a public hearing on its current Trust Fund Application entitled, “ \_\_\_\_\_ ” as part of a regularly scheduled public meeting held on \_\_\_\_\_ (*date*).

A copy of the minutes of this meeting (only the portion pertaining to this application) are attached together with a copy of the public notice advertisements of the meeting. The governing body adopted the attached resolution on \_\_\_\_\_ (*date*) authorizing the municipality to submit this application.

\_\_\_\_\_  
Clerk's signature

---

### SAMPLE ENABLING RESOLUTION

WHEREAS, the Bergen County Open Space, Recreation, Floodplain Protection, Farmland & Historic Preservation Trust Fund (“Trust Fund”), provides grants to municipal governments and to nonprofit organizations for assistance in the acquisition of lands for open space conservation purposes and/or outdoor recreation facilities; and,

WHEREAS, the *(insert name of applicant)* desires to further the public interest by obtaining a grant of *(insert amount of grant request)* from the Trust Fund to fund the following project: *(insert name/description of project)*; and,

WHEREAS, the governing body/board has reviewed the County Trust Fund Program Statement, the County Program Open Space Policy and Procedures Manual, and the open space application and instructions and desires to make an application for such a grant and provide application information and furnish such documents as may be required; and,

WHEREAS, as part of the application process, the governing body/board has held a public hearing on *(insert date of public meeting of the governing body)* to receive comments prior to the submission of said application(s); and,

WHEREAS, the Trust Fund shall determine whether the application is complete and in conformance with the scope and intent of the Trust Fund program; and,

WHEREAS, the applicant is willing to use the Trust Fund grant funding in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the County of Bergen for the above named project(s); and

WHEREAS, if the applicant is successful in acquiring said project through the use of a Trust Fund grant, then the applicant will permanently preserve said project for open space conservation and/or outdoor recreation purposes through a recorded deed of conservation easement.

NOW, THEREFORE, BE IT RESOLVED by the *(insert name of legal body or board)*:

1. That it is hereby authorized to submit the above completed project application to the Trust Fund by this year’s deadline established; and,
2. That, in the event of a Trust Fund award may be less than the grant amount requested above, the applicant has, or will secure, the balance of funding necessary to complete the project; and,
3. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and,
4. That this resolution shall take effect immediately.

### PROPER SIGNATURES & CERTIFICATION BY MUNICIPAL OFFICERS

---

## OPEN SPACE ACQUISITION APPLICATION CHECKLIST

Before submitting your application, please run through the following checklist and indicate the enclosed items. Any missing items could cause your application to be deemed incomplete for review and returned without prejudice.

Completed Application Forms, including all appropriate attachments and schedules

Color photographs of the subject property in digital format emailed to the Trust Fund in jpeg-format

Project Map

Historic Preservation Review provided by BC Division of Cultural & Historic Affairs

**One (1) copy** of existing deed restrictions

No deed restrictions

One (1) copy of municipal COAH plan certification

No certification

Appraisal Questionnaire Completed **AND** Provided to Applicant's Appraiser(s)

Yes

No

**One digital copy** of each Appraisal Report(s) submitted by the Appraisal Deadline *(See Page F for Date)*

Municipal Supplemental Debt Statement

Municipal Capital Year Programs Forecast

Project Description, Benefits Narrative, and Detriment Analysis Narrative

Proposed Management Plan

Completed Property Owner Consent Form

Advertisements & minutes of Public Hearing

Municipal Resolution Authorizing Submission of Application

### Applicant Certifications and Signatures

I, \_\_\_\_\_, hereby certify to the best of my knowledge that this application is a true and accurate portrayal of the site proposed for open space acquisition under the Bergen County Trust Fund County Program for the current funding round. I further acknowledge that the County may request additional information to be submitted as part of its review.

Signature: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

## SCHEDULE A

**Is the proposed property being acquired in less than fee simple?**      No      Yes

If yes, then complete the following.

Applicants indicating that this project involves the acquisition of open space in less than fee simple ownership must provide the following information.

Specify the type of easement and summarize the deed restrictions placed on the land.

Will the public have access?      Yes      No      Explain.

What is planned for the residual property?

Has the value of the easement been determined?      Yes      No  
If yes, then when?      What is it?  
How was it determined?

How will the owner's compliance with the terms of the easement be monitored?

Who will be responsible for monitoring the owner's compliance with the terms of the easement?

---

## **SCHEDULE B**

### **RECREATIONAL FACILITIES NEEDS ASSESSMENT FOR ACTIVE RECREATION PROJECTS ONLY**

So that the Committee can have a better understanding of the underlying needs for additional active recreational facilities in your municipality, please provide the following information.

What type and how many recreational facilities are proposed for this site?

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

For each of the proposed recreational facilities above, describe existing facilities in your municipality by supplying a ratio of the estimated number of participants or users to the number of facilities. (For example, suppose a town has two soccer fields. 200 children are involved in a soccer program in the town. Additionally, the lacrosse program, which also uses the same two soccer fields, has another 100 children. Between these two programs, there are 300 participants to 2 fields, or a ratio of 150 to 1, which may demonstrate a need for additional soccer fields.)

---

**ADDITIONAL INFORMATION FOR  
CHARITABLE CONSERVANCY APPLICANT**

Charitable Conservancy: \_\_\_\_\_

Project Title: \_\_\_\_\_

Please submit only one copy of the following, to be attached to the original application:

The organization's by-laws

Proof of qualification as a charitable conservancy\*

How will the charitable conservancy maintain the property? Please explain.

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

What land(s) does the conservancy 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 501c of the 1954 Internal Revenue Code.

---

**ADDITIONAL PUBLIC INFORMATION INPUT FOR  
CHARITABLE CONSERVANCY APPLICANT**

Charitable Conservancy: \_\_\_\_\_

Project Title: \_\_\_\_\_

Public Input is a key element to the application process. Please document any public proceedings your conservancy has conducted to seek public input or to advise the public of this application. Attach any minutes or comments from these proceedings if available.



**ADDITIONAL INFORMATION FOR MUNICIPAL REVIEW AND COMMENT FOR  
CHARITABLE CONSERVANCY APPLICANT**

Municipal governments are given the opportunity to “review and comment” on an application submitted by a charitable conservancy. Please submit a copy of this application together with this page to the governing body of the town(s) in which the project is located.

Charitable Conservancy: \_\_\_\_\_

Project Title: \_\_\_\_\_

The Governing Body of the Municipality of \_\_\_\_\_, having reviewed the application submitted by \_\_\_\_\_, submits the following comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer

Note: Please return this page to the Charitable Conservancy. The Charitable Conservancy must return this page with their application.

---

**Post Appraisal - Project Finance Sheet**

**\*To be Submitted AFTER Appraisals Are Done\***

Project Title: \_\_\_\_\_

Applicant (*Municipality or Charitable Conservancy*): \_\_\_\_\_

Municipal Location of Property Acquisition: \_\_\_\_\_

Name of Appraiser 1: \_\_\_\_\_ Name of Appraiser 2: \_\_\_\_\_

Appraisers Provided Appraisal Questionnaire Form: \_\_\_ Yes \_\_\_ No Valuation Date: \_\_\_\_\_

To be completed at the time of the appraisal submission: Appraisal 1 Value: \_\_\_\_\_

(Note: Do **NOT** include any ancillary or "soft" costs, such as appraisals, surveys, and legal fees. The Bergen County Open Space Trust Fund does **NOT** provide awards totaling 100% of the acquisition cost and/or the appraised value of properties.)

Appraisal 2 Value: \_\_\_\_\_

Appraisal Average: \_\_\_\_\_

**Amount of Bergen County Open Space Funds Requested:** \_\_\_\_\_

**Percentage (%) of Appraised Value Requested:** \_\_\_\_\_

**Remaining Balance Needed to Complete Acquisition:** \_\_\_\_\_

**Source(s) of Remaining Balance (check all that apply)**

**Green Acres Funds:** \_\_\_\_\_

Amounts of Green Acres Funds Available \_\_\_\_\_ or Requested \_\_\_\_\_

**Municipality has Its Own Open Space Trust Fund:** \_\_\_ Yes \_\_\_ No

**Municipal Open Space Trust Fund Contribution:** \_\_\_\_\_

**Other Municipal Funds:** \_\_\_\_\_

**Past Bergen County Trust Fund Grant Award:** \_\_\_\_\_

**Other Available Sources & Amounts of Grants and Donations:** \_\_\_\_\_

The following municipal financial documents are requested to be attached:

➤ **Municipal Supplemental Debt Statement (Annual or Most Recent)** \_\_\_ Yes \_\_\_ No

➤ **Municipal Capital Year Programs Forecast (Most Recent)** \_\_\_ Yes \_\_\_ No

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

\_\_\_\_\_  
Date: \_\_\_\_\_

Governing Body Representative and/or Non-Profit Trustee