



## Passaic County Open Space, Farmland, & Historic Preservation Trust Fund 2019 ACQUISITION GRANT APPLICATION

### ATTACHMENT CHECKLIST

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, be sure to run through the following checklist:

- Completed Application**
- Site location map (legible street map)**
- Tax map outlining boundaries of the site and identifying adjacent land uses**
- Existing Property Survey (if available)**
- Parcel of base map showing all lands held for recreation and conservation purposes (Scale 1" = 2,000')**
- Advertising of public hearing**
- Minutes of public hearing – portion pertaining to this application only**
- Resolution** from the governing body authorizing the municipality or non-profit organization to submit the application
- Appraisal(s) if available (due no later than April 11, 2019)**
- Photographs of Site**
- FOR NON-PROFIT ORGANIZATIONS:** Please provide a copy of the current IRS determination letter, a copy of the organization's W-9 form (showing EIN) and a copy of the NJ Business Registration Certificate (BRC) – don't have one? Apply online at: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

### SUBMISSION REQUIREMENTS

- Please submit **one (1) paper copy and one (1) electronic copy** for the following materials:
  - Application Forms
  - Proposals from Professionals, Consultants, Contractors, etc.



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- The following materials can be submitted as an electronic copy:
  - All photos as JPEG images
  - All other supporting documentation (preferably in PDF format)
  
- Submittals shall be bound by paper clip or binder clip only. The use of binders, plastic separators, non-recyclable materials, etc. are strongly discouraged. Submittals will not be evaluated on the basis of the aesthetic of the package.
  
- Please be advised that handwritten submissions of applications will not be accepted. Fillable PDF forms are available online at our website [www.passaiccountynj.org](http://www.passaiccountynj.org) or by emailing the Open Space Coordinator at [kathleenc@passaiccountynj.org](mailto:kathleenc@passaiccountynj.org)

**Completed Acquisition Grant Applications and all required materials, shall be submitted by Friday, March 15, 2019, no later than 4:00PM to:**

Kathleen M. Caren, Open Space Coordinator  
County of Passaic  
Department of Planning and Economic Development  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512

**For any questions, please contact Kathleen M. Caren, Open Space Coordinator: [kcaren@passaiccountynj.org](mailto:kcaren@passaiccountynj.org) or 973-569-4049.**



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Project Name: \_\_\_\_\_ Priority: \_\_\_\_\_

**I. Applicant Information**

Type of Organization:      Local Government Unit      Non-profit

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

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

Town/State/Zip: \_\_\_\_\_

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

Chief Executive Officer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**II. Property Information**

Property Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

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

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Total Area (Acres): \_\_\_\_\_



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Existing Use: \_\_\_\_\_

Current Owner: \_\_\_\_\_

Proposed use of property:

Describe the zoned use of the property (including permitted uses):

Appraised value of the property: \$ \_\_\_\_\_

Type of Acquisition:

Acquisition in Fee Simple

Easement

Farmland Preservation

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

### III. Additional Project Information

If available, please provide any additional information on the following topics: *potential for development of non-open space uses; willingness of seller; conformity with local, county, regional and/or state master plans; any restrictions such as encumbrances, utility easements, etc.:*



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**IV. Environmental Protection & Landscape Factors (Check all that apply):**

**Aquifer/Groundwater Recharge:**

- Tier 1 Wellhead Protection Area
- Tier 2 Wellhead Protection Area
- Tier 3 Wellhead Protection Area
- None

**Watershed Protection:**

- Reservoir Buffer Zone
- Headwaters of Rivers and/or Streams
- None

**Protection of Water Resources:**

- Land contains lake, pond, river and/or stream
- Water Frontage
- Riparian Corridor
- None

**Wetlands:**

- Exceptional Resource Value
- Intermediate Resource Value
- Ordinary Value
- Wetlands Buffer Zone
- None

**Flood Plains:**

- Land within the floodway
- Land within the flood fringe
- None

**Woodlands:**

- Mature Forest
- Specimen Trees
- None



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**Preservation of Wildlife Habitat / Vegetation:**

Threatened or Endangered Species recognized by USEPA or NJDEP

Unique or exceptional ecosystem

None

**Steep Slopes:**

Slopes greater than 25%

Slopes greater than 15%

None

**Unusual Topographical Features:**

Presence of ridge lines, bluffs, caves, gorges

Not present

**Scenic Views:**

Contains or complements scenic views

None

**Historic, Cultural, and Archeological Features:**

Features listed in the Passaic County Historic Sites Survey or eligible for listing on the National or State Register of Historic Places

Presence of known, significant, historical or archeological values

None

**Proximity to Existing Protected Open Space:**

Adjacent to or complements existing open space

None



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**V. Other Sources of Funding**

**Green Acres Grant/Loan:** \$ \_\_\_\_\_

**Passaic County Open Space Trust Fund Grant(s):** \$ \_\_\_\_\_

**Local Government Unit Open Space Trust Fund:** \$ \_\_\_\_\_

**Local Government Unit Funds:** \$ \_\_\_\_\_

**Other:** \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**VI. Unexpended Funds from previous Passaic County Open Space,  
Farmland, & Historic Preservation Trust Fund Grant Awards**

Project Name	Grant Year	Amount Awarded	Amount Expended	Amount Unexpended

**VII. ANTICIPATED CLOSING DATE:** \_\_\_\_\_



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**VIII. Certification**

**The applicant certifies the following:**

- a. The filing of this application has been approved by the governing body of the applicant;
- b. The facts, figures, and information contained in this application, including all attachments, are true and correct;
- c. Any funds received will be expended in accordance with the grant agreement to be executed with the County of Passaic; and
- d. The individual signing has been authorized by the organization to do so on its behalf, and by his/her signature, binds the organization to the statements and representations contained in the application.

Acting as a duly authorized representative for the applicant organization, I am submitting this request for assistance from the Passaic County Open Space, Farmland, and Historic Preservation Trust Fund.

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

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