

MUNICIPAL GRANT APPLICATION
Hunterdon County Open Space Trust Fund

APPLICANT INFORMATION

1. Name of Municipality: \_\_\_\_\_

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

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

Principle municipal contact/liaison for this application (name and position):

Name & Position: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Telefacsimile No.: \_\_\_\_\_

Email address: \_\_\_\_\_

PROJECT INFORMATION

2. Type of Project Application

- [ ] Acquisition of lands for Recreation, Conservation or General Open Space Purposes
[ ] Acquisition of lands for Farmland Preservation Purposes
[ ] Payment of debt service or indebtedness incurred for (new) eligible land acquisition
[ ] Preparation of a Plan element - "type": \_\_\_\_\_
[ ] Preservation of County owned historic property - "Name": \_\_\_\_\_
[ ] Preservation of Municipal owned historic property - "Name": \_\_\_\_\_
[ ] Develop, improve and maintain lands for Recreation and Conservation Purposes
"Name": \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

3. County Open Space Trust Funds requested: \$ \_\_\_\_\_

Refer to annual Open Space Trust Fund allocation(s), separately provided

[ ] Please indicate all other funding sources for the subject project and application.

Include all amounts of funds approved or requested and sources:

- [ ] other state funds: \$ \_\_\_\_\_ / \_\_\_\_\_
[ ] other municipal funds: \$ \_\_\_\_\_ / \_\_\_\_\_
[ ] other federal funds: \$ \_\_\_\_\_ / \_\_\_\_\_
[ ] other private funds: \$ \_\_\_\_\_ / \_\_\_\_\_
[ ] other sources: \$ \_\_\_\_\_ / \_\_\_\_\_
[ ] additional county funds: \$ \_\_\_\_\_

4. Has the municipality approved and implemented, and currently collecting revenue from an annual open space tax levy, pursuant to P.L. 1997, c. 24? [ ] YES [ ] NO

If YES, has a recreation; conservation; farmland preservation; or historic preservation plan been completed and approved? [ ] YES [ ] NO

INDICATE TITLE OF PLAN: \_\_\_\_\_

° For Cooperative Open Space Acquisition Assistance Requests ONLY; refer to Procedures Manual SECTION IV

**Complete the following for LAND ACQUISITION PROJECTS,  
including debt service & application requests**

**PROPERTY LOCATION AND DESCRIPTION:**

Municipal location: \_\_\_\_\_  
(Street Address)

Block	Block	Block	Block
Lot	Lot	Lot	Lot
Acres	Acres	Acres	Acres

Total area (in acres): \_\_\_\_\_

**OWNER INFORMATION (acquisitions only):**

Current Owner of Record: (name) \_\_\_\_\_  
(address) \_\_\_\_\_  
(contact information) \_\_\_\_\_

Is the property currently encumbered by a mortgage, lien or lease? [ ] YES [ ] NO  
If YES, please describe and list all parties and their interests

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the acquisition been completed? [ ] YES [ ] NO

If YES, indicate date of purchase: \_\_\_\_\_  
*Refer to Policies & Procedures Manual, SECTION II I.B. & D. for eligible projects and allowable costs, and payment condition(s)*  
If NO, indicate anticipated date of closing: \_\_\_\_\_  
*Refer to Policies and Procedures Manual and, also, SECTION II:IV.A.1. for payment condition(s)*

Do you intend to apply County Open Space Trust Funds toward the purchase of development rights through the SADC and/or CADB farmland preservation programs?

[ ] YES [ ] NO

If YES, indicate Program Type, Round and review status:

\_\_\_\_\_  
*Refer to Policies and Procedures Manual, SECTION II: II.C.2.f. for submission requirement(s)*

Do you intend to apply County Open Space Trust Funds toward the purchase of land through the NJDEP Green Acres Program? [ ] YES [ ] NO

If YES, has the project received funding approval? [ ] YES [ ] NO

If YES, indicate the assigned Project #: \_\_\_\_\_



**For COOPERATIVE OPEN SPACE ACQUISITION ASSISTANCE –**  
**please additionally complete the following**

Please check the type of Cooperative Open Space Acquisition Request: i.e. Cooperative Open Space Acquisition initiative or Extraordinary Preservation Project initiative.

- Cooperative Open Space Acquisition
- Extraordinary Preservation

Please describe the property including the property’s preservation objectives (use additional sheets as needed). **Include and attach any supporting Plan, report or study documents.**

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For EXTRAORDINARY PRESERVATION PROJECT Initiatives, please describe: a) the degree the acquisition fits into county-identified goals and objectives; b) documented development pressure, including an analysis and conclusiveness of deleterious impacts to the community \ region; and c) the financial commitment of the applicant and number of partners and any other considerations (use additional sheets as needed). **Include and attach a copy of the subdivision or site development plan – if available.**

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**PROPERTY INFORMATION FACT SHEET**  
***(Cooperative Open Space Acquisition Applications (ONLY))***

**A. Property Information**

1. Who is the current owner of the property? If owned by a corporation or LLC please provide a list of all owners with a 10 percent and greater share, in accordance with Municipal Land Use Law.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please include the principal owner's name, address and contact information. (The County of Hunterdon reserves the right to contact the owner directly to discuss the application request, and for any additional information.)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tele. No. \_\_\_\_ \_\_\_\_ \_\_\_\_ (and; if applicable)  
Email \_\_\_\_\_

3. What is the property's current preservation status?

a. Is the parcel under an option agreement or contract for sale? [ ] YES [ ] NO  
(If YES, please include a copy of the agreement or contract.)

b. Is the parcel already preserved? [ ] YES [ ] NO  
(If YES, please include a copy of the filed deed; include any and all encumbrances and restrictions)

4. What is the current zoning of the property (lot size, permitted uses, etc...)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What percentage of property is classified as wetlands or otherwise constrained or undevelopable?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Is there documented development pressure? [ ] YES [ ] NO

a. If **YES**, describe the actual ability for development (e.g. number of acres and number of building lots). Please include any site plan.

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b. How was the actual ability for development calculated?

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c. Is there documentation to substantiate the ability for development (if substantiated by any governmental approvals, describe the approvals in detail)?

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d. Are there any governmental approvals required to substantiate the development pressure which have yet to be obtained? [ ] YES [ ] NO

If **YES**, describe the outstanding approvals.

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**B. Parcel Valuation Information**

1. Date of most recent appraisal(s) and value.

(date) \_\_\_\_\_ (value) \_\_\_\_\_  
(date) \_\_\_\_\_ (value) \_\_\_\_\_

2. Number of acres of each parcel and total cost per acre. (List separately)

\_\_\_\_\_ (parcel #)  
\_\_\_\_\_ (parcel #)  
\_\_\_\_\_ (parcel #)  
\_\_\_\_\_ (parcel #)  
\_\_\_\_\_ (parcel #)

**C. Funding**

1. Is this the first time this property has been presented to the County for funding?

YES  NO  
If **NO**, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What is the total purchase price? \_\_\_\_\_

a. What is the amount of county funding requested? (Amount and percentage of purchase price). (\$) \_\_\_\_\_ (%) \_\_\_\_

b. Is funding requested consistent with percentage and not-to-exceed amount reflected in the County Policy?  YES  NO  
If **NO**, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Is host municipality participating with their allocated municipal County Open Space Trust Fund funds?  YES  NO

If **YES**, please provide the dollar amount. (\$) \_\_\_\_\_  
If **NO**, please explain why or describe the circumstances.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



d. Is there a balance in the host municipality's County's Open Space Trust reserve?  YES  NO  
If YES, please indicate the amount. (\$)\_\_\_\_\_

3. Are there other funding partners?  YES  NO  
If YES, please list and provide the dollar amount and percentage for each partner.

\_\_\_\_\_  
(Name, amount, percentage)

\_\_\_\_\_  
(Name, amount, percentage)

\_\_\_\_\_  
(Name, amount, percentage)

\_\_\_\_\_  
(Name, amount, percentage)

\_\_\_\_\_  
(Name, amount, percentage)

**In addition to the Open Space Advisory Committee's parcel merit ratings contained in Appendix A, the Board of Chosen Freeholders will rely upon the responses to the questions above when considering funding requests.**

**Complete the following (ONLY) for ELEMENTS OF A MASTER PLAN & application requests**

- Please indicate below the type of element of the municipal Master Plan application. *Refer to Policies & Procedures Manual, SECTION II I.B.3.; C.2.; D.3. & 4 for eligible projects and allowable costs, and payment condition(s)*

Conservation Element

Recreation Element

Please indicate if either plan will be used to satisfy the Green Acres Program – Planning Incentive Open Space and Recreation Plan requirements:  YES  NO

Farmland Preservation Element

Please indicate if the plan will be used to satisfy the S.A.D.C. - Planning Incentive Grant requirements:  YES  NO

Historic Preservation Element <sup>ms</sup>

Please indicate if the plan will be used to satisfy or address any NJ Historic Trust grant requirements:  YES  NO

*Other. Please specify the element or sub-element of the Plan to be prepared*

\_\_\_\_\_

- Has the municipality started or prepared the draft plan-element yet?  YES  NO  
If YES, attach a draft copy of the plan.

Please describe the proposed plan-element; its goals and objectives; who will be completing the plan, and projected time frame for completion below (use additional sheets as needed).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Please include and attach an itemized cost schedule with the estimated plan costs. *Refer to Procedures Manual SECTION II I.D. 3. & 4. and II. 3. c.*

<sup>ms</sup> Per November 2004 Second County Question (period commencing 2005-2009)

**Complete the following (ONLY) for HISTORIC PRESERVATION of COUNTY or MUNICIPAL-OWNED <sup>m</sup> properties, etc. & application requests**

**PROPERTY LOCATION AND DESCRIPTION:**

Municipal location: \_\_\_\_\_  
(Street Address)

Block	Block	Block	Block
Lot	Lot	Lot	Lot
Acres	Acres	Acres	Acres

Description of historic property; building; structure; facility; site or area  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the property, etc. listed on the National Register or New Jersey Register of Historic Places?  
[ ] YES [ ] NO  
If NO, does the property in question meet the criteria for listing on the New Jersey Register of Historic Places? [ ] YES [ ] NO;  
If YES, include certificate of eligibility by the State Historic Preservation Officer, or other documentation.

If County-owned, is the *historic building, structure or facility* listed in Table 5 of the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan  
[ ] YES [ ] NO; *OR*

Sites of Historic Interest Hunterdon County Master Plan? [ ] YES [ ] NO  
*Refer to Sites of Historic Interest, an element of the Hunterdon County Master Plan*

Please use the space below to more fully describe the property's historic significance including any cultural or historic resource surveys or other documentation (use additional sheets as needed).  
**Please include and attach relevant reports, studies and photographs.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>m</sup> Per November Second and Third County Questions commencing 2005 and 2010

Please describe the proposed project’s preservation, rehabilitation, restoration or reconstruction and undertaking, including a needs statement. (Use additional sheets as needed.) *Refer to Procedures Manual, SECTION II I.B. 4; C. 3.; and D. 5. & 6. for eligible projects and allowable costs*

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- Do you intend to apply County Open Space Trust Funds toward historic preservation of the property, etc. in conjunction with the New Jersey Historic Trust?  
 YES  NO

If YES, indicate the type of grant, amount and the approval date of the NJ Historic Trust Grant below. **Please attach any additional documentation and/or correspondence.**

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ALL applications for historic preservation of Municipal owned properties, buildings, structures, facilities, sites, areas or objects should be accompanied by two copies of plans and one set of specifications, including all applicable documents in accordance with the Local Public Contracts Law (bid notices, bid tabulations. recommendations to award bid, and signed contracts accompanied by Resolutions), when available. *Refer to Procedures Manual, SECTION II I.B. 4. and II.C. 4. and SECTION V, as applicable, for additional review requirements and payment conditions*





**CERTIFICATION**

I, \_\_\_\_\_, hereby certify that the information provided within this  
(Name of Official)

Municipal Grant Program application is accurate and complete.

Signature: \_\_\_\_\_ Attest: \_\_\_\_\_  
(Chief Executive Officer or Equivalent)

✓ **CHECKLIST OF ATTACHMENTS**

- \_\_\_ Completed application form
- \_\_\_ Property Information Fact Sheet (*cooperative open space acquisitions only*)
- \_\_\_ Enabling resolution of the municipal Governing Body  
(*see attached Exhibit MGP\_A*)
- \_\_\_ Legible street map with site location clearly indicated
- \_\_\_ Current copy of the deed, including any restrictions, encumbrances and easements
- \_\_\_ Current owner(s) of record: name, address and contact information
- \_\_\_ Site location and explanation of any known environmental/health “Areas of Concern”
- \_\_\_ Accepted Appraisal report and/or state summary review or certification of value  
(*land acquisitions only*)
- \_\_\_ Applications for COOPERATIVE OPEN SPACE ACQUISITION ASSISTANCE shall include one appraisal that includes an engineering analysis of site consultants such as steep slopes, fresh water wetlands, Category One waters, soil suitability, and highest and best use based on development potential. If the applicant is utilizing other state funding sources which require 2 appraisals, both should be submitted as part of the application, including a copy of the state’s summary review or certification of value, if applicable. In all cases, the County reserves the right to hire an independent appraiser to corroborate the value.
- \_\_\_ Copy of Bond Ordinance, Loan Agreement and/or Debt Service payment  
(*payment of debt service or indebtedness issued or incurred – land acquisitions only*)
- \_\_\_ Draft element of the municipal Master Plan, if applicable (*plan elements only*)
- \_\_\_ Open Space and Recreation Development and Maintenance Plan (*develop, improve, and maintain recreation and conservation lands only*)
- \_\_\_ Letters of support/consistency from the local historic preservation commission-committee or Municipal Historian; Hunterdon County Cultural and Heritage Commission or County Historian; and/or State Historic Preservation Office  
(*historic preservation only*)
- \_\_\_ Two sets of plans and one set of specifications, if available (*develop, improve, and maintain recreation and conservation lands and historic preservation only*)
- \_\_\_ Updated Open Space Inventory that identifies all Preserved Lands which are Held by the municipality (*see attached Exhibit MGP\_B*)
- \_\_\_ Narrative description of the project which addresses, in order, each factor applicable to the application in accordance with the Evaluation criteria in either “Appendix A” or the Historic Preservation Grant Program Application  
(*cooperative open space acquisitions and historic preservation only*)

**All applications must be complete and supporting information and documents submitted by the applicant before the County will review and evaluate the project’s funding request. Refer to Procedures Manual SECTIONS II, IV & V, for all other necessary submissions and requirements**

**SAMPLE RESOLUTION  
COUNTY OF HUNTERDON**

**WHEREAS:** The Hunterdon County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Grants Program to provide County Funds in connection with preserving open space, natural areas, farmland and historic sites; to acquire, develop, improve and maintain county and municipal lands for recreation and conservation purposes; and preservation of historic structures, properties, facilities, sites, areas, or objects; or for the payment of debt service or indebtedness issued or incurred by the municipality for any of the purposes described above; and

WHEREAS, the \_\_\_\_\_ (*name of municipality*) desires to further the public interest by obtaining funding in the amount of \$ \_\_\_\_\_ from the County of Hunterdon to fund the following project: (*describe*)

\_\_\_\_\_  
\_\_\_\_\_ at a cost of \_\_\_\_\_ (*project cost*);

**NOW, THEREFORE,** the governing body resolves that \_\_\_\_\_ (*name of authorized official*) is hereby authorized to:

- (a) make application for such County Open Space Trust Funds,
- (b) provide additional application information and furnish such documents as may be required, and
- (c) act as the authorized correspondent of the above named Municipality; and

WHEREAS, the County of Hunterdon shall determine if the application is complete and in conformance with the scope and intent of the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan, applicable Freeholder Board Policies and the Procedures Manual for the Municipal Grant Program adopted thereto, and notify the Municipality of the amount of the funding award; and

WHEREAS, the Municipality is willing to use the County funds in accordance with such adopted Policies and Procedures, and applicable state and local government rules, regulations and statutes;

**NOW, THEREFORE, BE IT FURTHER RESOLVED, BY THE**

\_\_\_\_\_ (*name of governing body*)

- 1. That the \_\_\_\_\_ (*name of authorized official*) of the above named Municipality is hereby authorized to execute any documents and agreements with the County of Hunterdon known as \_\_\_\_\_ (*project name*);
- 2. That the Municipality has its share of funds, if required, in the amount of \$ \_\_\_\_\_;
- 3. That, in the event the County of Hunterdon's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
- 4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
- 5. That this resolution shall take effect immediately.

**CERTIFICATION**

I, \_\_\_\_\_ do hereby certify that the foregoing is a true copy of a resolution adopted by the Governing Body of \_\_\_\_\_ at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**IN WITNESS WHEREOF,** I have hereunder set my hand and official seal of the municipality this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(*Signature of Clerk*)



**OPEN SPACE INVENTORY  
COUNTY OF HUNTERDON**

The purpose of the Hunterdon County OPEN SPACE INVENTORY (OSI) is to identify and catalog existing “**PRESERVED LANDS**”, including public school properties located in Hunterdon County. The OSI is intended to provide the Hunterdon County Planning Board with relevant land use information; the Hunterdon County Planning Board is charged with maintaining and updating a comprehensive list of all Preserved Open Space Lands for planning and geographic information system (“GIS”) purposes. All Preserved Lands will be mapped by Hunterdon County Department of Information Technology, Division of GIS to serve a variety of land-use information needs and purposes by the county, municipalities, and interested public and private entities.

Individuals knowledgeable with the municipality’s land holdings, including formal and official actions governing land use regulations such as dedications and restrictions should complete the OSI. The OSI should identify all Preserved Lands in the municipality by their current tax block and lot reference. If only a portion of a tax lot is preserved use the term *portion of* or *part of* (“*p/o*”) before the tax lot reference; please include a legal description and/or a land survey plan if available, or a tax map depicting the approximate boundary with the preserved acreage. The OSI should be prepared in consultation with the municipal tax assessor, municipal planning boards and other boards, commissions, or committees charged with land use regulations or the preservation of lands for either recreation and conservation; open space and farmland; and/or historic preservation purposes - for accuracy and completeness.

Only Preserved Lands are to be listed for this Open Space Inventory. “**PRESERVED LANDS**” *mean public and private land or water areas subject to a permanent deed restriction, declaration, covenant or encumbrance for the purposes of restricting its use to any or all of the following: recreation, conservation and/or general open space, including areas of natural and environmental importance such as water reserves and areas of historic significance.* Preserved Lands also includes common-owned open space such as “Homeowner Association Property”, and other lands that are officially dedicated, protected or restricted to prevent further residential and/or commercial development in perpetuity. *Municipalities are additionally requested to identify and list all Board of Education and/or public school properties, whether or not they are used for public recreation purposes.*

Please **do not** identify or list farms that have been preserved for farmland preservation purposes pursuant to the Agriculture Development and Retention Act, P.L. 1983, c.32 (C. 4-1C-13) and subject to State Agriculture Development Committee (“SADC”) or Hunterdon County Agriculture Development Board (“CADB”) program funding. The Hunterdon County Planning Department-Farmland Preservation Program and CADB maintains a separate list and (GIS) database of all preserved farmland as well as those approved and pending, which have been submitted for SADC and CADB funding including Municipal Planning Incentive Grant (“PIG”) farmland projects.

- Private tax-exempt lands, such as camps or reservations that are **not** permanently deed restricted should **not** be listed on the OSI and identified as Preserved Land.
- Municipally owned lands that are **not** officially or formally dedicated for recreation, conservation, general open space or historic preservation purposes should **not** be listed on the OSI and identified as Preserved Lands; examples include libraries, municipal complexes/facilities, or tax foreclosed properties.
- Institutional or corporate land that may be temporarily leased or used for recreation or agriculture purposes should **not** be listed on the OSI and identified as Preserved Land.

Key attributes for listing **Preserved Lands** on this Open Space Inventory include the following:

**OWNERSHIP-** such as FEDERAL, STATE, COUNTY, and MUNICIPAL public lands; NONPROFIT or PRIVATELY OWNED preserved lands. (In some instances, there may be more than one owner such as a municipality and a nonprofit organization; please list all owners in order of their percent of ownership interest)

**TYPES OF LAND INTEREST-** use only the following:

ENTIRE HOLDING (the entire lot was acquired outright in fee simple absolute or permanently dedicated and restricted)

PARTIAL HOLDING (a portion of the lot was acquired outright or permanently dedicated and restricted)

ENTIRE EASEMENT (an easement was acquired and/or permanently placed on the entire lot)

PARTIAL EASEMENT (an easement was acquired and/or permanently placed on a portion of the lot)

EASEMENTS also include the acquisition and ownership of development rights, including those for historic preservation which forbid or limit changes in appearance or conditions of a site or structure or other acts or uses detrimental to the appropriate preservation of such a site or structure

**CATEGORY-** use only the following:

BOARD OF EDUCATION (public school property)

COUNTY PARKLAND AND OPEN SPACE (\*Hunterdon County maintains a separate list)

MUNICIPAL PARKLAND AND OPEN SPACE (includes recreation, natural lands and historic sites, etc.)

STATE PARKLAND AND OPEN SPACE (includes state parks, forests, wildlife management areas, natural lands and historic sites, etc.)

NONPROFIT CONSERVATION LAND (includes Land Trusts, Conservancies, etc.)

COMMON-OWNED OPEN SPACE (includes Homeowner Association property)

*FARMLAND CONSERVATION*

PRIVATE OPEN SPACE (includes land permanently dedicated and/or restricted to prevent further development)

*FARMLAND CONSERVATION applies only to farmland that has not (yet) been accepted, approved and preserved by the SADC and/or CADB, and includes land which may be permanently protected, maintained and reserved for agriculture uses and open space preservation purposes; either in fee simple absolute or by easement. (In some instances, this may include land pre-acquired for farmland preservation purposes.)*

**USE-** acceptable entries (only) are:

PARKS AND RECREATION (includes land developed, improved and maintained for active recreation, i.e. sports and athletic fields, or general park uses such as picnicking, etc.)

CONSERVATION (includes land predominately undeveloped and maintained in its natural state and/or existing condition; conservation lands may be improved with trails and may include historic sites)

VACANT (includes land that is wholly unimproved with no current and/or stated public uses)

PRIVATE (includes land that does not permit or allow public access or use; in some instances, this category-use may be mandated as a condition of subdivision approval)

*AGRICULTURE* (this entry applies only to *Farmland Conservation* Category)

**JURISDICTION-** the entity responsible for the land's management and stewardship. (In some instances, this may be different than the owner; please name if applicable or known)

**FACILITY TYPE-** use entries (if appropriate) to designate special uses, including historic

**FACILITY NAME-** please identify the official, designated name

