

OPEN SPACE ACQUISITION ASSISTANCE GRANT APPLICATION
Hunterdon County Open Space Trust Fund

Applicant Information

1. Name of applicant organization: _____
 Principal contact person for this application: _____
(name and title)
 Mailing Address: _____
 Telephone No.: _____
 E-mail address: _____

2. Is the applicant organization currently registered and in full compliance with the Charities Registration Investigation Act of 1994? (NJSA 45:17-A-18 et. seq.)
 YES NO

Project Information

Note: Project Application must be for Acquisition of lands for Recreation, Conservation or General Open Space Purposes

3. Project Title: _____

4. Type of Acquisition (include acreage)
 Fee simple acquisition: _____ acres Less than fee simple acquisition: _____ acres

5. Estimated total cost of land acquisition: \$ _____
 1. Open Space Trust Funds requested: \$ _____
 2. Percentage of total project cost: _____ %
 3. Please indicate **other funding sources** for the subject project and application
 Include ALL amounts of funds approved or requested AND sources:
 other state funds: \$ _____ / _____
 other federal funds: \$ _____ / _____
 other municipal funds: \$ _____ / _____
 other private funds: \$ _____ / _____
 other county funds[▫]: \$ _____ / _____

6. Property Owner: _____

Property location and description:

Municipal location: _____
(include street address)

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

Total area (in acres): _____

▫ For Open Space Acquisition Assistance Requests; *refer to Policy and Procedures Manual, SECTION III 2.B.I.*

- Please describe the property’s characteristics, current zoning and land use, including the applicant’s intended use and preservation objective. (Use additional sheets as needed.)

- If a conservation easement/restriction will be utilized for the property, please describe the type of easement and the proposed deed restrictions; describe any public access limitations or restrictions and describe how the applicant will monitor the grantor’s compliance with the terms of the easement. (Use additional sheets as needed.) ***Include and attach a draft copy of the proposed easement; please include all referenced exhibits or attachments, if available.***

- Please describe the proposed management and use of the property and clearly define the proposed role/responsibility of each partner and the intended public use. A description of the proposed deer management approach shall also be provided. ***Include and attach a draft copy of the proposed management and/or maintenance plan, if available.***

- If applicable, describe any contemplated transfer of ownership or assignment of the applicant’s real property interest and/or responsibilities to another qualifying nonprofit organization or government entity[▪]. ***Include and attach a copy of the proposed assignment agreement or other document, if applicable and available***

- **Please provide a concise narrative description of the project addressing, in order, each factor applicable to the property in accordance with the Evaluation Criteria in “Appendix A”.**

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[▪] A Nonprofit Organization SHALL NOT assign any of its interest to purchase property utilizing County Open Space Trust Funds in advance of the closing of title; a Nonprofit Organization shall not sell, lease, exchange, transfer or donate the lands for which monies received were allocated by the County of Hunterdon, except upon approval of the Hunterdon County Board of Chosen Freeholders.

CERTIFICATION

I, _____ hereby certify that the information
(Name of official)
provided within this Nonprofit Grants Program application is accurate and complete.

Signature: _____ Attest: _____
(Chief Executive Officer or Equivalent)

✓ CHECKLIST OF ATTACHMENTS

- ___ Completed application form
- ___ Enabling resolution by the nonprofit organization’s Corporate Body/Board of Trustees (*see attached Exhibit NPG_A*)
- ___ Proof of Nonprofit Organization’s qualification as a Charitable Conservancy By-Laws
- ___ Legible street map or tax map with site location clearly indicated
- ___ Photographs of the project site and any associated structures
- ___ Current copy of the deed, including restrictions, encumbrances and utility easements, if any
- ___ Current owner(s) of record, including name and address
- ___ Existing land survey map (if available)
- ___ Site location and explanation of any known environmental “areas of concern”
- ___ Applications 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.
- ___ Letters and/or Resolutions of municipal support from the municipality where the project is located
- ___ Other letters of support
- ___ List of Preserved Lands held by the Nonprofit Organization (*see attached Exhibit NPG_B*)
- ___ Narrative description of the project which addresses, in order, each factor applicable to the application in accordance with the Evaluation criteria in “Appendix A”
- ___ ***REFER TO POLICIES AND PROCEDURES MANUAL FOR ALL OTHER NECESSARY SUBMISSIONS***

All applications must be complete and supporting information must be provided by the applicant before the County will review and evaluate the project request.

SAMPLE RESOLUTION

WHEREAS:

The Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan established an Open Space Acquisition Grants Program to provide Open Space Trust Funds to qualifying charitable conservancies or municipalities for the acquisition of lands for public recreation, conservation and general open space purposes in Hunterdon County.

The corporate body/board of _____ desires to
(Nonprofit Organization)
further the public interest in Hunterdon County by obtaining Open Space Trust Funds in the amount of \$ _____ to fund the following acquisition project (describe):

This acquisition would require the commitment of \$ _____ as the Nonprofit Organization's share of funds.

NOW, THEREFORE, BE IT RESOLVED, the corporate body/board authorizes:

1. _____ to: (a) make an application to the County
(name of authorized official)
of Hunterdon for Open Space Trust Funds, (b) provide additional application information and furnish such documents as may be required for the Nonprofit Grants Program and (c) act as the principal contact person, correspondent and authorized signatory of the above name Nonprofit Organization.
6. If the County of Hunterdon determines that the application is complete and in conformance with the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan and the Policies and Procedures Manual for the Nonprofit Grants Program adopted thereto, the Nonprofit Organization agrees to use the approved Open Space Trust Funds in accordance with such adopted policies and procedures, and applicable state and local government rules, regulations and statutes thereto.
7. The _____ commits and encumbers
(legal name of corporate body/board)
the amount of \$ _____ as its source(s) of funds and the balance amount necessary to complete the approved acquisition project.

CERTIFICATION

I, _____ do hereby certify that the foregoing is a true copy of a resolution adopted by the _____ at a meeting held on the _____ day of _____, 20__.
(legal name of corporate body/board)

In WITNESS WHEREOF, I have hereunder set my hand and seal of this corporate body/board this ____ day of _____, 20__.

(name and title of Secretary or equivalent)

County of Hunterdon
OPEN SPACE INVENTORY

The purpose of the HUNTERDON COUNTY OPEN SPACE INVENTORY (“OSI”) is to identify and catalog existing *PRESERVED LANDS* 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 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.

Staff knowledgeable with the Nonprofit Organization’s land-use holdings should complete the OSI. The OSI should identify ONLY lands and interests owned and held by the nonprofit organization, in Hunterdon County, by their current municipal 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 land survey plan if available, or tax map depicting the property’s approximate boundary with the preserved acreage. When listing OSI lands, please indicate the **Municipality** in which the land is located.

PRESERVED LANDS mean 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. HELD means owned in fee simple or lesser interests in real property (e.g. easements) and otherwise dedicated, protected or restricted by the Nonprofit Organization to prevent further development in perpetuity.

- If the Nonprofit Organization owns an interest with another entity, please indicate the Nonprofit Organizations percent (%) of ownership interest.
- Lands that may be managed by or temporarily leased to the Nonprofit Organization should **not** be listed and identified in the OSI.

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.

For land that is permanently restricted, reserved and maintained for open space and farm related purposes, by other than the Agriculture Retention and Development Act, P.L. 1983, c. 32 (C. 4-1C-13) use the category designation *FARMLAND CONSERVATION*. This includes land restricted by easement for agriculture and other purposes such as conservation or historic preservation. *FARMLAND CONSERVATION* areas may restrict or prohibit public access.

Please indicate whether or not there is public access for each site.

Key attributes for listing *PRESERVED LANDS* on the **OSI** include the following:

OWNERSHIP- In some instances, there may be more than one owner such as a Nonprofit Organization with a local or state government entity; please list all owners and the Nonprofit Organization's percent of ownership interest

TYPES OF LAND INTEREST- use only the following:

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

PARTIAL HOLDING (a portion of the lot was acquired outright and permanently preserved)

ENTIRE EASEMENT (an easement was acquired to permanently preserve the entire lot)

PARTIAL EASEMENT (and easement was acquired to permanently preserve 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:

NONPROFIT CONSERVATION LAND (applies to and use only when the Nonprofit owns the entire interest or the majority ownership interest)^o

FARMLAND CONSERVATION

FARMLAND CONSERVATION applies only to farmland that has not (yet) been accepted, approved and preserved by the SADC and/or CADB including land which may be permanently protected, maintained and reserved for agriculture, conservation and/or woodland management; 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 public recreation uses)

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)

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 public access limitations

FACILITY NAME- please identify the official, designated name

^o for minority interests with another governmental entity, the Category State, County or Municipal Parkland and Open Space may apply