



HIGHLANDS DEVELOPMENT CREDITS (HDC) ALLOCATION APPLICATION

\*\*\* For instructions, please see page 5, below\*\*\*

I. Owner Information

1 Property Owner's Name \_\_\_\_\_ 2 Phone # \_\_\_\_\_

3 Co-Owner's Name \_\_\_\_\_ 4 Phone # \_\_\_\_\_

5 Property Owner's Street Address \_\_\_\_\_

6 City, State & Zip Code \_\_\_\_\_

II. Parcel Information (for an additional parcel(s), please provide a separate application)

7 Municipality \_\_\_\_\_ 8 County \_\_\_\_\_

9 Block # \_\_\_\_\_ 10 Lot # \_\_\_\_\_ 11 Total Acres \_\_\_\_\_

12 Nearest Street or Road \_\_\_\_\_

13 Are there any homes located on the parcel? Yes \_\_\_ No \_\_\_

14 If yes, how many homes and when were they built? \_\_\_\_\_

15 Are there any other buildings on the parcel? Yes \_\_\_ No \_\_\_

16 If yes, how many, what are they used for & when were they built? \_\_\_\_\_

17 If the parcel is not currently developed with a single family dwelling, do you wish to reserve the right to build a future home on this parcel, which reservation will be included in the applicable deed of easement and located so as to reduce ecosystem fragmentation and impact on Highlands' resources, including any agricultural resources? Yes \_\_\_ No \_\_\_ \*Please note, if your property is located in the Special Environmental Zone as designated by the Highlands Council in the Highlands Regional Master Plan and you are applying to sell any allocated HDCs to the HDC Bank, you will be required to forgo any remaining development potential, including a single-family dwelling exemption that may be applicable to the parcel, in exchange for purchase of the HDCs.

18 Describe any commercial activities taking place on this parcel (e.g. farm market, resource extraction, or campground) \_\_\_\_\_

19 Did you own this parcel prior to August 10, 2004? Yes \_\_\_ No \_\_\_

20 Copy of deed to parcel attached to application? Yes \_\_\_ No \_\_\_

21 Are there any easements or deed restrictions affecting this parcel? Yes \_\_\_ No \_\_\_

<sup>22</sup> If yes, when were they recorded? \_\_\_\_\_

<sup>23</sup> Copy of easements or other restrictions attached to application? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

<sup>24</sup> Please list any additional parcel for which you are seeking an allocation and have provided a separate application: Municipality \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Municipality \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

<sup>25</sup> Have you ever submitted an application for a Highlands Applicability Determination, Highlands Preservation Area Approval or Highlands Act waiver to the Department of Environmental Protection (NJDEP) related to this parcel? Yes \_\_\_\_ No \_\_\_\_ If yes, please provide the status of that application and submit any documentation received from NJDEP.

### III. HDC Estimator Tool Information

<sup>26</sup> Did the Tool provide your parcel with an estimated HDC range? Yes \_\_\_\_ No \_\_\_\_

<sup>27</sup> If so, what is the range of estimated HDCs the Tool noted for your parcel? \_\_\_\_ to \_\_\_\_ HDCs

*Please note that all information provided by the Tool is subject to verification by the Highlands Council.*

### IV. Potential Acquisition Priority Information

The Highlands Development Credit Bank may offer to purchase allocated HDCs from property owners that satisfy one of the following priority categories. Information or documentation to be provided to demonstrate that a property owner satisfies the requirements of a particular category is listed under the applicable category.

**(A) Hardship – Extenuating Financial Circumstances:** to qualify under this category, a property owner must demonstrate that:

1. The owner is experiencing extraordinary financial hardship, including but not limited to imminent bankruptcy, extraordinary medical expenses, or loss of job; and
2. The owner's equity in the land to which the HDCs are allocated is substantial in relation to the owner's net worth.

To show extenuating financial circumstances a property owner must provide the following documentation:

- Hardship Statement describing the hardship circumstances you or the corporation is facing including, but not limited to, imminent bankruptcy, foreclosure, extraordinary medical expenses, or loss of job;
- Certified Statement of Individual Personal Net Worth or certified Corporate Balance Sheet, as appropriate; and
- Copies of the following documentation as appropriate:
  - Past 2 years of Income Tax Returns (first 2 pages only);
  - Last 3 months of Bank Account Statements (black out your account number, but keep your name on it);

- Past 2 months of Proof of Income – paycheck stubs, social security, disability, child support, alimony, *unemployment statements*, etc. If self-employed, please provide last quarter’s Profit & Loss Statement or proof that you had business expenses and profit (even if the end number is negative);
- If applicable, most recent Mortgage Statement.

*Please note that any financial information provided to the Highlands Council in support of a claim of extenuating financial circumstances is confidential and not subject to release under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.*

**(B) Hardship – Missed Qualifying for Highlands Act Exemption #3:** to qualify under this category, a property owner must demonstrate that:

1. The proposed project comprises a major Highlands development in the Preservation Area that would have qualified for an exemption pursuant to paragraph (3) of subsection a. of section 30 of the Highlands Act but for the lack of a necessary State permit as specified in subparagraph (b) or (c), as appropriate, of paragraph (3) of subsection a. of section 30 of the Highlands Act; and for which an application for such a permit had been submitted to the Department of Environmental Protection and deemed by the department to be complete for review on or before March 29, 2004.

**(C) Hardship – Qualified for Highlands Act Exemption #3, but Exemption has Since Expired:** to qualify under this category, a property owner must demonstrate that:

1. The proposed project on the subject parcel received a Highlands Applicability Determination from NJDEP indicating that the project qualified for Exemption #3 under the Highlands Act; and
2. The proposed project received a letter from NJDEP indicating that Exemption #3 has since expired.

**(D) Non-Hardship – Parcel Located in Special Environmental Zone:** to qualify under this category, a property owner must demonstrate that:

1. The property owner applied for participation in an open space preservation program administered by the State or a local government unit (together “Public Agency”) no earlier than August 10, 2004, and which application was rejected by the appropriate Public Agency or was deemed ineligible for participation based upon the requisite program’s eligibility criteria.

**\* The Highlands Council will determine whether the parcel is located within the Special Environmental Zone as required to qualify under this category.**

**(E) Non-Hardship – Parcel Located in High Value Agricultural Priority Area:** to qualify under this category, a property owner must demonstrate that:

1. The property owner applied for participation in a farmland preservation program administered by the State or a local government unit (together “Public Agency”) no earlier than August 10, 2004, and which application was rejected by the Public Agency or was deemed ineligible for participation based upon the requisite program’s eligibility criteria.



## INSTRUCTIONS FOR COMPLETING AN HDC ALLOCATION APPLICATION

### PLEASE PRINT OR TYPE:

- 1 Enter your first, middle, and last name. No nicknames please.
- 2 Enter the telephone number including area code, where you are most likely to be reached during the day.
- 3 If you own the property jointly with another person, please enter his or her name. If there are more than two owners, please attach an additional sheet with their names and telephone numbers.
- 4 Enter the telephone number including area code, where the co-owner may be reached during the day.
- 5 Enter the full street address, including apartment number if appropriate, of the home or business where you would like to receive mail.
- 6 Enter the city, state, and zip code of your mailing address.
- 7 & 8 Identify the municipality and county in which the property is located.
- 9 & 10 Enter the tax block and lot numbers from your most recent property tax bill. Please identify all properties for which an HDC allocation is requested.
- 11 Enter the total acreage of the property.
- 12 Enter the name or route number of the road which is closest to your property. If you are uncertain, please identify the road which you believe is the closest.
- 13 Note if there is one or more homes located on the property.
- 14 Note when (month and year) the home was built. If number 13 was checked "No," please enter "Not Applicable."
- 15 Note if there any other buildings on this property.
- 16 Describe the other buildings on this property, what they are used for, and when they were built. If number 15 was checked "No," please enter "Not Applicable."
- 17 Note if you wish to reserve the opportunity to build a single-family dwelling in the future. If there is an existing single-family dwelling on the property, then you are ineligible to reserve such a right. Please be aware that this reservation does not guarantee future approval to build and is subject to any development limitations imposed by the municipality in which the parcel is located. Additionally, the reservation will be noted in the applicable deed of easement recorded against the property as the "Highlands Exemption Area," and will be located on the parcel so as to reduce ecosystem fragmentation and impact on Highlands' resources, including any agricultural resources. **Please note, if your property is located in the Special Environmental Zone as designated by the Highlands Council in the Highlands Regional Master Plan and you are applying to sell any allocated HDCs to the HDC Bank, you will be required to forgo any remaining development potential, including a single-family dwelling exemption that may be applicable to the parcel, in exchange for purchase of the HDCs.**
- 18 Note if there are any commercial activities conducted on this property. If there aren't any, enter "none."
- 19 Note if you owned the property on or before August 10, 2004.
- 20 A copy of the deed to the property must be attached in order for your application to be processed. If it is not available, please check the box marked "no" and attach a sheet explaining why it's not available.
- 21 Note if there are any easements or deed restrictions affecting the property listed in 9 and 10.
- 22 Enter the date that the easements or restrictions were recorded.
- 23 If number 21 was checked "Yes," copies of the easement or deed restrictions must be attached in order for your application to be processed. If they are not available, please check the box marked "No" and attach a sheet explaining why they're not available.
- 24 Please list any additional property for which you are seeking an allocation and have provided a separate application.
- 25 Note if you have previously submitted any application to the Department of Environmental Protection (NJDEP) for a Highlands Applicability Determination, Highlands Preservation Area Approval or applicable Highlands Act waiver concerning this property. If number 25 was checked "Yes," please provide the status of the application and submit a copy of the information provided to NJDEP and any documentation received from NJDEP.

- 26 Please check "Yes" if the Highlands Council's web-based HDC Estimator Tool provided an estimated HDC range for your parcel(s).
- 27 If your parcel(s) received an estimated HDC range, please note the range of HDCs listed by the Tool.
- 28 Please check "Yes" if you are interested in selling your HDCs to the State of New Jersey under any of the applicable categories; otherwise, check "No" if you do not want to participate in the purchase program at this time. If you checked "Yes," please indicate the priority category under which you are applying.
- 29 Please indicate whether or not you have engaged an attorney or someone else to represent you. If you check the box marked "Yes," the Highlands Council will correspond and communicate directly with your representative and not you.
- 30-32 Please complete only if you checked the box marked "Yes" in number 33.
- 33 If you've designated a representative (see number 30), he or she must sign here.

***Certification: Please read the certification carefully before signing and dating the application. Any and all co-owner(s) identified in number 3 must sign and date the application as well.***

**\*\*This application must be notarized before it is submitted to the Highlands Council\*\***

**Return Completed Application and any supporting documentation to:**

**New Jersey Highlands Council  
 100 North Road  
 Chester, New Jersey 07930  
 Attn: Highlands TDR Program**

<b>For Highlands Council Use Only</b>	
Date Received	_____
Application #	_____
HDC Allocation #	_____
HDC Alloc. Date	_____







**Highlands TDR Program**  
**Statement of Personal Net Worth**

*Please note that any financial information provided to the Highlands Council in support of a claim of hardship is confidential and not subject to release under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.*

<b>ASSETS</b>	<b>Dollar Value (\$)</b>
Cash on Hand	
Checking Account Balance(s)	
Savings Account Balance(s)	
Stocks and Bonds	
Certificate(s) of Deposit	
Cash-Value of Life Insurance	
Cash-Value of Pension	
Home (Market Value)	
Rental Property (Market Value)	
Vacation Property (Market Value)	
Automobile(s)	
Personal Property	
Other	
<b>TOTAL ASSETS</b>	
<b>LIABILITIES</b>	<b>Dollar Value (\$)</b>
Unpaid Taxes	
Home Mortgage(s)	
Other Real Estate Mortgage(s)	
Automobile Loan Balance(s)	
Personal Loan Balance(s)	
Credit Card Balance(s)	
Promissory Note Balance(s)	
Other Debts	
<b>TOTAL LIABILITIES</b>	
<b>ESTIMATED NET WORTH (ASSETS minus LIABILITIES)</b>	

