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### HIGHLANDS COUNCIL GUIDANCE FOR RMP UPDATES

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#### Overview of RMP Updates

The Regional Master Plan (RMP) Updates Program is designed to coordinate the exchange and verification of updated, relevant factual information. This ensures that the Highlands Council and its municipalities and counties will be using the most current data during Plan Implementation and Plan Conformance. We ask that RMP Updates are coordinated with the appropriate municipality so they can work with the Highlands Council to address RMP Updates comprehensively for lands within their jurisdiction. The Highlands Council is developing an online system for the collection of RMP Updates which will be the preferred method for RMP Updates. There may also be a separate system for aggregation of multiple RMP Updates from municipalities during Plan Conformance. It is important to note that RMP Updates do not necessarily result in a change in Zone designation on the Highlands Council's Land Use Capability Zone Map.

During Plan Implementation the Highlands Council will be working with municipalities to comprehensively collect and verify RMP Updates. The following is a list of application requirements to address various types of RMP Updates. This list is a preliminary draft of the application requirements for RMP Updates and the Highlands Council reserves the right to modify this list at any time. Please periodically check with the Highlands Council for the most current list available. Please note that some information used by the Highlands Council is developed and maintained by other government agencies. The Highlands Council will not process, as RMP Updates, information maintained by other agencies (e.g., Landscape Project mapping from NJDEP), but rather will address any new information through site-specific reviews, in coordination with the originating agency.

The Regional Master Plan addresses components necessary to protect the natural, scenic and other Highlands resources, including, but not limited to, forests, wetlands, stream corridors, steep slopes, and critical habitat for flora and fauna. The Land Use Capability Zone Map (LUCZ Map) was developed pursuant to the Highlands Act which requires that the Regional Master Plan include a land use capability map and a comprehensive statement of policies for planning and managing the development and use of land.

The LUCZ Map was built upon best available regional indicators representing actual conditions. During RMP implementation the LUCZ Map will help municipalities apply RMP standards and criteria, and is intended to provide a means to address issues of special public interest (e.g., watershed management area, open space preservation, historic preservation, urban enterprise zone) that the underlying base zoning may not otherwise take into consideration.

The LUCZ Map was based upon the Highlands Council's Land use ANalysis Decision Support (LANDS) model. This model provides for a comprehensive evaluation of both resource constraints and development opportunity at a regional scale. Please see the attached "Indicators Used in the LANDS Model" (Appendix A) for further information regarding the development of the LANDS model. In addition, we have included a RMP Updates Form that can be used for all RMP Updates submissions to the Highlands Council.

The Highlands Council is presently prioritizing the review of RMP Updates to begin the process of Plan Implementation and Plan Conformance. The priority layers identified to date include RMP Updates of:

1. Existing Parcels (by block and lot)
2. Existing Parcels Currently Served with Wastewater Treatment Other than Septic Systems
3. Existing Parcels Currently Supplied with Potable Water
4. Existing Land Cover
5. Existing Preserved Open Space Parcels

#### **Application Requirements for the RMP Update Layers**

##### **For all RMP Updates based on Existing Parcels, include the following:**

- State Standard Numeric (SSN)
- County Name
- Municipality Name
- Tax Block Number
- Tax Lot Number
- Tax Lot Qualifier (specify condo units, common areas, farm homestead or qualified farm)
- Acreage Calculation based on area of feature
- New Jersey Property Tax System (MOD IV) Property Class Code
- Effective date lot was in existence

For all new parcels include the above information and fully executed Final Subdivision or Site Plans in digital format. All parcel data must at least meet the appropriate Counties Digital Data Standards.

#### **Existing Parcels Currently Served with Wastewater Treatment Other than Septic Systems**

To support an RMP Update to identify Existing Parcels Currently Served with Wastewater Treatment Other than Septic Systems, the Highlands Council requires the submission of any one of the following:

- NJDEP approval for Existing Area Served pursuant to Water Quality Management Planning (N.J.A.C. 7:15) Rules;
- Existing billing record with appropriate property location information;
- NJDEP Treatment Works Approval with fully executed As-Built Plans;

- NJPDES discharge permit for an on-site treatment and discharge system, with Block & Lot identified; or
- Utility engineer certified map or plan with Block & Lot identified.

Include all of the following information:

- NJPDES Permit Number
- Permitted Facility Name
- Discharge Type (Surface or Ground)
- Portion of Service Area Located Within Highlands Region (Acres)
- Total Permitted Capacity in Million Gallons Per Day (MGD)
- Highlands Portion of Permitted Capacity in Million Gallons Per Day (MGD)
- Total Max 3 Month Discharge in Million Gallons Per Day (MGD) - Include Months (Last 5 years)
- Highlands Portion of Max 3 Month Discharge in Million Gallons Per Day (MGD)
- Current Available Highlands Capacity in Million Gallons Per Day (MGD)

To support an RMP Update to remove a parcel from Existing Parcels Currently Served with Wastewater Treatment Other than Septic Systems, the Highlands Council requires the submission of the following:

- NJDEP approval for a Wastewater Management Plan identifying the parcel as being within the wastewater management area for discharges to ground water less than 2,000 gallons per day, pursuant to Water Quality Management Planning (N.J.A.C. 7:15) Rules; and
- Certification based on billing records of the wastewater utilities serving the municipality that the property is not connected to the system (where applicable); and
- Where a portion of a parcel is not within the EAS, a digital survey of the portion of the parcel that should be removed from the EAS.

#### **Existing Parcels Currently Supplied with Potable Water**

To support an RMP Update to Existing Parcels Currently Supplied with Potable Water, the Highlands Council requires the submission of any one of the following:

- NJDEP Approved Master Permit (N.J.A.C. 7:10-11.10), plus written local utility approval of the connection based upon the Master Permit;
- NJDEP Approved Initial or Renewal Physical Connection Permit (N.J.A.C. 7:10-10.5);
- Quarterly Physical Connection and Maintenance Report (N.J.A.C. 7:10-10.6);
- NJDEP Approved permit to construct or operate a new public community water system (7:10-11.5);
- NJDEP Approved certification of new, altered or replacement nonpublic or public non-community water systems (N.J.A.C. 7:10-12.39); or
- Existing billing record with appropriate property location information.

Include all of the following information:

- Public Water System Identification Number
- Purveyor Name
- Total Water Supply in Million Gallons Per Month (MGM)
- Total Water Demand in Million Gallons Per Month (MGM)
- Maximum Monthly Water Demand in Million Gallons Per Month (MGM) - Include Month (Last 5 years)

- Available Water Capacity in Million Gallons Per Month (MGM)

**Existing Land Cover**

To support an RMP Update to Existing Land Cover, the Highlands Council requires the submission of one of the following:

- If the property has been developed a set of fully executed As-Built Plans in digital format clearly indicating the developed and impervious areas; or a digital site survey clearly delineating developed and impervious areas prepared by a qualified New Jersey licensed professional engineer and the plans shall bear the engineer's seal as required by N.J.S.A. 45:8-45; or
- If digital As-Built Plans or site surveys are not available, but the developed and impervious areas are clearly visible from current aerial photography, provide the aerial photo and spatial file. The aerial photo must be georeferenced and the spatial file must comply with the Highlands Councils digital data standards which ensures spatial accuracy and documentation; or
- If a previously developed area where the developed land use has been removed an aerial image of the current land cover must be provided with Block & Lot identified.

**Existing Preserved Open Space Parcels**

To support an RMP Update to Existing Preserved Open Space, the Highlands Council requires the submission of a copy of the Existing Deed and any one of the following:

- Fully executed conservation easement and mapped delineation of the area to which the easement applies if not the full parcel;
- Municipal or County resolution; or
- Recreation and Open Space Inventory with Block and Lot.

**Appendix A**

**INDICATORS USED IN THE LANDS MODEL**

<b>Zone</b>	<b>Criteria</b>	<b>Indicator</b>	<b>Indicator Tier</b>	
Protection	Forest Integrity	Total Forest Area w/in Forest Resource Area	Primary	
		Core Forest > 250 Acres	Secondary	
		Total Forest	Secondary	
	Riparian Corridor	Riparian Corridor Condition -High	Primary	
	Recharge	Prime Ground Water Recharge	Primary	
	Critical Habitat	Critical Habitat -Landscape Rank 3-5 Plus Landscape 2 within Highlands Rank 2-3		Primary
			Vernal Pools + 1000 feet	Primary
		Significant Natural Areas	Primary	
		Preserved Lands	Secondary	
		Lakes >10 Acres	Secondary	
Conservation	Agriculture	Contiguous Farms >250 acres	Primary	
		Agriculture Land Use > 10 acres	Secondary	
		Agriculture Land Use Land Cover	Secondary	

Zone	Criteria	Indicator	Indicator Tier
Existing Community	Development Intensity	Core Developed Lands	Primary
		Moderate Developed Lands	Primary
		Suburban Fringe Lands	Primary
		Rural Developed Lands	Secondary
		Developed Land Use Land Cover	Secondary
		Land Use Land Cover Anderson Code 1140	Secondary
	Utilities	Existing Area Served (Potable Water) + 100 feet	Primary
		Existing Area Served (Highlands Domestic Sewerage Facilities) + 100 feet	Primary
	Transportation	Transportation Score $\geq 3$	Primary