



RMP Updates Form

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.

Please complete the following:

The following RMP Updates **only** apply for the Tax Block and Lot Numbers listed below for the following feature: **(check only one)**

- Existing Parcel not represented in the Highlands Council Geographic Information System
- Existing Parcels Currently Served with Wastewater Treatment Other than Septic Systems
- Existing Parcels Currently Supplied with Potable Water
- Existing Land Cover
- Existing Preserved Open Space Parcels

Preparer Information

Submitted By: First Name: _____		Last Name: _____	
Address: _____		Tel: _____ email: _____	
Affiliation (please select one): <input type="checkbox"/> Mayor <input type="checkbox"/> Consultant on behalf of municipality <input type="checkbox"/> Municipal Administrator			
<input type="checkbox"/> Attorney on behalf of municipality <input type="checkbox"/> Professional Engineer or Planner: License # _____			
Other: _____			

Property Information

State Standard Numeric (SSN): _____		County Name: _____	
Municipality Name: _____		Tax Block Number: _____	
Tax Lot Number: _____		Tax Lot Qualifier: _____	
		<small>(specify condo units, common areas, farm homestead or qualified farm)</small>	
Acreage: _____		<small>(Calculation based on area of feature)</small>	
New Jersey Property Tax System (MOD IV) Property Class Code: _____			

The above listed parcel(s) is **not** represented in the Highlands Councils Geographic Information System.

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 County's Digital Parcel 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: (**Check One**)

- 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.

The above supporting documentation was sent via: email mail hand delivered other: _____

Include all of the following information:

NJPDES Permit Number: _____
Permitted Facility Name: _____
Discharge Type: Surface 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)
_____ Months: _____ Year: _____
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.



The above supporting documentation was sent via: email mail hand delivered other: _____

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: (**Check One**)

- 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 (PWSID): _____
 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)
 _____ Month: _____ Year: _____
 Available Water Capacity in Million Gallons Per Month (MGM): _____

The above supporting documentation was sent via: email mail hand delivered other: _____

Existing Land Cover

To support an RMP Update to Existing Land Cover, the Highlands Council requires the submission of one of the following: (**Check One**)

- 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.

The above supporting documentation was sent via: email mail hand delivered other: _____

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: (**Check One**)

- 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.

The above supporting documentation was sent via: email mail hand delivered other: _____