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Highlands Water Protection and Planning Council
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JACK J. SCHRIER
Acting Chairman

EILEEN SWAN
Executive Director

February 8, 2010

Jack M. Ciattarelli, Freeholder Director
Somerset County
20 Grove Street
PO Box 3000
Somerville, NJ 08876

Subject: Petition for Plan Conformance
2009 Plan Conformance Grant Program

Dear Freeholder Director Ciattarelli:

Thank you on behalf of the Highlands Water Protection and Planning Council (Highlands Council), for your submission of a Petition for Plan Conformance for County lands within the Highlands Preservation Area. In accordance with Highlands Council Plan Conformance guidelines, we have reviewed the Petition for purposes of completeness. Please be advised that as of the date of this letter, additional submission materials are needed and the Petition has thus been deemed Administratively Incomplete.

Substantive review of the Petition cannot begin until all required items have been provided to the Highlands Council. It is important that missing items be provided in a timely fashion, particularly given that the Petition involves Preservation Area lands. We seek to expedite the process for all Petitioners and will update the status of your Petition as any item is received. A detailed list of all components missing from your Petition is provided in the enclosure to this letter. Please provide all items to the Highlands Council within 90 calendar days of the date of this letter.

Each item should be submitted in accordance with the procedures established under the Highland Council 2009 Plan Conformance Grant Program, "County Petition for Plan Conformance." The full document is available at our website. Please view the "Plan Conformance" link, which may be found at: www.highlands.state.nj.us/njhighlands/planconformance/.

We would be pleased to assist the County, including any staff and professionals working on the Petition, to address the outstanding items and encourage you to contact our offices as needed. A Highlands Council Staff Liaison has been assigned to each county to coordinate interactions with County staff and consultants on any issues regarding Petitions for Plan Conformance. The Staff Liaison for your County is Chris Danis, Principal Planner, who may be reached by telephone at (908) 879-6737 ext. 117 or via e-mail at chris.danis@highlands.state.nj.us. Should any Liaison assignment or contact information change, we will notify you without delay. If you have questions specifically regarding the Petition for Plan Conformance package, you may also contact Erika Webb Cramer, Regional Planner by telephone at (908) 879-6737 ext. 104 or via e-mail at erika.webb@highlands.state.nj.us.

Please note that this letter has been copied to all individuals on the also enclosed Plan Conformance Service List, which was developed based on the most current County information available to the Highlands Council. The list should contain the names and contact information for the specific individuals designated by the County to receive copies of all direct communications from the Highlands Council regarding Plan Conformance. Please review the Plan Conformance Service List for inclusion of all appropriate individuals and accuracy of contact information. To the extent feasible, we would prefer to send copies of the original paper communication to Service List representatives by e-mail. Please be aware that the Service List will become a public document, however, and should not contain personal e-mails that individuals may wish to keep private. Should modifications to the Service List be necessary, please forward the requested changes by e-mail to your Highlands Council Staff Liaison. Please be advised that the Service List should be limited to County officials, staff representatives, and/or County professionals responsible for guiding or assisting in the Plan Conformance process. All other interested parties will have access to County Plan Conformance reports, status, and Petition materials via postings and tracking sheets to be incorporated into the Highlands Council website. The Service List is a subset of the complete County contact list maintained by the Highlands Council, which will be updated by the County on-line, as discussed in the instructions for County Petitions for Plan Conformance (see Part 3, on page 5). Separate instructions will be provided to the County for this update process in time to meet the (new) February 28 and March 19, 2010 deadlines. The extension is necessary due to technical delays in making the web-based contact program available.

Lastly, please be advised that our records indicate that the County has not yet applied for a 2009 Plan Conformance Grant. This grant would cover all reasonable expenses associated with Plan Conformance. The base award amount for this grant is \$20,000 with individual grant allocations not to exceed \$50,000 for basic Plan Conformance. Costs to date may be applied to this grant funding upon approval. After the components of this grant program have been completed, your County will have the opportunity to enroll in additional grant programs designed to help the County achieve full Plan Conformance and satisfy the goals and objectives of the RMP. If you have questions or concerns regarding grants or invoices, please contact Herbert August, Manager of Grants Administration by telephone at (908) 879-6737 ext. 105, or via email at herbert.august@highlands.state.nj.us. Should you or other elected or appointed officials have any other questions, I will continue to be available to you for all Highlands matters and can be reached at (908) 879-6737 ext. 101, or via e-mail at eileen.swan@highlands.state.nj.us.

We recognize the significant level of effort required to develop a complete Petition for Plan Conformance and appreciate what has been accomplished thus far. We look forward to receipt of all outstanding materials and to working with you to keep this process moving forward. Thank you for your continued cooperation.

Yours sincerely,



Eileen Swan
Executive Director

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New Jersey Highlands Council Administrative Completeness Review
County Petition for Plan Conformance

County: Somerset

Date: February 8, 2010

SUBMISSION ITEMS NEEDED FOR COMPLETENESS

1. **County Information**
 - a. County Point of Contact , not specified – Name, Title, Contact Information
2. **Submittal Checklist** – Please see Appendix A of County Petition Instructions Document (MS Excel file).
3. **2009 Plan Conformance Grant Program Documents**
 - a. **Task B – Highlands Master Plan Element**
 - i. Maps/Exhibits – All are missing. If you require assistance with development or incorporation of maps into the document, please contact your Highlands Council Staff Liaison.
4. **County Self-Assessment Report**
 - a. The Petition includes the narrative portion; however the spreadsheet is missing. The spreadsheet may be found in Appendix A of the County Petition Instructions Document, MS Excel file.

SPECIAL COUNTY REQUEST

Highlands Land & Facilities Regulations: Somerset County has requested a waiver from the requirement for submission of Highlands Land and Facilities Regulations. The County states that no county buildings or structures are located within in Preservation Area, other than a County roadway.

Please be advised that this request is under consideration by the Highlands Council. Should additional information be required to process this request, we will notify the designated County Contact person. The Highlands Council will advise the County of the outcome as soon as possible.

Advisory: The listing(s) above is/are intended to be all encompassing for purposes of Administrative Completeness. However, a finding of Administrative Completeness shall in no event preclude the Highlands Council from requesting such additional information as may prove necessary during the process of its review of a Petition for Plan Conformance, to clarify, complete, correct or modify a Petition in the interest of ultimately achieving Plan Conformance.

New Jersey Highlands Council Administrative Completeness Review
County Petition for Plan Conformance

Submission Format: All information should be provided in both electronic (MSWord, Adobe Acrobat, GIS Shape Files) *and* paper form in accordance with the County Petitions Instructions Document (see County Plan Conformance Grant Program documents).

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