

BANISCH

ASSOCIATES, INC.

Planning and Design

February 16, 2016

Mr. Corey Piasecki, PP/AICP, Regional Planner
New Jersey Highlands Council
100 North Road
Chester, NJ 07930

Re: Chester Borough Plan Conformance

Dear Mr. Piasecki,

The following scope of work, timeline and budget is provided in connection with Chester Borough's Application for Municipal Plan Conformance Grant Reapplication.

Plan Conformance Elements/Work Products	Timeline	Budget Estimate \$
Module 5 – Model Highlands Master Plan – utilizing the Highlands' updated model Master Plan Element for Planning Area municipalities, prepare municipal Master Plan element	30-days	See Review and Recommendations Report line item
Module 6 – Highlands Land Use Ordinance – update the Highlands' updated model Land Use Ordinance; supplement as may be indicated by local master plan	30-days	See Review and Recommendations Report line item
Plan Conformance - Review and Recommendations Report – Municipal Response	30-days	10,500
Estimated / Subtotals:	60-days	10,500

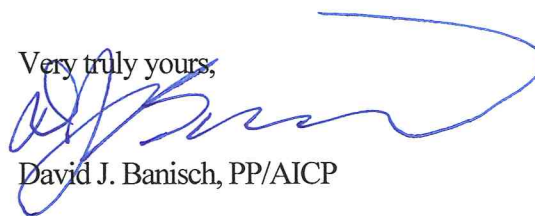
** Chester Borough would like to participate in the 3rd Round Housing Plan Element and Fair Share Plan update program once the Highlands Council determines that the Borough is eligible.

The "anticipated completion dates" in the draft IPS are identified in number of days, not specific completion dates. Please advise me if this is acceptable or if this should be revised.

Pursuant to Chester Borough's recent reaffirmation of its intention to conform to the Highlands Regional Master Plan, this letter identifies a draft scope of work, schedule and budget for Plan Conformance items to be completed, as we understand the scope of required tasks at this time. Please review this draft scope of work and advise if it is acceptable, or if any revisions may be required.

Thank you very much for your assistance in this matter.

Very truly yours,



David J. Banisch, PP/AICP

Attachments:



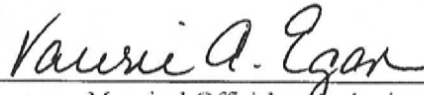
Application for Municipal Plan Conformance Grant Reapplication

I. Application Summary			
Municipality	Borough of Chester	Address	300 Main Street Chester, NJ 07930
County	Morris	Phone	908-879-3660
Mayor	Janet Hoven	Email	jhoven@chesterboro.org
Clerk	Valerie A. Egan	Email	vegan@chesterboro.org
Administrator	Valerie A. Egan	Email	vegan@chesterboro.org
Type of Grant Requested	Plan Conformance Grant Reapplication	Fax	908-879-0122
Date	February 12, 2016		

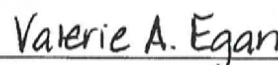
II. Grantee Signature

The above Highlands municipality hereby reapplies to the New Jersey Highlands Water Protection and Planning Council for a Planning Assistance Grant pursuant to the Highlands Water Protection and Planning Act, N.J.S.A. 13:20-1 et seq., P.L. 2004, c. 120.

ORIGINAL SIGNATURE REQUIRED



Signature - Municipal Official or Authorized Designee



Valerie A. Egan
Municipal Official or Authorized Designee

- III. Items Required for Complete Grant Application**
- Copy of Municipal Resolution by the governing body, approved at a posted public meeting indicating that the aforementioned municipality wishes to complete the Plan Conformance Grant process. This process includes, at a minimum, the adoption or inclusion of a vetted Environmental Resource Inventory, Highlands Master Plan Element and incorporation/adoption of Highlands Land Use Ordinances.
 - Submission of any drafted/completed Plan Conformance documents generated prior to this application.
 - Submission of a Scope of Work, timeline and budget for the completion of the following:
 - Environmental Resource Inventory
 - Highlands Master Plan Element
 - Highlands Land Use Ordinances
 - Highlands Implementation Plan and Schedule
 - See attached Scope of Work for additional work items

IV. Terms and Conditions

- A **Municipal Plan Conformance Liaison** shall be designated and identified in the space provided below. This individual should be a municipal staff person (most often Clerk or Administrator) designated by the Mayor as point of contact to deal directly with the Highlands Council staff on ongoing administrative Plan Conformance matters. This Liaison is responsible for day-to-day coordination of the technical grant deliverables being developed by both municipal staff and their professionals. When indicated by the approved scopes of work, the Liaison will be required to submit progress reports to the Highlands Council's Manager of Grants Administration for specific tasks identified in the Plan Conformance Implementation section.
- A **Municipal Grant Manager** shall be designated and identified in the space provided below. This individual should be a municipal staff person (as authorized by the municipality) responsible for financial accounting and monitoring regarding all grants from the Highlands Council, to ensure that charges from municipal staff and municipal contract professionals are consistent with the terms and amounts identified in this Amended Grant Agreement, and that all protocols are followed. The Municipal Grant Manager must coordinate efforts with the Municipal Plan Conformance Liaison to ensure that deliverables are submitted on time and within budget for the successful completion of each task listed in the Plan Conformance Implementation section.
- Funding is predicated upon the review of all submitted or drafted documents by Highlands Council Staff and a review of the Highlands Council's budget and associated grant funding accounts to determine whether funding is available to grant a filed application, or, if appropriate, whether necessary funding can be built into the following Fiscal Year's Highlands Protection Fund Grants Budget.
- **As a matter of policy, the Highlands Council will not approve an application for grant reapplication where additional funds are dedicated for the update of previously completed draft work deliverables which require rework/revisiting due to elapsed time.**

V. Municipal Staff Information (if known):

Municipal Plan Conformance Liaison	
Name: Valerie Egan	Address: 300 Main St., Chester, NJ 07930
Title: Administrator/Clerk	Email: vegan@chesterboro.org
Phone: 908-879-3660	Fax: 908-879-0122
Municipal Grant Manager	
Name: Valerie Egan	Address: 300 Main St., Chester, NJ 07930
Title: Administrator/Clerk	Email: vegan@chesterboro.org
Phone: 908-879-3660	Fax: 908-879-0122

VI. Consultant Information (if known):

Municipal Planning Professional Consultant	
Company Name: Banisch Associates, Inc.	Address: 111 Main St., Flemington, NJ 08822
Contact Person: David J. Banisch, PP/AICP	Email: davidbanisch@banisch.com
Phone: 908-782-0835	Fax: 908-782-7636
Municipal Engineering Consultant	
Company Name: N/A	Address:
Contact Person:	Email:
Phone:	Fax:

**Mail printed copy of this form and attachments (with original signature) to:
NJ Highlands Council; 100 North Road (Route 513), Chester, NJ 07930
Attn: Herb August, Manager of Grants Administration**