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GREEN ACRES

**Local and Nonprofit Assistance Program**

**Pre-Appraisal Fact Sheet**

*Revised 7/30/2024*

To establish an accurate value for a parcel of land and ensure its eligibility for funding, it is important to have all pertinent information *before* the land is appraised. The following questions will allow Green Acres and the appraisers to be hired by the local government or nonprofit to have a better understanding of the project, which will streamline the appraisal process as well as the appraisal review.

A completed *Pre-Appraisal Fact Sheet* and *Property Eligibility and Future Use Questionnaire* must be submitted with the Project Reference Map and approved by Green Acres **before you hire appraisers**. All questions must be completed; incomplete forms will be returned to the applicant for completion. **Green Acres will not provide written appraisal instructions, schedule a pre-bid appraisal meeting or authorize appraisals to begin until these documents have been submitted and approved by Green Acres.**

Please note:

Please ask any appraiser to be hired for the acquisition whether they have completed a Green Acres-compliant appraisal report in the past three years. If they have not, the appraiser must contact the Appraisal Review Section before starting the project.

Hired appraisers MUST be provided with written appraisal instructions from Green Acres, once available, and all appraisals must be performed in accordance with the current Green Acres Appraisal Requirements as found on the [Green Acres website](https://dep.nj.gov/greenacres/appraisals/).

If the acquisition details or appraisal scenario changes from what is described below, corrected pre-appraisal documents must be submitted immediately to Green Acres, even if the appraisals have already been conducted.Any changes in the appraisal scope of work will require a new appraisal report.

**GENERAL INFORMATION**

Applicant (Name of Local Gov’t or Nonprofit):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Contact Person for this property:

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| Cell Phone |  |
| Email Address |  |

**GENERAL PROPERTY INFORMATION**

1. Property Address:

|  |  |
| --- | --- |
| Street Address or Nearest Intersection |  |
| Municipality(ies) |  |
| County |  |

2. Property Block(s), Lot(s), and Acreage:

|  |  |  |  |
| --- | --- | --- | --- |
| Block | Lot | Total Lot Acreage | Acreage to be Acquired |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Acreage to be Acquired: | | |  |

3. Current Owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any adjacent lots that are under the same ownership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. This acquisition will be: Fee simple □ Easement □

For easements:

* Consult the *Easement Acquisition Procedures and Standards* for an overview of Green Acres easement policies and reimbursement percentages.
* All easement conditions must be negotiated prior to ordering appraisals.
* Applicants must also submit the *Proposed Easement Acquisition Information Form* as part of the pre-appraisal package.

5. This acquisition will be: An entire taking □ A partial taking □ (If a partial taking, please describe the taking and remainder areas in detail and show clearly on the Project Reference Map.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**If the acquisition is a partial taking and the portion that is not included in the Green Acres project site is intended to be used for other than recreation and conservation purposes, it is critical that the funds used to purchase the remainder are not municipal or county open space funds.**

6.Has this property been previously appraised for Green Acres purposes? If so, please note the project/parcel number(s), the report date(s), and, if applicable, any other owner name(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Has the applicant previously appraised or made offers on adjacent/nearby properties within the last five years? If yes, please provide the information requested in #6:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. Is this property the subject of an active application for farmland preservation at the state or local level? If yes, please name the preservation program and describe status of application:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9. Has the project site been identified by a municipality or otherwise designated for use in meeting municipal fair share low- and moderate-income housing obligations under the Fair Housing Act of 1985 N.J.S.A. 52:27D-301)? Yes □ No □ If yes, please contact Green Acres immediately.

10. Is there any pending litigation involving the property? Yes □ No □

If Yes, please describe below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DESCRIBE THE FOLLOWING PROPERTY DETAILS**:

1. Physical characteristics of the property and any special features: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Details of legal access *(If sole access to the property is via an easement or agreement with adjoining property owner, documentation must be provided)*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Current use of the property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Uplands/Wetlands:

|  |  |  |  |
| --- | --- | --- | --- |
| Total Acreage to be Acquired | Upland Acreage | Wetland Acreage | Riparian Acreage |
|  |  |  |  |

Note: A wetlands delineation verified by the NJDEP (e.g. NJDEP-issued Letter of Interpretation (LOI) and Plan) is the most accurate source of wetlands information. If an LOI is not available, information regarding the potential location and area of freshwater/coastal wetlands is available from the NJDEP Bureau of GIS [NJ-GeoWeb](https://dep.nj.gov/gis/nj-geoweb/). If the wetlands acreage figures are derived from an LOI, please attach a copy.

5. Name any Category One streamson the site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Stream classifications are listed in the [Surface Water Quality Standards](https://dep.nj.gov/wp-content/uploads/rules/rules/njac7_9b.pdf) (SWQS) at N.J.A.C. 7:9B-1.15. The Department’s [interactive mapping tool](https://www.nj.gov/dep/gis/apps.html)is also helpful in identifying stream classifications. Directions on how to use the interactive mapping tool can be found [here](http://www.nj.gov/dep/wms/bwqsa/).

6. Legal rights and restrictions:

a. List any and all existing easements, rights-of-way, reversionary interests, or other covenants, conditions, and restrictions affecting property (e.g. utility, access, shared road/driveway maintenance, drainage, sewer, conservation, Pineland Development Credit Bank easement, deed clause limiting or reserving a specific use, a reverter clause etc.). Attach documentation, if available (e.g. recorded documents, easements, mapping).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Are there any planned future road right-of-way expansions that will affect the property? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Are there existing structures on the property? Yes □ No □

If Yes, complete a, b, and c below:

a. Identify existing structure(s), present condition, current use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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b. Is the property identified as historic on the NJDEP Historic Preservation Office [LUCY Online Map Viewer](https://njdep.maps.arcgis.com/apps/webappviewer/index.html?id=6706acec2a7e46489f6d4dabba02fc9c)? Yes □ No □

c. Based on discussions with the landowner and a site visit to the property, please provide any additional information regarding the potentially historic nature of the on-site structure(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Note: Please be reminded that project applicants must evaluate all structures for historic preservation purposes in accordance with the Green Acres rules (N.J.A.C. 7:36-4.4 (for local governments) and N.J.A.C. 7:36-15.4 (for nonprofits)). If not already performed, this review should be undertaken as soon as possible, and prior to ordering the appraisals.**

**In addition, any proposed use(s) of existing structures that will remain after acquisition must be approved in advance by Green Acres to ensure the eligibility of the proposed use(s).**

**Please see *Acquisition of Properties with Structures* for more information.**

8. Available utilities: (e.g. public water, sewer, septic, well):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Please describe the terms of any and all agreements, leases, or rentals on the property (e.g. agricultural, hunting, residence, etc.), and indicate if written or verbal. Attach, if available. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Current zoning of property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any proposed zoning changes and effective dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Is the project site a current or former landfill site, known or suspected hazardous waste site, or adjacent to (or affected by) such sites?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INCLUDE THE FOLLOWING DOCUMENTS, IF AVAILABLE/APPLICABLE:**

1. Existing survey of the property;

2. Executed Contract of Sale or Option Agreement on this property with any party;

3. Signed approved subdivision/development plans; (**MUST** include signed resolution of approval by the Planning Board)

**ADDITIONAL INFORMATION**:

If this is a multi-party acquisition, you must submit a completed *Proposed Cooperative Project Information Form* with the pre-appraisal documents and list the anticipated funding partners/intended users of the appraisal reports here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGIONAL PLANNING AREAS:**

Is the acquisition located within **the Pinelands Region** Yes □ No □ ; If Yes complete a, b, c, and d:

1. Is the property located within the Pinelands Preservation Area, Agricultural Production Area, or Special Agricultural Production Area? If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Are there Pineland Development Credits (PDCs) associated with the property? Yes □ No □
3. Have the PDCs been severed from the property? Yes □ No □

d. Is there a current LOI for these PDCs? Yes □ No □

Is the acquisition located within the **Highlands Region Area?** Yes □ No □

If Yes, is the property located within the Highlands **Preservation Area** □ or **Planning Area** □

**For Green Acres Use**

Proj. Number: \_\_\_\_\_\_\_\_\_\_\_\_ Proj. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fact Sheet/Proj, Reference Map reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Project Manager) Date: \_\_\_\_\_\_\_\_ Fact Sheet/Proj. Reference Map reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Appraisal Reviewer) Date: \_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement**

On behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Local Government/Nonprofit), I agree to and acknowledge the following:

* The *Pre-Appraisal Fact Sheet*, *Property Eligibility and Future Use Questionnaire*, and, if applicable, the *Proposed Cooperative Project Information Form* and/or *Proposed Easement Acquisition Information Form,* along with the relevant attachments as described therein, are being submitted with the *Project Reference Map* and will be approved by Green Acres **before appraisers are hired**; and
* Once approved by Green Acres, the completed *Pre-Appraisal Fact Sheet* and the following documents, as applicable, will be provided to the hired appraisers and included as part of the Addendum to the Appraisal report: (please check, if included)

\_\_\_\_\_\_Documents related to legal access

\_\_\_\_\_\_Existing easements and/or rights-of-way

\_\_\_\_\_\_Lease, rental, or use agreements

\_\_\_\_\_\_NJDEP issued Letter of Interpretation (LOI) and plan

\_\_\_\_\_\_Survey

\_\_\_\_\_\_Contract of Sale/Option Agreement

\_\_\_\_\_\_Subdivision/development approvals with resolution of approvals

\_\_\_\_\_\_*Proposed Cooperative Acquisition Information Form*

\_\_\_\_\_\_*Proposed Easement Acquisition Information Form*

The Local Government/Nonprofit will provide the hired appraisers with Green Acres’ written appraisal instructions and direct that these instructions be included in the Addendum of the Appraisal report; and

All appraisals must be performed in accordance with the current Green Acres Appraisal Requirements; and

* If the appraisal scenario changes from what is described herein, corrected information will be submitted immediately to Green Acres.

|  |  |  |
| --- | --- | --- |
| Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Property Eligibility and Future Use Questionnaire**

Green Acres will use the information provided in this questionnaire to determine if the proposed property acquisition is eligible for funding and to help us document the benefits of preserving this property. Please answer each question in detail.

**Acquisition Status**

Please describe the status of this acquisition, including discussions with the landowner and any existing due diligence reports.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Acquisition Benefits**

For Planning Incentive acquisitions, please describe how the proposed acquisition is consistent with your Open Space and Recreation Plan or, if you are a nonprofit whose plan is not yet complete, how the proposed acquisition is consistent with your organization’s stated acquisition goals, priorities, and criteria. If it is not consistent, please indicate why you are pursuing the acquisition.

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**Future Management and Use**

Please identify what entity will be responsible for management of the site both in the short term and for the foreseeable future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the short-term plans (through one year post-closing) for the site, including public access, use of any on-site structures that will not be demolished, and any temporary leases.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please describe the long-term plans for the site, including public access, use of any structures on site that will not be demolished, and anticipated leases. Please indicate the timeframe for implementing these plans and the anticipated source of funds for any improvements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Project Reference Map Checklist**

The Project Reference Map is the basis for Green Acres evaluation and is used by the appraiser(s) in the determination of the property’s market value. Digital submission of the map is standard; if a paper map is submitted, please note that the minimum size should be 11” x 17".

The project reference map should be generated digitally using AutoCAD or Geographic Information System (GIS) technology. Applicants using GIS technology may acquire the geo-reference required by the Green Acres Program from the DEP’s GIS [GeoWeb](https://dep.nj.gov/gis/nj-geoweb/). All data and documents pertinent to the site (i.e., existing surveys, local government master plan, etc.) should be available during the mapping process.

This checklist should be returned with the completed application. If any items are not applicable, please indicate with “N/A” next to that item. The following are required elements of the project reference map:

|  |  |
| --- | --- |
| 1. \_\_\_\_ | Project name and location |
| 2. \_\_\_\_ | Block and lot numbers and municipality(ies) in which the acquisition is located |
| 3. \_\_\_\_ | Current owner(s) of record (also indicate adjacent lots under the same ownership) |
| 4. \_\_\_\_ | Area given in acreage or square feet |
| 5. \_\_\_\_ | Dimensions of each lot marked on each perimeter boundary |
| 6. \_\_\_\_ | Improvements shown in approximate location on parcel |
| 7. \_\_\_\_ | Acquisition area - if only a portion of the parcel is proposed for acquisition, the boundaries and size of both the proposed portion and the remaining area should be noted |
| 8. \_\_\_\_ | North arrow and scale of map. The map scale should be proportional to the size of the site to allow an appraiser to prepare an accurate appraisal |
| 9. \_\_\_\_ | If located in the Highlands, indicate whether site is in the Planning Area or Preservation Area |
| 10.\_\_\_\_ | Indicate if purchase will be fee or easement |
| 11.\_\_\_\_ | Location and area of all known existing easements, road rights-of-way, encroachments, dune and beach areas, and similar features, with the source of such information shown |
| 12.\_\_\_\_ | Location and area of all streams, rivers, waterbodies, and associated buffers. Any waterbody classified as Category One pursuant to N.J.A.C. 7:9B, and the associated special water resource protection area established pursuant to N.J.A.C. 7:8, must be shown and labeled**. (Instructions for Finding Stream Classifications and Category One Waters Using NJ Geo-Web**, available from the [DEP Bureau of GIS](https://www.nj.gov/dep/gis/).) |
| 13.\_\_\_\_ | Location and area of tideland-claimed areas, available from the [Bureau of GIS](https://www.nj.gov/dep/gis/), as determined from New Jersey Tidelands claims maps, conveyance overlays, and atlas sheets |
| 14.\_\_\_\_ | Location and area of floodplain, as shown on the New Jersey State Flood Hazard Area maps prepared under the Flood Hazard Area Control Act, N.J.S.A. 58:16A50 et seq. and available from the [DEP Office of Engineering and Construction, Bureau of Dam Safety and Flood Control](http://www.nj.gov/dep/damsafety/) or as determined from other State or Federal mapping or from a site delineation |
| 15.\_\_\_\_ | Location and area of coastal wetlands, as shown on maps prepared by the Department under the Wetlands Act of 1970, N.J.S.A. 13:9A1 et seq. and the [Bureau of GIS](https://www.nj.gov/dep/gis/). |
| 16.\_\_\_\_ | Location and area of freshwater wetlands, as determined from:  NJDEP-issued Letter of Interpretation (LOI) or [NJ-GeoWeb](https://dep.nj.gov/gis/nj-geoweb/) |
| 17.\_\_\_\_ | For easement projects: Depictions of the proposed easement terms, if applicable - i.e., delineation of any limits to the public access area; the boundary of a non-severable exception around existing improvements on site. *These delineations should be carefully established, as any changes to the areas later in the acquisition process may necessitate an appraisal update and significant delays.* |