

# State Transfer of Development Rights Bank

## Application for Planning Assistance Grant

**Checklist of Enclosed Items** (All checklist items are required for administrative completeness of this application; omission of any items may delay review and ranking of this application.)

- (     )     **Application** (signed by municipal official or authorized designee)
  - (     )     **Master Plan**
  - (     )     **Scope of Work**
  - (     )     **Staffing Plan**
  - (     )     **Estimate of Costs**
  - (     )     **Local Commitment**
  - (     )     **Development Rights Purchase Funding Plan**
  - (     )     **Development Pressure Information**
  - (     )     **TDR Concept Plan**
  
- (     )     Copy of **current Municipal Master Plan** and **preservation-supportive ordinances**
  - (     )     copy of adopted plan element corresponding to type of TDR program being proposed OR documentation that funding is available to adopt plan element
  
  - (     )     Statement explaining whether municipal master plan is consistent with the State Development and Redevelopment Plan.
  
- (     )     Copy of **municipal governing body resolution** supporting pursuit of TDR program, authorizing submission of planning assistance grant application, and authorization to enter grant contract.
  
- (     )     Copy of **Municipal Right to Farm Ordinance** and **notification to county agriculture development board** (if TDR plan affects agricultural land).
  
- (     )     Copy of notification to county planning board that municipality is pursuing a TDR program.
  
- (     )     Copy of any comments received by municipality as a result of above notification letters.

If there are any questions in completing this application, call the SADC at (609) 984-2504.

# Planning Assistance Grant Summary

**Municipality:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Type of TDR (check all that apply):**

- Farmland
- Open Space
  - Active (Recreation)
  - Passive
- Historic
- Environmental  
Specify: \_\_\_\_\_
- Other  
Specify: \_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_

The \_\_\_\_\_ (MUNICIPALITY) hereby applies to the State Transfer of Development Rights Bank Board for a Planning Assistance Grant pursuant to the State Transfer of Development Rights Bank Act N.J.S.A C. 4:1C-50 et seq., P.L.1993, c. 339, as amended.

\_\_\_\_\_  
(Municipal Official or Authorized Designee)

# Master Plan

*Before a municipality adopts a TDR ordinance, the State TDR Act requires the municipality to receive endorsement of its master plan, which shall include the TDR ordinance, by the State Planning Commission, or approval by the State Planning Commission of the municipality's TDR ordinance if the municipality has already received plan endorsement. While this approval is not necessary to apply for a planning assistance grant, the following questions address the status of the municipality's petition for plan endorsement. The SADC does require, however, that a municipality adopt a master plan element related to the type of TDR being proposed. In evaluating grant applications, the SADC will also consider whether the municipality's master plan is consistent with the State Development and Redevelopment Plan.*

Has the municipality submitted to the State Planning Commission, or received approval of, its initial petition for endorsement of its master plan?

(     )     YES                      (     )     NO

If yes, did the petition for initial plan endorsement include a development transfer ordinance and supporting documentation as required by the State TDR Act, N.J.S.A. 40:55D-137?

(     )     YES                      (     )     NO

Has the municipality received approval of a development transfer ordinance and supporting documentation to a previously approved petition for plan endorsement?

(     )     YES                      (     )     NO

Please describe the status of initial plan endorsement: (supply documentation)

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Does the municipal master plan include a plan element corresponding to type of TDR program being proposed?

(     )     YES                      (     )     NO

If so, which plan element is included?

- Historic Preservation Plan
- Farmland Preservation Plan
- Natural Resource Inventory and Conservation Plan
- Recreation Plan
- Other \_\_\_\_\_

*(Provide plan element)*

Is the municipal master plan consistent with the State Development and Redevelopment Plan?

(     )     YES                      (     )     NO

# Scope of Work

*The State TDR Act requires that municipalities prepare and adopt various planning elements (listed below under “Work Products”) prior to adopting a TDR Ordinance. Preparation of these planning elements are eligible for partial funding by the State TDR Bank Board through the Planning Assistance Grant program.*

## **Work Products**

On a separate page, describe the following planning elements to be prepared, as well as project timeframes and target completion dates:

- Utility Service Plan
- Development Transfer Plan Element
- Capital Improvement Program
- Real Estate Market Analysis

Has the municipality initiated work on any of the work products?

(    )    YES                      (    )    NO

If so, describe\*:

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\*If the grant request includes reimbursement for completed work products, invoices must be submitted and should be reflected in the “estimate of costs” (pg 5).

# Staffing Plan

What resources will be used to perform the work required to create a TDR Ordinance and required elements?

Internal Staff: \_\_\_\_\_ %

Work to be performed:

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Outside Consultants: \_\_\_\_\_ %

Work to be performed:

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Consultant information, if already known:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_

# Estimate of Costs

*This section of the application requires a municipality to estimate the costs associated with preparing the work products described on Page 4. The State TDR Bank Board can provide planning assistance grants to municipalities for up to 50% or \$40,000, whichever is less, for the cost of preparing the work products associated with the creation of a TDR ordinance.*

**Estimated Total Project Cost**                      \$ \_\_\_\_\_

**Amount of Funding Requested**                      \$ \_\_\_\_\_

**Project Cost Breakdown:**

| <u>Elements</u>                   | <u>Estimate</u> |
|-----------------------------------|-----------------|
| Utility Service Plan              | \$ _____        |
| Development Transfer Plan Element | \$ _____        |
| Capital Improvement Program       | \$ _____        |
| Real Estate Market Analysis       | \$ _____        |
| <u>Total</u>                      | \$ _____        |

Source of Estimates:  
\_\_\_\_\_  
\_\_\_\_\_

How does the municipality intend to provide its 50% share of the grant?

|               | Source        | Amount   |
|---------------|---------------|----------|
| Public Money: | _____         | \$ _____ |
| Grant(s):     | _____         | \$ _____ |
| In-Kind:      | _____         | \$ _____ |
| Other:        | _____         | \$ _____ |
|               | <b>Total:</b> | \$ _____ |

# Local Commitment

(Attach a separate sheet if necessary.)

Describe any *planning* grants the municipality has sought and/or been awarded from other funding sources:

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Describe any municipal funds already committed to preservation purposes associated with the type of TDR program being proposed:

**Municipality's CUMULATIVE COMMITTED FUNDS since 1980:**

|                    |  |
|--------------------|--|
| Budget             |  |
| Referendum         |  |
| Trust Funds        |  |
| Bonds              |  |
| Other              |  |
| <b>Total Funds</b> |  |

In a separate spreadsheet, provide information about all municipal preservation *acquisitions* (these properties shall be shown on TDR Concept Plan map):

| Preservation Type | Block(s) | Lot(s) | Acres | Total Amount of Acquisition | Municipal Funding Amount | Municipal Funding Source | Additional Funding Source(s) |
|-------------------|----------|--------|-------|-----------------------------|--------------------------|--------------------------|------------------------------|
|                   |          |        |       |                             |                          |                          |                              |

In a separate spreadsheet, provide information about historic properties to which the municipality has provided financial support for *restoration* and/or *maintenance*:

| Historic Site Name | Street Address | Block(s) | Lot(s) | Describe amount and use of municipal monetary contribution: |
|--------------------|----------------|----------|--------|---|
|                    |                |          |        |   |

# Development Rights Purchase Funding Plan

*Municipalities may choose to purchase the sending area development rights and hold them in a TDR bank for future sale, provided that such purchases do not substantially impair the private sale of development potential. Municipalities may also choose to apply to the State TDR Bank for cost-share grants for the purpose of purchasing development rights from the sending area. This section of the application asks the municipality to illustrate how it will provide funding for these purchases, should it choose to make such purchases.*

Does the municipality intend to purchase development rights directly?

(    )    YES                      (    )    NO

If so, what funding source(s) will be used?

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Does the municipality intend to utilize the State TDR Bank cost-share grants to purchase development rights?

(    )    YES                      (    )    NO

If so, what funding source(s) will be used to fulfill the municipality's share of these purchases?

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Does the municipality intend to establish a local TDR Bank?

(    )    YES                      (    )    NO

If so, what funding sources will be used to establish the local TDR Bank?

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Does the County in which the Municipality is located have, or intend to establish, a TDR Bank?

(    )    YES                      (    )    NO



# Development Pressure

*The degree to which a municipality experiences development pressure directly correlates to the viability of a TDR ordinance. Specifically, development pressure will encourage the private transfer of development credits from the sending zone to the receiving zone.*

Please provide the following information:

|   | Municipality | County |
|---|--------------|--------|
| Total Acres   | _____        | _____  |
| Total acres converted from raw land to development (1995 to present): | _____        | _____  |
| Population Density 1990   | _____        | _____  |
| Population Density 2000   | _____        | _____  |

Average number of major subdivision approvals and number of lots:

|                |       |       |
|----------------|-------|-------|
| Ave 1990-1995  |       |       |
| Approvals      | _____ | _____ |
| Lots           | _____ | _____ |
| Ave 1996-2000  |       |       |
| Approvals      | _____ | _____ |
| Lots           | _____ | _____ |
| Ave 2001-200x* |       |       |
| Approvals      | _____ | _____ |
| Lots           | _____ | _____ |

Average number of major site plan approvals and number of units/square footage:

|                |             |             |
|----------------|-------------|-------------|
| Ave 1990-1995  |             |             |
| Approvals      | _____       | _____       |
| Units/SF       | _____/_____ | _____/_____ |
| Ave 1996-2000  |             |             |
| Approvals      | _____       | _____       |
| Units/SF       | _____/_____ | _____/_____ |
| Ave 2001-200x* |             |             |
| Approvals      | _____       | _____       |
| Units/SF       | _____/_____ | _____/_____ |

# TDR Concept Plan

*In a separate document, the municipality shall describe its initial ideas for a TDR program. This “concept plan” should include as much detail as the municipality can supply, but must contain, at a minimum, the requirements listed below.*

## Minimum requirements:

- Description of conceptual sending area, including planning area, current zoning and any proposed zoning changes prior to adoption of a TDR Ordinance
  - Estimate of credits to be available for transfer
- Description of conceptual receiving area, including planning area, current zoning and any proposed zoning changes prior to adoption of a TDR Ordinance
  - Estimate of density increase to be achieved through transfer
- Description of areas immediately surrounding concept sending and receiving areas, including planning area, current zoning and any proposed zoning changes prior to adoption of a TDR Ordinance
- Existing and proposed future sewer and water service and capacities in conceptual sending and receiving areas
- Map (preferably GIS), including proposed boundaries of conceptual sending and receiving areas
  - A digital copy of boundary layer, if GIS is utilized
  - A list of blocks and lots in conceptual sending and receiving areas, if already determined
  - Show all preserved properties in the municipality
    - Differentiate between purchasers (SADC, DEP, county, municipality, etc.) and types of preservation

## **Inter-Municipal TDR Programs** *(More than one municipality)*

If Applicable:

- Each municipality shall submit a completed application form.
- The municipalities shall submit a cooperative “TDR Concept Plan” and “Scope of Work”.
- The participating municipalities shall sign and submit a cooperative agreement to pursue the inter-municipal TDR.
- The required resolutions and letters of intent must include language about the proposed cooperative project.
- All of the requested information shall be submitted as one package.