



**2025 APPLICATION FOR THE MORRIS COUNTY  
OPEN SPACE TRUST FUND**

**DEADLINE: THURSDAY, JUNE 19, 2025, 4:30 P.M.**

*Do not attach any materials that are not expressly requested in this application as these materials will not be accepted. Moreover, all maps submitted must be 8 1/2" X 11" in size. Anything larger, and the application will be deemed incomplete and returned to the applicant. The application must be stapled and not contained in a binder, folder, etc.*

*Please submit all information requested in the application checklists. Any missing information will deem the application incomplete.*

**IMPORTANT: TWO COPIES and a digital version of an appraisal, conducted in accordance with Section 3.3.6.2 of the Morris County Preservation Trust Fund Rules and Regulations, are due with the application by 4:30 P.M. Thursday, June 19, 2025 along with the Project Finance Sheet (Page 5).**

**PLEASE BE ADVISED THAT HANDWRITTEN SUBMISSIONS OF APPLICATION WILL NOT BE ACCEPTED. THANK YOU.**

Project Title: \_\_\_\_\_

Name of Municipality or Charitable Conservancy: \_\_\_\_\_

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

Chief Executive Officer: \_\_\_\_\_

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

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

E-Mail of Contact Person: \_\_\_\_\_

E-Mail of Chief Executive Officer: \_\_\_\_\_

Type of Application: (check all appropriate boxes)

- Acquisition in Fee Simple
- Acquisition of Less Than Fee Simple (i.e., conservation easement/development easement)- Complete Schedule D on p. 10 --  
**Please include copy of deed/easement language**
- Both Acquisition in Fee Simple and Less than Fee Simple
- Primarily Passive Recreation
- Primarily Active Recreation
- Passive Recreation and Active Recreation

Is this the priority application being submitted by the applicant (If more than one application is being submitted)?      No      Yes

Have you made an application for this project to the Morris County Open Space Trust Fund before?      No      Yes      When? \_\_\_\_\_

Location of Site:

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

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

Is the property located in the Highlands?  No  Yes

If yes, please indicate:  Planning Area  Preservation Area  Preservation Area and Planning Area

<u>Block</u>	<u>Lot</u>	<u>Acres</u>	<u>AcresTo BeAcquired</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	TOTAL:	_____	_____

Existing Use Of Site: \_\_\_\_\_

Site Location Map (8 1/2" x 11") (Attach a legible street map with site clearly indicated)

Tax Map (8 1/2" x 11", please Outline Boundaries of Site to be Acquired and Identifying Adjacent Land Uses) (Attach tax map with site clearly indicated)

Current Owner(s) of Site: \_\_\_\_\_  
*If known, please include Address*

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(Attach deeds for all properties subject to the application)

Is the Site Subject to Foreclosure and/or Tax Lien Sale?

No  Yes

Proposed Short and Long Term Use of the Site by the Applicant:

Copy of Existing Property Survey (if available)

(Attach)

Existing Deed Restrictions \_\_\_\_\_

Encumbrances and Utility \_\_\_\_\_

Easements (if any) \_\_\_\_\_

Potential for Development of Non-Open Space Uses on the Site:  
Development Application:

(check all appropriate boxes)

- |                         |                              |                             |
|-------------------------|------------------------------|-----------------------------|
| Conceptual Plan         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Preliminary Subdivision | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Final Subdivision       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Preliminary Site Plan   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Final Site Plan         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Zoning of the site:

(Provide zoning designation per most current zoning map. Provide minimum lot size and permitted uses)

Is the site designated for compliance with a Mount Laurel court settlement or identified in a Complaint for Declaratory Judgement for affordable housing, or designated in an adopted master plan or zoning ordinance for affordable housing?

Yes                      No

Structures:

Is the site predominantly covered by buildings or structures?

Yes                      No

Are there any potentially historic structures on the site?

Yes                      No

List all structures on the site, provide est. square footage and proposed use.

Demolition:

Indicate which (if any) structures identified above will be demolished.

Provide TOTAL estimated demolition cost of each structure.

Infrastructure Issues:

Is the site currently served by public water?                      Yes                      No

Is the site currently served by public sewer?                      Yes                      No

Are there plans to extend sewer and/or water to the site?                      Yes                      No

The nearest water hookup is \_\_\_\_\_ away.

The nearest sewer hookup is \_\_\_\_\_ away.

Ownership:

Is the site owned by a developer?	Yes	No
Is the site held in an estate?	Yes	No
Do you have a signed contract with the owner(s)?	Yes	No

If yes, for what price? (**Attach a copy of the contract.**) \$ \_\_\_\_\_

If yes, what is the anticipated closing date? (**Provide month and year.**) \_\_\_\_\_

If no, what is the status of negotiations? (If there is a verbal agreement on price, but no signed contract, indicate below.)

Cost of Acquisition:

**A completed Project Finance Sheet (Page 5) is due by 4:30 P.M. Thursday, June 19, 2025 with the application.**

Will you be the final owner of the property?      Yes          No   

If no, to whom will ownership be transferred? \_\_\_\_\_

Are you seeking funds for this project from any other Morris County Trust Fund program?

Yes Which one? \_\_\_\_\_ No

Will Green Acres funding be used to acquire this specific project?

Yes       No

If yes, submit a copy of the funding request, or evidence of existing Green Acres balance, with your application.

Land Would Principally Serve: (Check one)

Neighborhood     Town       Region       County       State

Consistency With Other Plans: (*Please document all responses*)

The site acquisition is consistent with: (check all appropriate boxes)

Municipal Master Plan

County Open Space Element

Does your municipality share any active recreational facilities with another municipality?

Yes       No

If yes, which town(s) and how?

If acquired, how will the lands be managed?

**Morris County Open Space Trust Fund**  
**Project Finance Sheet**

Project Title: \_\_\_\_\_

Applicant (Municipality or Charitable Conservancy): \_\_\_\_\_

Municipality of Project: \_\_\_\_\_

Appraisal Firm: \_\_\_\_\_ Appraisal as of date: \_\_\_\_\_

1/01/04 as of value: \$ \_\_\_\_\_ Post-Highlands appraised value: \$ \_\_\_\_\_

Total Cost of Land = \$ _____			
(NOTE: Do <b>NOT</b> include ancillary costs such as appraisals, surveys and legal fees.)			
Total cost is	appraised value	contract amount	appraised and contract value verbal offer
<b>Morris County OSTF Acquisition Funds Requested = \$ _____</b>			
		Acquisition Balance = \$ _____	
Source of Acquisition Balance:			
Applicant Green Acres Grant \$ _____			
Status of Grant (i.e., approved and available, pending): _____			
Municipal Open Space Trust Fund \$ _____			
<i>(Complete Schedule C on p. 10)</i>			
Other Municipal Funds \$ _____			
Non Profit Green Acres Grant \$ _____			
Other Grants & Donations \$ _____			
Please specify Source(s): _____			
<b>Morris County OSTF Demolition Funds Requested = \$ _____</b>			
Source of Demolition Balance: _____			
<b><i>TOTAL MORRIS COUNTY 2025 GRANT REQUEST = \$ _____</i></b>			

I certify that this information reflects the accurate financing of the project

\_\_\_\_\_  
Governing Body representative and/or Non-Profit trustee                      Date

*\*\*\*This page is due on June 19, 2025 with the application and appraisal\*\*\**

This site contains the following natural resource characteristics:  
(Check all appropriate boxes)

- Flood plains                      Percentage of Site: \_\_\_\_\_ %
- Wetlands                              Percentage of Site: \_\_\_\_\_ %
- Steep Slopes                          Percentage of Site: \_\_\_\_\_ %
- Bluffs & Ridge Lines              Percentage of Site: \_\_\_\_\_ %

- Aquifer Recharge Area/Aquifer
- Headwaters of FW1 Streams
- Headwaters of FW2 Streams (specify)
- Stream Corridors for FW1 Streams
- Stream Corridors for FW2 Streams
- Lake Shores

- Historic & Archaeologic Features (*specify and cite sources*)

- Specimen Trees/Mature Forests (*specify and cite sources*)

- Endangered/Threatened Wildlife Habitat (*specify and cite sources*)

- Endangered/Threatened Vegetation (*specify and cite sources*)

- Unique or Exceptional Ecosystems (*specify and cite sources*)

Special Hazards: (Check all appropriate boxes)

Mine Holes (*Specify and give current status*)

Sink Holes (*Specify and give current status*)

Hazardous Substance Contamination (*Specify and give current status*)

Abandoned Landfills (*Specify and give current status*)

Note: We may contact you to request additional data.

Project Narrative:

Using this page ONLY, please explain why this project is a high priority for your municipality or organization. This is an opportunity for you to make a case for your project and to convey special features/factors of the site, which may not be adequately conveyed elsewhere in the application.

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**SCHEDULE B**

**RECREATIONAL FACILITIES NEEDS ASSESSMENT  
FOR ACTIVE RECREATION PROJECTS ONLY**

In order for the Committee to have a better understanding of the underlying need for additional active recreational facilities in your municipality, please provide the following information.

Conceptually speaking, what types of recreational facilities are proposed for this site?

Explain what factors are contributing to the need for additional active recreational facilities in your municipality.

**SCHEDULE C**

Financial History of Open Space Trust Fund

*Current Tax Rate (per \$100.00 of Assessed Valuation): \_\_\_\_\_ cents*

*Year of inception of municipality's Open Space Trust Fund: \_\_\_\_\_*

*Municipality's total anticipated Open Space Trust Fund collection for 2025: \$\_\_\_\_\_*

\*\*\*Use the Excel worksheet to detail revenues and expenditures by year  
from the year of inception.\*\*\*

SUBMIT THE EXCEL WORKSHEET (*in electronic format*)  
WITH THE APPLICATION.

\_\_\_\_\_

**SCHEDULE D**

**(Complete only if property is being acquired in less than fee simple)**

Specify type of easement and summarize deed restrictions placed on land. **You must include a copy of easement/deed language with your application and said language shall be supplied to your appraiser.**

Will the public have access?     Yes     No

Please explain below.

What is planned for the residual property?

Has the value of the easement been determined?     Yes     No

If so, how?

How and who will monitor owner's compliance with the terms of the easement?

**CERTIFICATION**

I, \_\_\_\_\_, hereby certify to the best of my knowledge that this  
Chief Executive Officer  
application is a true and accurate portrayal of the site proposed for acquisition under the  
Morris County Open Space Trust Fund.

Signature: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Note:**

**Certification Must be signed by the Mayor (municipal applicants) or Executive Director/President (non-profit applicants).**

**PUBLIC HEARING**  
**(for municipalities)**

In accordance with the Rules and Regulations of the Morris County Preservation Trust Fund, the Governing Body of \_\_\_\_\_ conducted a public hearing on this application on \_\_\_\_\_.  
(Municipality)  
(date: mm/dd/yyyy)

\_\_\_\_\_  
Clerk's Signature

**NOTE:**

1. The public hearing for the open space application may occur during the normally scheduled municipal governing body meeting, but the hearing must be advertised independently of the normal meeting schedule (which is often published in the beginning of each year). **Failure to meet this requirement will necessitate re-advertisement and repetition of the public hearing.**
2. The open space public hearing advertisement must be published at least 10 calendar days prior to the date of the hearing. **Failure to meet this requirement will necessitate re-advertisement and repetition of the public hearing.**
3. A formal governing body resolution authorizing submittal of the application must be submitted to fulfill application requirements.

**Submit the following documents:**

- Official Affidavit of Publication from newspaper showing date of publication of advertisement;
- A copy of the minutes from the hearing (portion pertaining to the application only);
- Formal governing body resolution authorizing submittal of the application.

## CHARITABLE CONSERVANCY

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Project Title)

Please submit a copy of:

- The organization's by-laws
- The organization's Certificate of Incorporation
- Current proof of qualification as a charitable conservancy\*

How will the charitable conservancy maintain the property? (please explain)

What would happen to land(s) if the conservancy no longer existed? (please explain)

What land(s) do you currently own?

*\* A qualified charitable conservancy is a corporation or trust whose purposes include the acquisition and preservation of land or water areas or of a particular land or water area, or either thereof, in a natural, scenic or open condition, no part of the net earnings of which inures to the benefit of any private shareholder or individual, and which has received tax exemption under section 501 of the 1954 Internal Revenue Code.*

**CHARITABLE CONSERVANCY**  
**PUBLIC COMMENT AND MUNICIPAL REVIEW**

Charitable Conservancies *are required* to present the application at a public meeting of the municipality's governing body.

Municipal Governments are given the opportunity to review and comment on an application submitted by a charitable conservancy. This page must be submitted to the municipality for completion, along with a copy of the application.

Charitable Conservancy: \_\_\_\_\_

Project Title: \_\_\_\_\_

The Governing Body of the Municipality of \_\_\_\_\_ having heard the application submitted by \_\_\_\_\_ at a public meeting of its governing body on \_\_\_\_\_ and having reviewed the application, submits the following comments:

Signed: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

Submit to County:

1. Cover letter to municipality including application as an attachment and detailing request to be placed on the agenda for a public presentation.
2. Minutes of municipality's public meeting including any public comments received.
3. This page signed by the Mayor of the municipality.

*Any change in the properties and/or acreage of the application must be submitted to the municipality in writing.*

**Morris County Open Space Trust Fund**  
**Property Owner Consent for Site Visit**

Project Title: \_\_\_\_\_

Applicant (Municipality or Charitable Conservancy): \_\_\_\_\_

Municipality of Project: \_\_\_\_\_

Block (s): \_\_\_\_\_ Lot (s): \_\_\_\_\_

I/We, as owner(s) of the above-referenced property, do hereby grant permission to representatives of Morris County to walk the property, take photographs and examine structures to be acquired as part of the 2025 Open Space Trust Fund application being submitted by \_\_\_\_\_

Access Granted: \_\_\_\_\_ Access Denied: \_\_\_\_\_

_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date

***No modifications to this form will be accepted.***



## MUNICIPAL CHECKLIST

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, run through the following checklist. Do not return this form with the application.

- One original hard copy of completed application with original signatures (pp. 1 through 15)
- Digital copy of application form (on flash drive, in PDF format. Submit the original, filled in form – not a scanned version of the final form containing signatures.)
- Deed(s) for all properties subject to the application
- Site location map (legible street map)
- Tax map outlining boundaries of the site and identifying adjacent land uses
- Existing property survey (if available)
- Affidavit of Publication from newspaper for the advertisement of public hearing
- Minutes of public hearing (portion pertaining to this application only)
- Resolution authorizing the municipality to submit the application
- Two copies and a digital version of the Appraisal***, conducted in accordance with Section 3.3.6.2 of the Morris County Preservation Trust Fund Rules and Regulations  
**(Due by 4:30 P.M. Thursday, June 19, 2025)**
- Property Owner Access (p. 16)
- Project Financing Sheet (p. 5) **(Due by 4:30 P.M. Thursday, June 19, 2025)**
- Photographs of site, including all structures (at least four (4) views in total; in .jpeg format)  
**NOTE: All photographs must be submitted in digital format on a flash drive. Please submit raw image only, no larger than 1MB. Do not include captions or borders or submit embedded in a Word document.**
- Electronic copy of Schedule C EXCEL worksheet
- Video of the site, highlighting property features (10 minutes maximum, in MP4 or MOV format). OneDrive link will be provided for submittal.  
**(Due by 4:30 P.M. Thursday, September 4, 2025)**

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## CHARITABLE CONSERVANCY CHECKLIST

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- Organization’s By-laws
- Organization’s Certificate of Incorporation
- Current proof of qualification as a charitable conservancy
- Deed(s) for all properties subject to the application
- Site location map (legible street map)
- Tax map outlining boundaries of the site and identifying adjacent land uses
- Existing property survey (if available)
- Cover letter to municipality requesting presentation of application at a public meeting
- Minutes of municipality’s public meeting (portion pertaining to this application only)
- Public Comment and Municipal Review page signed by the Mayor of the municipality (p. 15)
- Two copies and a digital version of the Appraisal***, conducted in accordance with Section 3.3.6.2 of the Morris County Preservation Trust Fund Rules and Regulations  
**(Due by 4:30 P.M. Thursday, June 19, 2025)**
- Property Owner Access (p. 16)
- Project Financing Sheet (p. 5) **(Due by 4:30 P.M. Thursday, June 19, 2025)**
- Photographs of site, including all structures (at least four (4) views in total; in .jpeg format)  
**NOTE: All photographs must be submitted in digital format on a flash drive. Please submit raw image only, no larger than 1MB. Do not include captions or borders or submit embedded in a Word document.**
- Video of the site, highlighting property features (10 minutes maximum, in MP4 or MOV format).  
OneDrive link will be provided for submittal.  
**(Due by 4:30 P.M. Thursday, September 4, 2025)**

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