
APPENDIX 6.3: PLAN ENDORSEMENT APPLICATION FORM

**New Jersey State Planning Commission
Petition for Plan Endorsement**

SPC/OSG Use: Date Received: Expiration Date of 30-day Review Period:

1. Petitioner:

Name: _____
Address: _____

2. Authorized Agent:

Name: _____
Title: _____
Address: _____

Telephone: _____
Fax: _____
E-mail: _____

3. Identify Plan(s) submitted for Plan Endorsement (please check all that apply):

The plan(s) submitted must include at least one entire municipality.

- Regional Strategic Plan
- County Master Plan
- Urban Complex Strategic Revitalization Plan
- Municipal Strategic Revitalization Plan
- Municipal Master Plan

4. Was a pre-petition meeting held with the Office of Smart Growth? Yes ___ Date ___ No ___

5. Was notification of this petition provided in accordance with the State Planning Rules, N.J.A.C. 5:85-1.7? Please provide evidence of the notification. Yes ___ No ___ Date ___

See below for checklist of required enclosures.

Forward completed forms and enclosures to:
Adam Zellner
Executive Director
Office of Smart Growth
ATTN: State Planning Unit
NJ Department of Community Affairs
101 South Broad Street
P.O. Box 204
Trenton, NJ 08625-0204
Phone: 609-292-7156

Enclosures: (check)

- _____ 1. List of the documents being submitted.
- _____ 2. Certified copy of resolution from each governing body requesting plan endorsement endorsing the petition being submitted and designating the official of the municipality, county or regional agency to submit the petition and execute the PIA.
- _____ 3. Copies of the minutes of each public meeting at which plan endorsement petitions are reviewed and of the meeting at which the resolution endorsing the petition was approved. Minutes shall include summary of public comments and copies of written comments filed before, or present at, the public meeting.
- _____ 4. Copies of the minutes of the meeting at which the petition was approved. The minutes shall include a summary of public comments and copies of written comments filed before, or present at, the public hearing.
- _____ 5. Narrative description of public participation and planning coordination efforts used to prepare and adopt the plan and to develop and submit the petition and the PIA.
- _____ 6. Written documentation indicating good-faith effort to include neighboring jurisdictions in the plan endorsement process.

Regional petitions must include written documentation indicating good-faith effort to include all municipalities and counties within the region of participation in the regional plan and, where applicable, a list of municipalities and counties that would or could not participate in the regional plan.

- _____ 7. If approval by another State agency of a plan being submitted for advanced plan endorsement is also being sought, then all information necessary for that agency to review that plan.

Ten (10) copies ____ or one (1) electronic copy ____ of the required elements, in accordance with the requirements set forth in the Plan Endorsement Guidelines for Initial Petitions for Plan Endorsement.

General Requirements for Initial Plan Endorsement

(both county and municipal petitioners)

- _____ 1. Current master plan, including optional elements and other elements outlined in Plan Endorsement Guidelines.
- _____ 2. Statement of community vision and participation
- _____ 3. Statement regarding proposed changes to the State Plan Policy Map
- _____ 4. Maps delineating the boundaries of current and proposed State Plan Policy Map planning areas, centers, cores, nodes, critical environmental sites and historic and cultural sites, parks and military installations.
- _____ 5. Planning coordination statement.
- _____ 6. Projections of population, employment and household growth.
- _____ 7. Natural Resource Inventory
- _____ 8. Status of Farmland Preservation Plan and Agriculture Retention Plan, if available (County or Municipal)
- _____ 9. Proposed Planning and Implementation Agreement

County Requirements

- _____ 1. Build-out and capacity analysis

Municipal Requirements

- _____ 1. Housing information
- _____ 2. Transportation information
- _____ 3. Infrastructure information
- _____ 4. Environmental Justice Inventory