



**2026 APPLICATION FOR THE MORRIS COUNTY
OPEN SPACE TRUST FUND**

DEADLINE: FRIDAY, JUNE 12, 2026, 4:30 P.M.

In 2026, all applicants must submit a paper hard copy of both the application and appraisal, in addition to to completing an online application through the County's new online program portal. All application attachments should be submitted through the online portal.

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

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? _____

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. Friday, June 12, 2026 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 NOT include ancillary costs such as appraisals, surveys and legal fees.)	
Total cost is	appraised value
contract amount	appraised and contract value
	verbal offer
Morris County OSTF Acquisition Funds Requested = \$ _____	
	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): _____	
Morris County OSTF Demolition Funds Requested = \$ _____	
Source of Demolition Balance: _____	
<i>TOTAL MORRIS COUNTY 2026 GRANT REQUEST = \$ _____</i>	

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 12, 2026 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.

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 2026: \$_____

***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 posted 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:

- o Proof of Publication showing date of posting of advertisement;
- o A copy of the minutes from the hearing (portion pertaining to the application only);
- o 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 2026 Open Space Trust Fund application being submitted by _____

Access Granted: _____ Access Denied: _____

_____ 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) (submit hard copy)
- Deed(s) for all properties subject to the application (submit through portal - Location Tab)
- Site location map (legible street map) (submit through portal - Location Tab)
- Tax map outlining boundaries of the site and identifying adjacent land uses (submit through portal - Location Tab)
- Existing property survey (if available) (submit through portal - Site Characteristics Tab)
- Proof of Publication for the advertisement of public hearing (submit through portal - Other Documents Tab)
- Minutes of public hearing (portion pertaining to this application only) (submit through portal - Other Documents Tab)
- Resolution authorizing the municipality to submit the application (submit through portal - Other Documents Tab)
- One hard copy 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. Friday, June 12, 2026)** (submit hard copy and upload digital copy - Finance Tab)
- Property Owner Access (p. 16) (submit hard copy)
- Project Financing Sheet (p. 5) **(Due by 4:30 P.M. Friday, June 12, 2026)** (submit hard copy)
- Photographs of site, including all structures (at least four (4) views in total; in .jpg format) **NOTE: Please submit raw image only, no larger than 5MB.** (submit through portal - Site Characteristics Tab)
- Electronic copy of Schedule C EXCEL worksheet (email to bmurray@co.morris.nj.us)
- 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. Wednesday, September 9, 2026)**

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- Existing property survey (if available) (submit through portal - Site Characteristics Tab)
- Cover letter to municipality requesting presentation of application at a public meeting (submit through portal - Other Documents Tab)
- Minutes of municipality's public meeting (portion pertaining to this application only) (submit through portal - Other Documents Tab)
- Public Comment and Municipal Review page signed by the Mayor of the municipality (p. 15) (submit through portal - Other Documents Tab)
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