



PARK / RECREATION DEVELOPMENT APPLICATION – 2019



**PLEASE COMPLETE THE FOLLOWING FORM AND ATTACH ADDITIONAL SHEETS AS NEEDED FOR REPOSE TO THE PROJECT NARRATIVE**

**Applicant Information:**

**Applicant's Name/Contact Person** \_\_\_\_\_ / \_\_\_\_\_

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

**Telephone # :** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Property Information:**

**Owner's Name:** \_\_\_\_\_

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

**Telephone # :** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

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

**Municipality:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Acreage:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Is the property listed on a Green Acres Recreation / Open Space Inventory (ROSI)?** \_\_\_\_\_

**Are there any deed restrictions or easements on the property?**

\_\_\_ If "yes", provide copies of the deed and/or easement

**Are there any conditions precluding full public access to the property and/or proposed improvements imposed by land use approvals (i.e. site plan, variance, environmental permits)?**

\_\_\_ If "yes", provide copies of the approvals

**Do you, as Project Developer, have legal control of the site (i.e. ownership, easement, developers agreement, interlocal agreement, etc.)? \_\_\_\_\_ Provide documentation of site control as an attachment to this application.**

**Project Information:**

**Name of Project:** \_\_\_\_\_

**Amount of Funding Request:** \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

**Brief Project Description:** *(Provide additional details in the Project Narrative)*

\_\_\_\_\_

**User Fees:**

Any User Fees charged for facilities funded by the Cape May County Open Space Program must be modest, customary, reasonable, and dedicated to the maintenance of the funded property. The Open Space Program must deem these fees necessary and approve the fee schedule prior to the award of funds. Any approved fees must be dedicated to the maintenance of the funded facility; the municipality is required to submit updated fee schedules and budget line items to the Open Space Program on an annual basis.

**Are User Fees currently in place for this facility?** \_\_\_\_\_ Provide a copy of the rates

**Do you plan to charge User Fees once the project is complete?** \_\_\_\_\_ Provide a copy of the projected rates and explanation of how fees will be used to support the facility.

**Permissions and Signatures:**

**Do you give the County Open Space Board and/or its consultants permission to physically inspect the property?** \_\_\_\_\_

**Signatures:** Signatures on the lines below indicate that the property owners and project developers are aware and in support of the application for Park / Recreation Development funds.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Developer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Developer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **Project Narrative:**

Please type responses to the issues presented below and attach to this application.

### **1. Land Features:**

- A. Describe the existing condition of the property, including the condition of any improvements. Provide details on the proposed improvements and the status of any needed permits.
- B. Describe the land use and development patterns in the immediate surrounding area. Describe how the development of a recreation or conservation facility on this site would complement the area.
- C. Provide information on the aesthetic, environmental, and historic/cultural features of the site. List and/or map any unique features, including streams, wildlife habitat, etc. Describe how and why the site is suitable for the new recreation or conservation improvements and how they would complement existing resources on the site.
- D. Describe design factors that minimize negative impact of the development on the site. Indicate if any green technologies, including water or energy conservation measures, are being undertaken as part of the development project.
- E. Describe the level of accessibility of the site to projected users. Is the site close to population centers? Accessible to public transportation? Accessible by walking or bicycling? Would the development of the site create public access where none currently exists? Include information on ADA accessibility and accommodations to ensure full enjoyment by all potential users.

### **2. Community Needs and Planning:**

- A. Demonstrate the level of community support for this recreation or conservation development project. Include letters or other documentation from municipal, county, community organizations, or other interested parties. **\* If the applicant is a municipality, a resolution authorizing submission of the application and demonstrating public support for the project is required.**
- B. Provide a general indication of the municipality's existing recreation and conservation facilities. Indicate how your project will satisfy local and regional recreation facility deficits. If the project will provide linkages among existing facilities, please identify them.

- C. Describe how the development of this property would complement local and regional planning initiatives, including your municipality's master plan, Centers-based plan, open space / recreation plans, and other related planning documents or initiatives.

**3. Leveraging of Investment / Long Term Viability:**

- A. Provide a detailed project budget; indicate which of the elements of the project are to be funded with County Trust Fund dollars; An Engineer's Estimate is preferred, if possible
- B. Provide a detailed maintenance budget and schedule for each element of the project, using the County Open Space Maintenance Guidelines as the foundation; provide written confirmation of the applicant's commitment to implement and fully fund the maintenance, as outlined
- C. Explain how the investment of County Trust Fund dollars to develop this property will leverage existing and planned public and private projects in the community and the region.
- D. If matching funds are being provided by the applicant or other entity, please indicate the amount and document the commitment. Please note that matching funds **MUST** be project-specific, and cannot be general revenue or funds held by the applicant for purposes not related to this particular project
- E. Provide a project timeline, with milestones and projected dates for all elements of the project, including site acquisition, permitting, construction, project completion, etc.
- F. Provide a business plan or other similar strategic planning document to assess the long-term viability of the project.
- G. Indicate the level of commitment of the Project Developer for the long-term maintenance and viability of any funded improvements.
- H. Provide information on the Project Developer's success with past projects of a similar nature, including how maintenance has been performed and has ensured the long-term viability of improvements.

**Return two copies of this application and associated materials to:**

**Cape May County Planning Department  
4 Moore Road  
Cape May Court House, N.J. 08210  
Attn: Barbara Ernst  
(609) 465-1086**