

2004 Cross-Acceptance Manual

For the Preparation, Revision, and Readoption of the
New Jersey State Development and Redevelopment Plan

Approved by the
NEW JERSEY STATE PLANNING COMMISSION
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NEW JERSEY STATE PLANNING COMMISSION
Timothy J. Touhey, Chairman

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Susan Bass Levin, Commissioner

NEW JERSEY OFFICE OF SMART GROWTH
Adam Zellner, Director

For additional information or copies contact:

*New Jersey Office of Smart Growth
101 South Broad Street
PO Box 204
Trenton NJ, 08625-0039*

609-292-7156

**Project manager and principle author:
Charles Latini AICP, PP**

Assistance provided by:

**Maura McManimon, Vanessa Zoe Morin, Megan Lang, Khara Ford
Paul Drake AICP,PP, Carmen Valentin, William Harrison**

2004 State Planning Commission

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Public Member, President Thomas Edison State College

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Secretary, Commerce & Economic Growth Commission

Staff for the State Planning Commission

Planning Staff
ADAM ZELLNER

Legal Staff
DAN REYNOLDS

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Preface

The State Planning Act of 1985, N.J.S.A. 52:18A-196 et. seq., empowered the State Planning Commission with the responsibility to prepare, revise, and readopt the State Development and Redevelopment Plan (State Plan) every three years. The State Plan was adopted using the process called Cross-acceptance whereby planning policies are reviewed by government entities at all levels while providing an opportunity for the public to influence the development of these policies.

The State Planning Commission anticipates that during Cross-acceptance there will be discussions about the mapping criteria depicted on the State Plan Policy Map especially since it now contains layers of new data from the Department of Transportation, Department of Environmental Protection, Department of Agriculture and the Council on Affordable Housing. The State Planning Rules, N.J.A.C. 5:85, acknowledge that in most cases, the State Plan Policy Map reflects the intergovernmental consensus arrived at during the Cross-acceptance process. **The State Planning Commission believes that except for amendments to the State Plan Policy Map that would result from changes to policies in the State Plan or data discrepancies, the discussion of site-specific or individual parcel amendments based on a development interest or the like should occur as part of the Plan Endorsement process and not through Cross-acceptance.** The State Planning Rules envisions that most amendments to the State Plan Policy Map, including the designation of additional centers will occur during a comprehensive plan review as part of the Plan Endorsement process. In addition, for areas not located within an endorsed plan, the State Planning Commission and entities other than the municipality may propose map amendments based on new information that qualify for map amendments.

A major emphasis of the 2001 State Plan was a process known as Plan Endorsement. The State Planning Commission continues to strongly support the Plan Endorsement process concept and in fact has worked diligently with Governor McGreevey on aligning State Agency fiscal resources and programming with the Smart Growth initiatives to give the State Plan true meaning. Momentum has increased to have municipalities and counties submit completed petitions for Plan Endorsement through the issuance of Smart Future Planning Grants. With over \$8.0 million awarded to county, regional and local planning offices to prepare regional plans eligible for Plan Endorsement, the Department of Community Affairs, Office of Smart Growth and the State Planning Commission has strongly encouraged regional collaboration. Through this planning grant program the State has funded counties in the preparation of regional strategic plans, counties for strategic planning within sub-regions of the county, and have gone to groups of municipalities to engage in collaborative regional planning strategies.

These important initiatives will continue through Cross-Acceptance III. This Cross-acceptance process sets the stage for the application of reviewing local plans during the ongoing Plan Endorsement process. Therefore as the State Planning Commission further develops the Cross-acceptance process it also encourages its planning partners to provide their insights on how best to integrate Cross-acceptance with Plan Endorsement.

Introduction to Cross-Acceptance

Cross-acceptance is a process of comparing statewide planning policies among government levels with the purpose of attaining consistency among municipal, county, regional, and State plans and the State Development and Redevelopment Plan (State Plan). Through this process, the various stakeholders are able to partner to create a more meaningful, up-to-date and viable State Plan. Although the process of Cross-acceptance is similar to years past, it differs in that true partnerships will be formed through a “bottom-up” approach to planning. To accomplish this, municipal, county, and regional master plans must be coordinated regionally with each “local vision” of growth and the community taken into consideration during the process.

The State Planning Commission through the Department of Community Affairs, Office of Smart Growth encourages regional partnerships, whether inter-municipal, countywide or inter-county, as a better way to target growth and preservation to ensure a better future for our citizens. The State Planning Commission will also be integrating the planning efforts of State agencies into this Cross-acceptance process. The integration and coordination of our planning efforts at all levels will make for the best use of our energies and fiscal resources. The end result of Cross-acceptance will enable state resources to be channeled where they can be used most efficiently by synchronizing local initiatives to the policies within the State Plan.

For Cross-Acceptance III, the State Planning Commission has streamlined the process to provide better opportunity for municipalities, counties, regional entities, State agencies and the public to continue to shape the goals, strategies and policies of the State Plan. The State Planning Commission also envisions Cross-acceptance as a venue to explore potential use of innovative concepts in planning polices such as impact fees, transfer of development rights, the use of GIS (Geographic Information System) technologies, and the design of sustainable communities.

The purpose of this Cross-Acceptance Manual (Manual) is to guide negotiating entities through the Cross-acceptance process resulting in a Cross-Acceptance Report. The State Planning Commission expects creative and innovative planning policies and techniques to emerge through the process. This Manual discusses the overall process, the expected role of each negotiating entity, and provides specific instructions for the preparation of a Report that

provides documented public input on the State Plan through a negotiated statement of agreements and disagreements.

In addition to the items outlined in this manual, participants should also reference the State Development and Redevelopment Plan, the State Planning Act, N.J.S.A. 52:18A-196 et seq., and the State Planning Rules, N.J.A.C. 5:85. Further, it is the intent of the Office of Smart Growth to assist with any questions that may arise in the process. State Planning Commission schedules and Cross-acceptance information can also be obtained by contacting the Office of Smart Growth at 609-292-7156 and by accessing the Office of Smart Growth's web site at www.njsmartgrowth.com.

PART I CROSS-ACCEPTANCE: *A Brief Overview*

1.1 Context within the State Planning Act and State Planning Rules

The State Planning Act of 1985, N.J.S.A. 52:18A-196 et seq., declared that the State of New Jersey requires:

Sound and integrated statewide planning and the coordination of statewide planning with local and regional planning in order to conserve its natural resources, revitalize its urban centers, protect the quality of its environment, and provide needed housing and adequate public services at a reasonable cost while promoting beneficial economic growth, development and renewal... (N.J.S.A. 52:18A-196(a)).

The State Planning Act requires that “in preparing, maintaining and revising the State Development and Redevelopment Plan the State Planning Commission shall solicit and give due consideration to the plans, comments and advice of each county and municipality, state agencies designated by the commission and other local and regional entities.” *N.J.S.A. 52:18A-202(b)*. The means for preparing and revising the State Plan is through the Cross-acceptance process. The Cross-acceptance process is defined as:

a process of comparison of planning policies among governmental levels with the purpose of attaining compatibility between local, county and State Plans. The process is designed to result in a written statement specifying areas of agreement or disagreement and areas requiring modification by parties to the cross-acceptance. (N.J.S.A. 52:18A-202(b)).

The State Planning Commission promulgated the State Planning Rules, N.J.A.C. 5:85, to establish procedures for comparing and negotiating planning policies among all levels of government. The Rule subchapters relate to the preparation, revision and readoption of the State Development and Redevelopment Plan:

- Subchapter 1, *General Provisions*, sets forth general information including the purpose, authority and applicability of the rules, the definitions for the chapter, public participation requirements, technical assistance available from the Office of Smart Growth, and public notice requirements.
- Subchapter 2, *Preparation of Preliminary State Development and Redevelopment Plan*, establishes a process for the preparation and approval of a preliminary State Development and Redevelopment Plan that will be the document for Cross-acceptance.
- Subchapter 3, *Procedures for Comparing State, Regional, County, and Municipal Plans*, establishes procedures for reviewing State, regional, county, and municipal plans for the coordinated effort to achieve Statewide consistency in planning activities and policies through submission of formal reports; covers the designation of negotiating entities; and provides for municipal, county, regional entities and State participation in

Cross-acceptance to achieve a greater degree of consistency with the Preliminary State Development and Redevelopment Plan.

- Subchapter 4, *Procedures for Negotiation Plans*, establishes procedures for arriving at the Statement of Agreements and Disagreements outlining how plans are negotiated. The State Planning Commission and the negotiating entities are required to arrive at a Statement of Agreements and Disagreements concluding the Cross-acceptance process. The approval of the Statement of Agreements and Disagreements results in the State Planning Commission preparing a draft Final State Development and Redevelopment Plan for the Final Plan Approval phase in accordance with Subchapter 5.
- Subchapter 5, *Procedures for Adopting the Final Plan*, establishes procedures for the adoption of the Final State Development and Redevelopment Plan including required public hearings, opportunities for county and municipal review and comment. This subchapter also establishes a time frame for the adoption of the State Plan.
- Subchapter 6, *Reserved*
- Subchapter 7, *Plan Endorsement*, establishes purpose, eligibility, general procedures for petitioners seeking and completing Plan Endorsement, basis to determine consistency, monitoring and revocation of Plan Endorsement, a process for amending endorsed plans and circumstances for extension of time frames.
- Subchapter 8, *The State Plan Policy Map*, defines the official State Plan Policy Map and establishes procedures for amending that map, including eligibility requirements, circumstances for the extension of timeframes and requires state agencies to specify the benefits that communities with endorsed plans are eligible to receive.

1.2 Cross-Acceptance, The Basics:

What is Cross-Acceptance?

Cross-acceptance is an integrated process that encourages the participation of counties, municipalities along with the public to revise and create a more effective State Plan. The Office of Smart Growth has coordinated the inclusion of plans from participating State Agencies and prepared the Preliminary Plan for release by the State Planning Commission. The State Planning Commission then utilizes the Preliminary Plan to obtain feedback from municipalities, counties, and regional entities with the intent that issues raised will then be considered for integration into a revised State Plan. Active participation by all governmental entities will lead to and result in greater planning awareness, facilitation of stronger State planning policies and reflection to create better Master Plans.

Negotiating entities with municipal and public input will provide comments on the vision and policies of the Preliminary Plan, and the draft Final State Plan. These documents serve as the intermediary steps to get to a Final State Plan. The distinctions are as follows:

- **Preliminary Plan*** –The document, including maps, appendices, and other material included by reference, approved by the State Planning Commission as the basis for comparing and negotiating with the negotiating entities and the State Planning Commission.

**For the purposes of Cross-Acceptance III, the Preliminary State Development and Redevelopment Plan will consist of the State Plan adopted in 2001 with proposed changes in policies and mapping in that document due to new data from municipalities, counties, and State agencies and preliminary public comment.*

- **Statements of Agreements and Disagreements-** Is the document approved by the State Planning Commission which details the degree of agreement that is generated during the negotiation of plans between each negotiating entity and the State Planning Commission's negotiating committee.
- **Draft Final State Plan-** The draft Final State Plan will reflect revisions to the Preliminary Plan based on the negotiation of identified issues of concern by the State Planning Commission with the negotiating entities. It is the document that is used to conduct the impact assessment, which may identify desirable changes to be incorporated into the Final State Plan by the State Planning Commission.
- **Draft Impact Assessment-** The Draft Impact Assessment is an assessment of the impacts of economic, environmental, infrastructure, community life and

intergovernmental coordination of the draft Final State Plan. The Draft Impact Assessment is a result of the process of comparing and negotiating plans and policy changes between government entities and the results of the assessment compare development scenarios both with and without the draft Final State Plan. Both the draft Final State Plan and draft Impact Assessment will be released for additional public comment by the State Planning Commission, including all maps, appendices, and other material included by reference that are approved by the State Planning Commission.

- **Infrastructure Needs Assessment-** This document assesses the present and prospective conditions, needs and costs with regard to State, county, and municipal capital facilities, including water, sewerage, transportation, solid waste, drainage, flood protection, shore protection and related capital facilities.

- **Final State Plan-** The Final State Plan serves as the planning document for which municipal, county, regional, and State plans will be measured against. Final State Plan approval is achieved through the process of Cross-acceptance.

The basic steps created by the State Planning Commission to give Cross-acceptance structure are meant to be distinct activities with distinguishable tasks and outcomes and are defined as follows:

1) **Public Outreach**

An important component of Cross-acceptance is the coordination of planning efforts through public input. The State Planning Commission fully supports and encourages participation in the Statewide planning process and in this round of Cross-acceptance has provided more opportunity to do so. The initial course of public involvement involves two (2) events, the Smart Growth Resource Forum and the countywide public information meeting. These events are designed to create awareness and to *cross-share* planning knowledge.

2) **Comparing State, Regional, County, and Municipal Plans**

Although the merging of the State Agency data may contain discrepancies, input is needed during Cross-acceptance to ensure it properly reflects the needs and interests of New Jersey's communities. The purpose of comparing local, county and regional plans is to coordinate planning activities and establish Statewide-planning objectives that will be reflected in the new State Plan. The State Planning Commission will solicit and receive findings, objections, and recommendations to the Preliminary Plan from negotiating entities and their participants. The process should include current planning scenarios, and also a vision of possibilities of the future for each negotiating entity as they plan for growth and preservation. This process is a dialogue between the negotiating entities, the public and the State Planning Commission to arrive at a Cross-Acceptance Report.

Action Items to be conducted by Negotiating Entities:

Negotiating entities shall prepare a Cross-Acceptance Report that contains the items identified in Part 2 of this manual:

Any municipality disagreeing with the negotiating entity's report may file its own municipal Cross-Acceptance Report with the State Planning Commission.

3) Negotiating Plans

The purpose of negotiating plans is to attain consistency among municipal, county, regional, State agency plans and the Preliminary Plan. The process is designed to result in a written statement specifying areas of agreements or disagreements and areas requiring modification by parties to the negotiation.

Part 2 of this Manual outlines the required and recommended elements of a Cross-Acceptance Report. Following the submission of each report to the State Planning Commission, the Office of Smart Growth will meet with the negotiating entities to compile the "Statement of Agreements and Disagreements." This list will be compiled County-by-County in a database to identify related issues and to share views. All sessions will be open to the public and the list of statements of agreements and disagreements will be available upon request to the Office of Smart Growth and online at www.njsmartgrowth.com.

All determinations made by a county or municipal planning board during the negotiation phase will be subject to the action of the respective governing body. Likewise, all determinations made by the State Planning Commission's negotiating committee will be subject to the approval of the State Planning Commission. All agreements reached during this phase will work to revise the Preliminary Plan and be reflected in a draft Final State Plan prepared and approved by the State Planning Commission. The draft Final State Plan will include, and be the subject of an Impact Assessment and be considered as part of the Infrastructure Needs Assessment.

4) Adopting the Final State Plan

The purpose of Final State Plan approval is to allow review of and accept comments on the draft Final State Plan and the draft Infrastructure Needs Assessment. The draft Final State Plan is the document that is the product of the required public hearings and input. Based upon the findings of those hearings, and any written comments submitted to the Commission, the Commission is required to consider and adopt the State Plan no sooner than 30 days and no later than 60 days after the last of the public hearings.

Cross-Acceptance Schedule Summary*

<i>State Planning Commission:</i>	
<i>1) Approves State Planning Rules for publication in NJ Register and</i>	<i>February 18, 2004</i>
<i>2) Approves Cross-Acceptance Manual</i>	
<i>State Planning Commission Review of Preliminary Plan</i>	<i>March 17, 2004</i>
<i>Plan Implementation Committee Review of Draft Preliminary Map</i>	<i>March 24, 2004</i>
<i>State Planning Rules Published in New Jersey Register</i>	<i>April 5, 2004</i>
<i>Plan Implementation Committee Review of Preliminary Plan and Preliminary Map</i>	<i>April 14, 2004</i>
<i>State Planning Commission Adopts and Releases</i>	<i>April 21, 2004</i>

<i>Preliminary Plan and Preliminary Map, Cross-Acceptance Begins, Grants distributed</i>	
<i>Cross Acceptance: Comparing and Negotiating Plans</i>	<i>April 21, 2004 to February 28, 2005</i>
<i>SPC releases Impact Assessment</i>	<i>March 16, 2005</i>
<i>SPC approves Draft Final State Plan and Draft Infrastructure Needs Assessment</i>	<i>April 20, 2005</i>
<i>New Jersey State Development and Redevelopment Plan adopted by SPC</i>	<i>July 20, 2005</i>

Figure 1 provides a detailed schedule for conducting Cross-acceptance activities.

* Projected Time Frame

Projecting a reasonable time frame for Cross-acceptance will depend on several factors: 1) The State Planning Act places certain time constraints on the process; 2) The State Planning Act and the State Planning Rules require various public meetings and hearings with appropriate public notices, and 3) The State Planning Commission wants to ensure that the process remain credible in terms of public access and participation.

Taking those factors into consideration, Cross-acceptance could be conducted in slightly over one year, as summarized above. This is considered the shortest practical time frame given the requirements and goals of the process.

1.3 Relationship to Plan Endorsement

The relationship between the Cross-acceptance and the Plan Endorsement processes is that Cross-acceptance will lead participating entities through the macro decisions, where and where not to build and associated statewide policies, toward the micro of Plan Endorsement, the community design and development practices. Although two separate processes, Cross-acceptance and Plan Endorsement will essentially work together to provide for fiscally efficient regional and coordinated planning in New Jersey. The two processes essentially fit together as the coordinated effort of Cross-acceptance, whereby governmental entities with the public will jointly create a Final State Development and Redevelopment Plan and Plan Endorsement implements the State Plan by way of establishing local consistency with the plan they helped create.

For a municipality that partners with a county and/or other negotiating entities during Cross-acceptance, the Plan Endorsement process will allow for a initial self-evaluation of local plans in order to achieve consistency with the State Plan. Plan Endorsement then follows Cross-

acceptance allowing counties and municipalities the ability to present their plans to the State Planning Commission for review and approval in order to align themselves with the fiscal and regulatory benefits provided by all participating State Agencies.

For those counties that have already embarked on regional planning efforts, the county or municipality may complete these efforts during the time frame of Cross-acceptance. The State Planning Commission will provide an opportunity through Plan Endorsement for municipalities, counties, regional entities, and State agencies to have these regional plans endorsed by the State Planning Commission. Cross-acceptance and endorsement of regional planning efforts through Plan Endorsement can take place on a dual track. It should remain clear that Plan Endorsement of regional plans are not items that can be negotiated through Cross-acceptance unless during the preparation of these plans policy related issues arise. The Cross-Acceptance Report, described herein, can and should contain the findings and direction of an approved regional plan.

PART II - CROSS-ACCEPTANCE: *Preparation for Participation*

2.1 Roles and Responsibilities of Negotiating Entities and Public Participants

The principal entities involved in Cross-acceptance process are the negotiating entities and the Office of Smart Growth in concert with the State Planning Commission. The most crucial responsibility of these entities is ensuring that public participation is as inclusive as possible. This section attempts to briefly explain the roles of these entities as well as all other important groups.

~ What is a negotiating entity?

A negotiating entity is a participating county planning board, or any entity designated by the State Planning Commission should a county decline to be the negotiating entity. The negotiating entity compares local plans and policies with the Preliminary Plan and negotiates with the State Planning Commission negotiating committee to reconcile differences between the Preliminary Plan and local plans. Specifically, a negotiating entity will look at where to grow and where to preserve compared to the State Plan. The negotiating entity will also look at State land use policies and visions for Statewide growth and preservation to compare and contrast how such will better assist local governments in their related efforts. In addition, negotiating entities should review municipal plans or county plan and any infrastructure needs that should be addressed in the Infrastructure Needs Assessment.

~ What are the responsibilities of the State Planning Commission and the Office of Smart Growth?

The State Planning Commission is responsible for the preparation, revision, and readoption of the State Plan. The Office of Smart Growth serves as advisor to the State Planning Commission. The Office of Smart Growth will coordinate the initial education and public outreach session prior to the release of the Preliminary Plan. This session will include a presentation on the revised process; tips for fiscal efficiency, available resources and visioning techniques that will help municipalities begin shaping local planning efforts in a regional context. The Office of Smart Growth will also provide technical assistance as well as facilitate the identification of agreements and disagreements for preparation of the negotiation sessions. The State Planning Commission will appoint a committee to conduct negotiation sessions to arrive at a Statement of Agreements and Disagreements that will be used in preparation of the draft Final State Plan prepared by the negotiating committee with the Impact Assessment and Infrastructure Needs Assessment.

~ What are the responsibilities of all the stakeholders?

The following responsibilities are purposely ordered to represent the order of importance needed to achieve regional collaboration and comparison of planning Statewide.

A. General Public Participation

The State Planning Commission considers an all-inclusive approach to Cross-acceptance critical to the success of the process. To that end, each negotiating entity must provide meaningful opportunities for public participation during Cross-acceptance. In addition, each negotiating entity must include a plan for public participation in the work program submitted to the Office of Smart Growth as highlighted in sections 1.3 and 1.4 of the Cross-Acceptance Manual.

At a minimum, the public may participate in Cross-acceptance through the following means:

- Participation in all public meetings, visioning sessions, outreach, etc;
- Participation in the negotiation sessions;
- Submission of written comments to the State Planning Commission at any time up to 30 days after the last public hearing on the Final State Plan, as well as comments presented during the public comment at regular monthly meetings and at any public hearing regarding Cross-acceptance;
- Written communication with municipal or county officials involved in Cross-acceptance;
- Comments presented at meetings of the various committees of the State Planning Commission as they relate to the work of those committees; and
- Participation in advisory committees. (*N.J.A.C. 5:85-1.6(c)*).

Equally as important, there will be public education and outreach sessions regarding the benefits of regional planning, innovative planning techniques and the Cross-acceptance/Plan Endorsement Process; a public hearing in each county before the finalization of its Cross-Acceptance Report; and at least six public hearings on the draft Final State Plan. The details of which are described in Section 1.4 titled Public Participation and Visioning.

B. Municipalities

Home rule is a key component of land use and growth management policies, plans, and regulations in New Jersey. As such, it is extremely important that municipal plans become a major focus of Cross-acceptance. Through Cross-acceptance, municipalities must have an opportunity to ensure that their planning policies are consistent with other municipal, county, regional entities, and State plans as well as have ample opportunity to propose changes to the State Plan. Achieving cross-consistency between municipal plans and the State Plan during the Cross-acceptance process is the first step in ensuring that municipal master plans and other planning implementation mechanisms are endorsed by the State Planning Commission.

Cross-acceptance participation at the municipal level is of great importance and should not be restricted to either the governing body or the planning board. In addition to ensuring public participation, municipalities should involve the full range of municipal agencies. For example, it is recommended that municipalities involve;

- Board of Education
- Utility Authority
- Environmental & Historical Commissions
- Local Development Corporation
- Planning, Community and Economic Development
- Redevelopment Agencies
- Housing
- Parks and Recreation,
- Public Works & Engineering
- Social Services
- Public Safety
- Boards of Adjustment

It is only through interaction at this level that regionalized planning through Cross-acceptance can be achieved.

Action item for municipal entities

- Submit resolution of participation to your negotiating entity to be included in the Cross-Acceptance Report (Sample Resolution in A.6).

Participating in Cross-acceptance, municipalities must ensure that the negotiating entity and the Office of Smart Growth have municipal input as it relates to current and proposed Master Plans, land use ordinances, and other information required for the coordination of plans and programs as specified for the negotiating entities' Cross-acceptance Report. Municipalities should also provide the negotiating entity for their county with a list of official Cross-acceptance representatives who will serve as the municipality's liaison throughout the process. If a municipality does not agree with the negotiating entity Cross-Acceptance Report, the municipality also has the right to file a separate municipal Cross-Acceptance Report with the State Planning Commission as outlined in Part 2 of the Cross-Acceptance Manual. In addition, if the County files a notice of waiver, a municipality may also prepare a municipal Cross-Acceptance Report.

Municipal participation in Cross-acceptance will most importantly provide municipalities with planning knowledge that will make better use of each municipality's limited fiscal resources that would support a petition for Plan Endorsement. Active participation also provides opportunities for municipalities to have a better understanding of available resources and the means to address those needs including projects that could potentially be funded through Plan Endorsement. Plan Endorsement ensures that State regulatory and funding programs are aligned with the municipalities' visions for growth and preservation.

Action Items to be conducted by Municipal Entities:

- Municipalities should prepare a Cross-Acceptance Report that contains the items identified in Part 2.2 of this manual

*Although the New Jersey Meadowlands District and the New Jersey Pinelands Area are not covered by the State Plan's State Plan Policy Map, portions of all 14 of the Meadowlands communities and 39 of the 53 Pinelands communities fall outside of those regional jurisdictions and are, therefore, covered by the State Plan. Those municipalities should also participate fully in Cross-acceptance and make the appropriate comparisons and recommendations.

C. Counties

The Cross-acceptance discussion at the county level also should not be restricted to either the governing body or the planning board. In addition to ensuring public participation, counties should involve the full range of county agencies. For example, counties should include:

- Community colleges
- Utility Authority
- Environmental & Historical Commission
- Improvement Authority
- Agricultural Development Board and Board of Agriculture
- Agencies responsible for Planning, Community and Economic Development

- Housing
- Parks and Recreation
- Public Works & Engineering
- Social Services
- Public Safety

Each county that chooses to take up the role of the *negotiating entity* (see section 1.3A) will become the direct link between its constituent municipalities and the State Planning Commission during Cross-acceptance. Pursuant to the State Planning Act, "The Commission shall negotiate cross-acceptance with each county planning board..." *N.J.S.A. 52:18A-202(b)* County negotiating entities are responsible for involving municipalities and the general public to ensure an all-inclusive dialogue.

Each participating negotiating entity will undertake a review of its own development plans and regulations as well as those of the municipalities within its jurisdiction as they relate to one another and the State Plan. The result of this review process will be a Cross-Acceptance Report (see Part 2 of this Manual), which will be submitted to the State Planning Commission. It will provide an analysis of the relative consistency existing among the State, county and municipal plans. Following the completion of the Cross-acceptance Report, the negotiating entity will be responsible for negotiating issues regarding the Preliminary Plan with the State Planning Commission.

If a county chooses not to participate as the negotiating entity, the State Planning Commission will designate an alternate organization or agency to assume the responsibilities of negotiating entity for that county.

D. Regional Entities

Growth and development decisions are regional in their impacts and often require a regional perspective for effective management. Thus, it is vital that Statewide planning policies incorporate regional and bi-state entities' plans, policies, and regulations. The State Planning Commission has prepared a list of regional entities that would be appropriate to include in the process. The State Planning Commission will ask each of those entities to prepare a report outlining the degree to which their plans, policies, and regulations are consistent with the Preliminary Plan, the degree to which their plans, policies, and regulations conflict with the provisions of the Preliminary Plan, and any proposed modifications to the Preliminary Plan or its plans, policies, and regulations or to their own plans. Although the State Plan does not apply within the New Jersey Meadowlands or the Pinelands Area, the Meadowlands and Pinelands will be asked to prepare reports to ensure that their plans and the State Plan are coordinated and consistent. In addition, the Cross-acceptance process where differences between the State Plan and the Pinelands Comprehensive Management Plan for the area of the Pinelands National Reserve outside the Pinelands Area can be reconciled. The Office of Smart Growth will provide each of those agencies with a list of all the public meetings regarding the State Plan to be held within its respective areas of jurisdiction. Regional agencies can be their own negotiating entities.

Selected Regional Agencies

- Delaware and Raritan Canal Commission
- Delaware River and Bay Authority

- Delaware River Basin Commission
- Delaware River Port Authority
- Delaware Valley Regional Planning Commission
- New Jersey Meadowlands Commission
- North Jersey Transportation Planning Authority
- Palisades Interstate Park Commission
- Pinelands Commission
- Port Authority of New York and New Jersey
- South Jersey Transportation Planning Organization

Many of these agencies have planning data available to municipalities. Consult these groups for additional planning information.

E. State Agencies

The State Planning Act works to coordinate planning activities and establish Statewide planning objectives. This is meaningful only if other State agency plans and actions affecting land use and development are consistent with the State Plan. The State Planning Commission has asked State agencies to outline the degree to which their plans, policies, and regulations are consistent with the State Plan, the degree to which their plans, policies, and regulations conflict with the provisions of the State Plan, and any proposed modifications to the State Plan or its plans, policies, and regulations. The Preliminary Plan that will be released will reflect a consensus among State agencies.

The Department of Community Affairs, Office of Smart Growth has established the *Interagency Smart Growth Team*. Specifically, the Interagency Team is made up of representatives of multiple State Agencies who have been brought together to assess how each agency's current functional plans, programs, investments, grants-in-aid, regulations, proposed legislative initiatives, and public information activities advance the State Plan, and if they currently do not, to align each program with the State Plan. State agencies have also been instructed to provide the State Planning Commission with any recommendations or changes to the State Plan that would improve the utility of the State Plan for that agency. All of this information will be available to interested parties and considered by the State Planning Commission as it prepares, adopts, and implements the State Plan. The goal of this process is to achieve consistency with the State Plan. Members of the Interagency Team include: Agriculture, Board of Public Utilities, Commerce, Community Affairs, Economic Development, Education, Environmental Protection, Transit, Transportation, and Treasury.

The State agencies that are members of the State Planning Commission — Agriculture, Commerce, Community Affairs, Environmental Protection, Transportation, Treasury, and the Governor's Office — will be directly involved in comparison and negotiation, as well as Final State Plan approval as voting members of the Commission and as members of negotiating committees.

F. Legislature

The State Planning Commission recognizes the important roles that the members of the New Jersey State Senate and General Assembly have in the State planning process. Not only will each member of the New Jersey Legislature receive the Preliminary Plan, draft Final and the

adopted State Plan, but they also will be kept informed on how proposed policies and legislation will better serve their constituents in the planning process. After the approval of the Draft Final State Plan, the State Planning Commission will present it to the Legislature for comment. In addition, throughout Cross-acceptance, the State Planning Commission will consider comments and suggestions offered by legislators. The State Planning Commission encourages the Legislature to give due consideration to the Preliminary Plan the Draft Final State Plan, the Impact Assessment and Infrastructure Needs Assessment and to the issues raised therein.

2.2 Cross-Acceptance Work Program

A. Notice of Participation or Waiver

In conjunction with the release of the Preliminary Plan, the State Planning Commission will transmit to each county a request for either a Notice of Participation or Notice of Waiver. A Notice of Participation is a duly adopted resolution of a governing body authorizing participation as the *negotiating entity* in the Cross-acceptance process. A Notice of Waiver is a duly adopted resolution of the governing body stating its intent to forfeit and waive its statutory authority to participate in Cross-acceptance.

Action Items to be conducted by Negotiating Entities:

- Transmit a notice of participation or waiver to the Office of Smart Growth no later than 45 days after release of the Preliminary Plan. This deadline does not preclude any potential negotiating entity from approving and forwarding either notice to the Office of Smart Growth at its earliest possible convenience, even if it's prior to the release of the Preliminary Plan. Sample notices are included in the Appendix of the Cross-Acceptance Manual (A.4 & A.5).
- In the event that a county transmits a Notice of Waiver, or fails to transmit a Notice of Participation by the prescribed deadline, the State Planning Commission will designate an alternate negotiating entity for Cross-acceptance for that county.

As an alternative to individual participation in Cross-acceptance, counties are encouraged to consider entering into intergovernmental agreements for consolidated or coordinated participation in Cross-acceptance. If a county notifies the Office of Smart Growth of its willingness to enter into such an agreement with a neighboring county, regional planning agency or metropolitan planning organization, the State Planning Commission will assist the county with the preparation of appropriate agreements and designation of a negotiating entity.

B. Submission of a Proposed Cross-Acceptance Work Program

No later than 45 days after the date of release of the Preliminary Plan, the negotiating entity, is required to submit a proposed Cross-Acceptance Work Program to the Office of Smart Growth. This is required in order to monitor the Cross-acceptance Grant (see section 1.5), to ensure a coordinated Cross-acceptance process, and to make certain that there is an efficient allocation of resources at the county and state level.

The negotiating entity's Cross-Acceptance Work Program should include a timeline for comparing and negotiating plans, which commences on the date of release of the Preliminary Plan (Day 1) by the State Planning Commission. The proposed Cross-Acceptance Work Program should be based on the projected schedule (presented in Figure 2) and is subject to the approval of the Office of Smart Growth.

Although the Cross-Acceptance Work Program is not due at the Office of Smart Growth until 45 days after the release of the Preliminary Plan, negotiating entities should begin considering how they will format their local Cross-acceptance process as soon as possible. Completing this administrative function early will free more time during Cross-acceptance for the actual comparison of plans.

C. Cross-Acceptance Work Program

The Cross-acceptance Work Program should include the following items.

Action Items to be conducted by the Negotiating Entities:

- Cover sheet clearly stating the Negotiating Entity, County, Point of Contact, Date of Report. Please provide one (1) original paper and (1) electronic copy.
- Summarize how the negotiating entity will accomplish the purposes of the project.
- Transmit correspondence to the municipalities on the negotiating entities intent to participate as such.
- Provide a time schedule for the completion of tasks and work products;
- Provide a list of the recommended elements (see section 2.3) anticipated to be included in the Cross-Acceptance Report;
- Provide a brief description of the format and a preliminary schedule of municipal meetings;
- Develop a public information program for providing an open, informed, and participatory Cross-acceptance process. Indicate at a minimum the types of groups targeted (public and private), schedule of meetings, and use of various information outlets (see section 1.4, below, for additional details);
- Provide an outline of available staff or consultant resources to be committed to the Cross-acceptance process. Include the percentage of each individual's time and a short description of the individual's or firm's expertise;
- Provide a Preliminary Expenditure Budget (Cross-Acceptance Grant in section 2.4);
- Submit a request for technical assistance. If applicable, list those areas where it is felt that technical assistance will be required from the Office of Smart Growth. Be specific as to the type and amount of assistance requested; and,
- Provide a list of the official Cross-acceptance representatives designated by each municipality within the county. The official representative(s) should have a strong working knowledge of municipal plans, ordinances and policies especially as they relate to such areas as planning, zoning, administration, housing, capital improvements, parks and recreation and the environment.

Figure 2 Draft Cross-Acceptance Work Schedule

Task/Work Product	Time Frame
<i>Comparing Plans</i>	<i>April 21 – October 21, 2004</i>
1. Cross-acceptance begins; Release Preliminary State Development and Redevelopment Plan	April 21, 2004
2. Notice of Participation or Waiver	Due at OSG no later than day 45, June 5, 2004
3. Proposed work program	Due at OSG no later than day 45, June 5, 2004
4. Inventory appropriate data - <i>Collection and analysis of municipal and county plans, regulations, maps and special studies.</i>	No product required (this task should start prior to Cross-acceptance)
5. Public information meeting - <i>A meeting co-hosted by the negotiating entity and Office of Smart Growth to present the Preliminary Plan, Cross-acceptance and Plan Endorsement to the municipalities and the general public.</i>	Between day 45 and day 90 (Schedule will be prepared by OSG and transmitted to the negotiating entity no later than day 15), June 5 – July 20, 2004
6. Convene municipal and public outreach meetings	Throughout the process (schedule should be submitted to OSG with proposed work program)
7. Draft Cross-acceptance Report - <i>Distribute to OSG, the county (if not the negotiating entity), regional agencies, and municipalities; make available to public; remind municipalities of their right to file dissenting reports; hold at least one public hearing on the draft Report.</i>	No specified date
8. Final Cross-acceptance Report - <i>Authorized for transmittal to the State Planning Commission by resolution of the county governing body/negotiating entity at a public hearing; same distribution as draft report.</i>	Ongoing – no later than October 21, 2004.
<i>Negotiation</i>	<i>October 22, 2004 - February 28, 2005</i>
9. Establish negotiating entity’s “negotiating committee”-	Following submission of final Cross-acceptance Report to OSG
10. Negotiating committee session with SPC	Dates to be coordinated between State Planning Commission and Negotiating Entity.
11. Review municipal dissenting reports and participate in municipal negotiation sessions	As needed
12. Prepare Statement of Agreements and Disagreements	March 2, 2005
13. Impact Assessment Released	Upon approval by State Planning Commission, March 16, 2005
14. Review Draft Final Plan and Infrastructure Needs Assessment	Upon approval and distribution of documents by State Planning Commission, April 20, 2005
15. Review and comment on Draft Final State Plan and Infrastructure Needs Assessment	Upon distribution by State Planning Commission
16. Comment on Draft Final Plan and Infrastructure Needs Assessment	June 10 – July 10, 2005
17. Attend one of minimum of six State Planning Commission public hearings	No sooner than 45 days after release of amended Draft Final Plan, May 23 – June 10, 2005
<i>Final Approval, State Plan adopted by SPC</i>	<i>By July 20, 2005</i>

2.3 Public Participation

A. Overview

The State Planning Commission believes that public participation is of great importance in the preparation, revision and readoption of the State Plan, especially as it relates to moving municipalities toward the Plan Endorsement process. Providing opportunities at the local level for public participation encourages education and active public participation in the planning process moving the concepts of planning policies to reality.

Each negotiating entity's Cross-Acceptance Work Program must include a public participation element. Each negotiating entity should fashion a program that best suits its specific needs and capabilities using some or all of the techniques listed in Figure 3.

Each public participation program will be evaluated based on the degree to which it meets the dual objectives of:

1. Providing as much information as possible, in a timely manner, to as broad a range of individuals, interest groups, and civic groups as possible; and
2. Providing adequate opportunities for active participation and feedback.

Action Items to be conducted by Negotiating Entities;

- Submit, as outlined in the Cross-Acceptance Work Program (section 2.2 C) a public participation program. (Refer to 1.2 B Municipal Role in Cross-acceptance for additional details)

The negotiating entity's efforts can capitalize on, *but should not be dependent on*, the public participation efforts of the State Planning Commission. A summary of all public comments received by the negotiating entity and the negotiating entity's response to those comments must be included in the Cross-acceptance Report.

B. Required Elements of Public Participation

The most vital piece to regional planning partnerships at any level is coordination through an educated public. To this end, it is the State Planning Commission's intent to see that the municipal resources of each county are pooled to form the partnerships necessary to create the common goals and visions that are essential to realize efficient land use.

~ Smart Growth Resource Forum-

During Cross-acceptance, the State Planning Commission is sponsoring the *Smart Growth Resource Forum* whose program includes issue-specific planning discussions on regional planning as it relates to the State Plan. These sessions will generate discussion of issues of local importance raised by county and municipal officials. Following the completion of the forums, seminars will be identified from the issues raised to take an in-depth look into these important issues.

Action Items to be conducted by the Office of Smart Growth:

The Office of Smart Growth will coordinate a series of regional meetings to provide technical assistance and begin the Cross-acceptance process including:

- Disseminating information on Cross-Acceptance Grant;
- Planning and visioning techniques;
- Providing available information regarding planning resources, grant funding, and data;
- Assisting in advancing plans toward Plan Endorsement; and
- Discussing policies of the State Plan and potential revisions, amendments, and provide necessary changes to the State Plan based on new comments and data received.

~ Countywide Public Information Meetings-

No later than 15 days after the official date of release of the Preliminary Plan, the Office of Smart Growth shall transmit to each county, or the negotiating entity, a schedule for joint public informational meetings to be held in each county of the State. These meetings shall be held not less than 45 days and not more than 90 days after the official date of release of the Preliminary State Plan. The joint informational meetings shall be convened by the negotiating entity and shall provide an opportunity for the public to ask questions and make comments.

Action Items to be conducted by the Negotiating Entities:

- Attend the countywide or regional Smart Growth Resource Forum with municipal stakeholders and other interested parties. *Assistance may sought form the Office of Smart Growth, such as identifying meeting facilities, time, issues, etc.;*
- Identify all possible stakeholders in the planning process and provide reasonable opportunities for public participation;
- Provide a list of all participants in the Cross-acceptance process;
- Engage municipal governing and planning board participation (Mayor, Administrator, and Planner). Resolution of participation or waiver must be submitted as indicated in Part 2 of the Cross-Acceptance Report;
- Hold a series of well-publicized meetings at accessible locations and times throughout the county
 - Conduct the public information meeting no sooner than 45 days and no later than 90 days after the release of the preliminary State Plan;
 - Provide copies of all documents and notices to local and regional libraries;
 - Provide summaries of all meetings held with municipal Cross-acceptance representatives;
- Hold a public hearing on both the draft and final Cross-Acceptance Reports; and
- Comply with all the public notice requirements contained in the State Planning Rules.

C. Recommended Elements of Public Participation

~ Visioning

A vision that forms the foundation for a plan helps define a destination or future state of affairs that can be implemented and become a reality. A community vision provides a common reference point for people with different perspectives - common goals that supersede individual

interests. The process of developing a community vision helps raise public expectations of community performance, and builds support for change by helping people envision doing things differently. A community vision builds persistence - committing people to the long haul - because it helps motivate, inspire and call people to action.

An effective visioning effort will focus on outcomes and not simply process. Open public discussions about the planning issues facing a community helps establish the framework of a community vision. With a clear vision in mind, a community can proactively respond to change and help define the purpose, goals, timetables and levels of achievement so the plan can be successfully implemented.

Master Plans are required to have a clear community vision. Like the vision in the State Plan, the community vision shall be developed through an open and collaborative process through community leadership and provide commitment to innovative planning and provision for a realistic, credible, and attractive future for its citizens.

~ Workshops on shared issues of concerns

The negotiating entity, upon knowledge of similar topics of concern among its municipal partners, are encouraged to hold workshops that identify each issue and address any and all relevant planning techniques pertaining to the issue. The Office of Smart Growth also intends to host several workshops during Cross-acceptance, the topics of which will be derived from the Smart Growth Resource Forum. The Office of Smart Growth encourages our planning partners to submit ideas on relevant planning topics for which a workshop or seminar would be appropriate. For example, Farmland Preservation and the use of Transfer of Development Credits would be appropriate to discuss.

**Figure 3 (pg 24) below represents a list of some suggestions that will aide the negotiating entity in the Cross-acceptance process. The figure represents some mandatory and suggested means to incorporate the public into the planning process.*

Figure 3 *
Public Participation Tool Box

<p><i>Disseminating Information</i></p> <ul style="list-style-type: none"> • Establish a mailing list of interested parties • Place display ads and press releases in local and regional newspapers • Start a Cross-acceptance Newsletter and/or utilize existing government and private newsletters • Create and distribute brochures, flyers, videos and posters (some may be provided by OSG) • Provide copies of all documents and notices to local and regional libraries • Utilize local radio and television stations • Distribute information through the local schools • Establish an Internet website or provide information to the Office of Smart Growth for inclusion on the OSG website • Establish a telephone hotline for regularly updated, 24-hour, pre-recorded Cross-acceptance information • Provide summaries of all meetings held with municipal Cross-acceptance representatives 	
<p><i>Participation Opportunities</i></p> <ul style="list-style-type: none"> • Hold a countywide Cross-acceptance “Kick-off Conference” • Hold a series of well-publicized meetings at accessible locations and times throughout the county • Provide a central name and address for the receipt of written comments • Provide an E-mail address or URL for receiving comments • Establish a broad-based advisory committee • Establish issue-oriented advisory groups or task forces • Conduct citizen surveys via mail • Hold a public hearing on both the Draft and Final Cross-acceptance Reports 	
<p><i>Potential Target Groups and Organizations</i></p> <ul style="list-style-type: none"> • Individual citizens • Community colleges • Elementary and secondary schools • Development interests • Public and private utilities • Agricultural interests • Chambers of commerce • Local boards of education • Private regional planning organizations • Trade groups • Professional associations • Environmental interests • Affordable housing interests • Community development corporations • Neighborhood associations 	
	<p>Some examples: NJ Chapter of the American Planning Association, NJ Planning Officials, NJ Farm Bureau, Association of NJ Environmental Commissions, NJ Builders Association, Regional Plan Association, NJ Society of Municipal Engineers, NJ Municipal Management Association, NJ League of Municipalities, Regional Planning Partnership, NJ Future, League of Women Voters, NJ Business and Industry Association, Housing NJ, The Affordable Housing Network, Highlands Coalition, New Communities Corporation.</p>

Figure 3 is not meant to be an exhaustive list. The State Planning Commission is interested in hearing about other innovative ways for making this process as inclusive as possible. Not every one of these techniques will be appropriate in every county.

2.4 Cross-Acceptance Grant

To accompany the Office of Smart Growth's *Smart Growth Resource Forum* and provide technical assistance at the onset of Cross-acceptance, each negotiating entity will be eligible for a grant to help facilitate the comparison and negotiation of their planning policies with the intent of advancing regional planning through the Plan Endorsement process. Well in advance of Cross-acceptance, each negotiating entity will receive along with this Cross-acceptance Manual, a grant application to be completed and sent to the Office of Smart Growth by **March 31, 2004**.

A. Application Process

Each negotiating entity should file a Cross-Acceptance Grant Proposal that takes into account the activities of the Cross-Acceptance Work Program as defined in this Manual. To apply for a Cross-Acceptance Grant, a participating county or municipality must intend to submit a Notice of Participation to the Office of Smart Growth. Upon review and approval of the grant application, the Office of Smart Growth will prepare a grant agreement to be sent to the negotiating entity upon release of the 2004 Preliminary State Plan.

The applicants will provide planning services under the direction of their respective Cross-acceptance coordinator. All applicants and their consultants are required to attend a Cross-Acceptance Grant meeting on February 20, 2004.

B. Eligible Activities

The grant is to be utilized for expenditures directly related to conducting any Cross-acceptance activities called for in the State Planning Rules, N.J.A.C. 5:85. Expenditures may include such items as staff salaries (pro-rated to the actual time spent on Cross-acceptance); consultant fees (when contracted specifically for Cross-acceptance activities); and soft costs like postage and reproduction. All anticipated expenditures must be included in the preliminary expenditures and itemized within the proposed budget. Once submitted, amendments to that budget will require written approval from the Office of Smart Growth and will be reflected in the final actual expenditures report.

Some activities conducted prior to and in preparation for Cross-acceptance may be eligible on a limited basis. Reimbursement for those activities would still be subject to the county's submission and subsequent Office of Smart Growth approval of the documentation submitted. The Office of Smart Growth should be consulted before a county commits to any such Cross-acceptance activities. If a county anticipates a large number of Cross-acceptance expenditures, it should consider submitting its Notice of Participation and Cross-Acceptance Work Program to the Office of Smart Growth prior to the start of Cross-acceptance.

PART III THE CROSS-ACCEPTANCE REPORT: *The Product*

3.1 Overview

The primary purposes of the Cross-Acceptance Report are three-fold:

1. Provides valued feedback on the Policies within the State Plan to produce a more effective State Plan.
2. Details the level of consistency between local plans and the State Plan.
3. Facilitates dialogue across political boundaries.

The State Planning Rules require that the Cross-Acceptance Reports outline the degree of consistency or inconsistency with the Preliminary Plan and include proposed modifications to either the Preliminary Plan or the municipal, county, regional or State plans. Therefore, Cross-acceptance requires that plans at all levels of government be modified throughout the State to establish a higher degree of consistency between land-use policies. This can only be accomplished through collaborative partnerships, whereby, all participants agree to amend their plans at the municipal, county, regional, and State level. The Cross-Acceptance Report should provide the framework for those local, regional, and State level changes by indicating where and what modifications need to be made.

The Cross-Acceptance Report should also contain specific comments on the current and proposed amendments to the State Plan. The Cross-Acceptance Report consists of both required elements and recommended elements. The required elements are necessary for a meaningful comparison between plans and prepare the negotiating entity for the State Planning Commission negotiation sessions. The recommended elements are intended to supplement the required information and are designed to better prepare municipalities, counties, regional entities, and State agencies for the Plan Endorsement process. Like the negotiating entities, municipal, regional, and State agencies choosing to participate in the creation of the Cross-Acceptance Report will prepare their Reports with the required elements but should consider the recommended elements as well.

The Cross-Acceptance Report will be submitted to the State Planning Commission to begin the process of negotiating the identified issues at a date agreed upon by the negotiating entity and the State Planning Commission. The governing body of the negotiating entity must authorize the transmittal of a Cross-Acceptance Report to the State Planning Commission at a public meeting or hearing. The Cross-Acceptance Report must also be filed with the municipal planning boards in the county and with the planning boards of adjoining counties. Negotiating entities will also include resolutions from the municipal planning boards that they have had opportunity to review.

A. Required Elements for Cross-Acceptance Report and Action Items

Listed below are items to be included in each Cross-acceptance Report. Entities that ensure strong municipal participation in the process will subsequently provide both county and municipality advancement toward Plan Endorsement. Ultimately, land-use decisions made at the local level will provide less inter-municipal and inter-county land use conflicts due to coordinated efforts.

Action Items to be conducted by Negotiating Entities

- Provide the Office of Smart Growth with all completed work products and include one (1) signed original report, one (1) unbound copy AND one (1) electronic copy (CD-Rom or email to osgmail@dca.state.nj.us).
- Include municipal resolution of participation or waiver for each municipality in the negotiating entities jurisdiction (sample in A.6).
- Include any municipal and regional Cross-Acceptance Reports that are received.
- Describe the level of consistency that has been attained by municipal, county and other plan implementation mechanisms with each other and with the current State Plan (since the adoption of the 2001 State Plan) and how that consistency can be enhanced.
- Indicate the degree to which municipal and county plans have incorporated key concepts and policy objectives from the Preliminary Plan. The negotiating entity, in concert with the municipalities in its jurisdiction, should review municipal and county plans to make this determination.

These items will be achieved by:

- Reviewing and coordinating municipal and county Master Plans for each municipality;
- Reviewing land use regulations and substantiate with a statement of findings; and
- Reviewing key concepts and policy objectives from the State Plan as they relate to the policy map and local Master Plans, ordinances and land-uses. Changes to the map will be considered where new data makes these changes necessary.

Key concepts and policy objectives of the State Plan to be considered:

1. Planning that is comprehensive, citizen-based, collaborative, coordinated, equitable and based on capacity analysis is essential to achieving the goals of the State Plan.
2. Planning should be undertaken at a variety of scales and should focus on physical or functional features that do not necessarily correspond to political jurisdictions.
3. Planning should be closely coordinated with and supported by investments, programs and regulatory actions.
4. Planning should create, harness and build on the power of market forces and pricing mechanisms while accounting for full costs of public and private actions.
5. Planning should maintain and revitalize existing communities.
6. Planning, designing, and constructing development and redevelopment projects, that are residential, commercial, industrial or institutional and that contribute to the creation of diverse, compact human scale communities (i.e., communities of place).
7. Identifying areas for development, redevelopment and environs protection in suburban and rural New Jersey.
8. Identifying cores and nodes as places for more intensive redevelopment in metropolitan New Jersey.
9. Emphasizing public support for physical design, public investment and government policy through access to information, services, jobs, housing, and community life.
10. Planning for the protection, restoration, and integration of natural resources and systems as well as the preservation of agricultural farmland.

- Identify the inconsistencies between the municipal and county plans with the Preliminary Plan by describing the level of consistency between the plans as they exist.
- Identify the inconsistencies between the municipal and county plans with the Preliminary Plan by indicating necessary planning policies changes, including policies that will be the subject of identified issues to be negotiated.
- Identify how any county or regional plans, on-going or otherwise, are reflected in the State Plan. Any plans, such as those funded with the assistance of the Office of Smart Growth, particularly Smart Growth Planning Grants, should be appended to the Cross-Acceptance Report. The Cross-Acceptance Report should summarize the regional plan and describe how the regional plan is consistent with the State Plan or reflect changes necessary the State Plan based on the technical findings of these plans.
- Comment on the degree to which State Plan designated centers (if applicable) have carried out their respective Planning and Implementation Agendas and any conditions placed on those centers by the State Planning Commission in the course of their original center designations. This is achieved by:
 - Referring to the list of designated centers provided in the Appendix of the Preliminary Plan (Updates will be provided as needed).
 - Providing implementation agendas and conditions for designation.
- Provide a detailed discussion of any issues, recommendations or revisions to the Preliminary Plan and any of its elements in order to meet local needs. Discussion should take into account public input and municipal and county plans. This list strives to serve as a basis for the negotiation agenda discussed below:
 - Make a list of findings, recommendations, and objections about the Preliminary Plan with which municipalities, counties, and regional entities do not agree. Provide a clear statement of the planning policy in question and the municipal, county, regional, or statewide ramifications of implementing or of not addressing a particular planning policy.
 - Include municipal planning board resolutions indicating their participation through review and comment.
- Provide comments and recommendations regarding State agency implementation of the State Plan. This is an opportunity for municipalities and counties to comment on the performance of State agencies in regard to implementation of the State Plan. The Cross-Acceptance Report can cite and comment on any applicable agency plan or program, as well as make recommendations as to possible revisions to those plans and programs that would enhance State Plan implementation at all levels of government.
- Provide information, to the extent that it is available, regarding the infrastructure needs for the following categories: (Needs should include data from local MUA, MPO or Authorities working within the Negotiating Entity's jurisdiction)
 - Transportation: Roads, bridges, and tunnels. Public transportation, Freight: road, rail, port, and air.
 - Commerce: Energy, Telecommunications
 - Environment: Wastewater disposal, Water supply, Stormwater management, Solid waste management, Shore and flood protection
- Provide a detailed explanation of how municipal and county plans will be modified so as to create a higher degree of consistency. The Cross-Acceptance Report should provide the framework for those municipal, county, and regional level changes by indicating what modifications are necessary and where they should occur.

- List the potential modifications to municipal and county plans that would contribute to a higher degree of consistency.
- Identify other planning policy issues, such as legislation or programs that will encourage regional planning for growth and preservation.
- Submit a Negotiating Agenda, which will form the basis of the negotiation sessions between the negotiating entity and the State Planning Commission. The agenda should present issues in a clear and concise manner with proposed alternatives for each issue and direct citations of pertinent State Plan provisions wherever possible.
 - A Negotiation Agenda may contain specific examples of State Plan policies or criteria that are inconsistent with local initiatives. The negotiation agenda may cite issues pertaining to the current State Plan or the Preliminary State Plan. *A Sample Negotiation Agenda Format is appended in this manual (A.3)*
- Provide information on all existing and proposed redevelopment areas located within the county. Be sure to include a sample map depicting area boundary;
- Schedule a meeting with the Office of Smart Growth to identify disagreements among policy issues; and
- Negotiate identified issues with the State Planning Commission's negotiating committee.

Action Items to be conducted by the State Planning Commission and Office of Smart Growth:

- Prepare a Statement of Agreements and Disagreements, to be made available to other negotiating entities and the public.

B. Recommended Elements for the Cross-Acceptance Report and Action Items

The State Planning Commission encourages county and local entities to take advantage of incorporating the following recommended elements into their Cross-Acceptance Report. The State Planning Commission suggests that local and county entities commence work on an initial petition for Plan Endorsement during this process. A sample petition is appended in this Manual.

Action items to be considered by Negotiating Entities and Municipal and Regional Entities:

- Identify areas with growth potential; this will lead to identification of potential centers, cores and nodes, and other critical growth areas during Plan Endorsement. In addition, indicate if they are linked, or have proposals to be linked by infrastructure systems that include transportation services and greenways.
- Identify growth management issues having multi-municipal or multi-county impact. This section will enable counties and municipalities to broaden the scope of their discussions to encompass the true areas of impact.
 - Discuss any growth management, development or redevelopment issues affecting more than one municipality or county.
 - Make recommendations about the State Plan's role in addressing growth management, development or redevelopment issues.
 - Whenever possible, include maps that outline the geographic area of concern.

- Identify and develop new indicators and targets for regional, county, and local plans. The State Plan defines an indicator as “a trend or a phenomenon” for something that is not easily detected. A target is the value that we work towards for each indicator. Indicators and targets may highlight the progress achieved in reaching goals of master plans and other planning objectives, or they may point out where there is a need for policy and planning adjustments. Areas of evaluation should include, but not be limited to, aspects of economics, environmental impacts, infrastructure, community life, and intergovernmental coordination to align with the indicators of the State Plan.
 - Provide as much information as possible about existing or planned indicator programs.
 - Include indicators that are comparable so that they can be aggregated into larger groups but still allow for the unique circumstances of each locale.
- Other topics of concern or interest raised by municipalities and counties

3.2 Municipal, Regional & State Cross-Acceptance Reports

A. Municipal Cross-Acceptance Reports

The State Planning Commission wants to ensure that potential concerns of municipalities are taken into consideration during the Cross-acceptance process. In the event that a municipality is not satisfied in whole or in part with the Cross-acceptance Report filed by the negotiating entity, the municipality has the right to file a separate *municipal* Cross-Acceptance Report and negotiate directly with the State Planning Commission.

Action Items to be conducted by municipal entities:

- Participate in the Smart Growth Resource Forum at the start of Cross-acceptance.
- Discuss the municipality’s policies and efforts regarding planning coordination with surrounding municipalities as they relate to transportation, housing, land-use (Planning Areas, urban-suburban relationships, zoning, etc), agriculture, environment and education.
- Planning staff or consultant to review the State Plan as it pertains to the municipality and provide the following information to the negotiating entity;
 - Describe the level by which the municipality has utilized the 2001 State Plan to advance planning and implementation (community and economic growth, design, conservation, etc) within the municipality and any strategies utilized to achieve consistency with the county and State Plan and how consistency can be enhanced;

- Identify the consistencies between the municipal and county plans with the Preliminary Plan by describing the level of consistency between the plans as they currently exist;
- Identify the inconsistencies between the municipal and county plans with the Preliminary Plan by describing any planning policies changes, including the current policies that will potentially affect map changes (Planning Areas as well as proposed center boundaries as delineated within designated centers);
- Identify consistencies and inconsistencies of municipal plans with all adjoining municipalities, include those municipalities in other counties as well;
- Identify potential modifications to the Preliminary Plan by describing how it can be enhanced to meet local needs; and
- Identify other planning policies issues, such as possible legislation or programs that may encourage regional planning for growth and preservation.
- Provide comment on the Negotiating Entities Cross-acceptance Report that;
 - Provides a full explanation of why the municipality agrees or disagrees with the negotiating entity's report, citing the specific section(s) of the negotiating entity report with which the municipality is taking issue;
 - Cite specific sources of information used to support the municipality's position;
 - Outline the municipality's involvement in comparing municipal, county, regional and State plans and any discussions held with the negotiating entity regarding the issues in question;
 - Provide suitable maps and graphics to support your claims;
 - Provide a summary of all public comments received by the municipality regarding the negotiating entity's report and the municipality's response to those comments; and,
 - Provide information on all existing and proposed redevelopment areas located within the county. Be sure to include a sample map depicting area boundary;
- Authorize Report for transmittal to the State Planning Commission by the local governing body at a public meeting or hearing.
- Simultaneously file Report with the appropriate county and/or negotiating entity, the planning boards of adjoining municipalities, and the State Planning Commission through the Office of Smart Growth; include one (1) signed original report, one (1) unbound copy AND one (1) electronic copy (CD-Rom or email to osgmail@dca.state.nj.us).

Procedure for Submitting a Municipal Cross-Acceptance Report

The municipal Cross-Acceptance Report must be filed no later than 45 days after the negotiating entity's Cross-Acceptance Report is filed with the State Planning Commission. If a municipality has failed to participate in the Cross-acceptance process, the municipality will be deemed to have concurred with the negotiating entity's Cross-Acceptance Report, waiving its right under the State Planning Act to file a separate report.

B. County and Inter-municipal Strategic Planning Areas

Some counties and municipalities have embarked on regional planning efforts that may be completed just prior to or during Cross-acceptance. With these efforts in mind, the State Planning Commission will provide an opportunity during Cross-acceptance for counties, regional agencies, and municipal planning consortiums, to have these plans endorsed by the Commission as well.

Further, these regional plans should be appended to the Cross-Acceptance Report. The Cross-Acceptance Report should summarize the regional plan and describe how it is consistent with the State Plan. The State Planning Commission will review and consider these plans for endorsement.

C. Regional and State Cross-Acceptance Reports

The State Planning Commission wants to ensure that regional entities and State agencies participate in comparing and negotiating plans, policies, and regulations with the planning policies of the State Plan and the Preliminary Plan.

Action Items to be conducted by Regional and State Agencies:

- Outline the regional entities' involvement in comparing municipal, county, regional and State plans and discussions with the negotiating entity regarding issues in question;
- Provide suitable maps and graphics to support your argument; and
- Provide a proposed negotiation agenda as outlined in the Appendix of this Manual.

3.3 Amending the State Plan Policy Map

The "Policy Map of the New Jersey State Development and Redevelopment Plan" is composed of a series of maps comprising the geographic area of the State of New Jersey. The State Planning Commission believes that except for amendments to the State Plan Policy Map that would result from changes to policies in the State Plan or data discrepancies, the discussion of site-specific or individual parcel amendments based on a development interest, or the like, should occur as part of the Plan Endorsement process and not through Cross-acceptance. The State Planning Rules envisions that most amendments to the State Plan Policy Map, including

the designation of additional centers will occur during a comprehensive plan review as part of the Plan Endorsement process. In addition, for areas not located within an endorsed plan, the State Planning Commission and entities other than the municipality may propose map amendments based on new information that qualify for map amendments.

Action Items for Cross-acceptance:

- Proposed amendments to the Policy Map can include any or all of the following (based on mapping criteria laid out in section A7):
 - Changes to planning area boundaries due to policy changes;
 - Data discrepancies.

A.1 References

DEPARTMENT OF COMMUNITY AFFAIRS

Susan Bass Levin, Commissioner

OFFICE OF SMART GROWTH- 609-292-7156

Adam Zellner, Executive Director

Robin Murray, AIA, Assistant Director

Area Planning Representatives

Paul Drake, PP/AICP, Unit Manager - Hunterdon, Somerset, Sussex, Warren

Joe Donald, PP - Atlantic, Cape May, Cumberland, Ocean, Monmouth

Khara Ford - Burlington, Camden, Gloucester, Salem

Megan Lang - Bergen, Essex, Hudson, Morris, Passaic

Charles Latini, PP/AICP- Mercer County

Curt Lavalla, AICP - Middlesex, Union

STATE PLAN REFERENCE MATERIAL

Anything you need regarding the State Plan of New Jersey is located at www.NJSmartgrowth.com. Publications, meeting announcements, planning resources, planning legislation including the State Planning Rules are available at the web site. Office of Smart Growth 609-292-7156.

MAPPING

In addition to the CD-ROM, which was sent to all counties and municipalities, maps and map data are available on the web site. For general questions about data interface and State Plan application of such, please contact Steve Karp at the Office of Smart Growth. Technical questions regarding individual data sets should be directed to the appropriate agency.

Office of Smart Growth: Steven Karp, Cartographer 609-292-7156

Department of Agriculture:

Department of Environmental Protection:

Department of Transportation:

DATA

The greatest concentrations of demographic, population, housing and economic data are in two places, the Department of Labor's web site and the Federal government's Census Bureau. Those web sites are <http://www.nj.gov/labor/lra/> and <http://www.census.gov/>, respectively. Although population projections are being collected by the Office of Smart Growth, we suggest using the Metropolitan Planning Organization (MPO) prepared data sets as a reference as we enter the Cross Acceptance process.

Mapping data can be found at:

U.S.G.S. Topoquads 609-777-1038/1039.

<http://www.state.nj.us/dep/gis/newmapping.htm>.

https://njgin.state.nj.us/NJ_NJGINExplorer/index.jsp

INTERAGENCY SMART GROWTH TEAM

COORDINATORS,

Office of Smart Growth- James Requa & Carmen Valentin 609-292-7156

MEMBERS

Board of Public Utilities-

Commerce and Economic Growth Commission-

Council on Affordable Housing-

Department of Agriculture-

Department of Community Affairs-

Department of Education-

Department of Environmental Protection-

Department of Transportation-

Department of Treasury-

Economic Development Agency-
New Jersey Housing and Mortgage Finance Agency-
New Jersey Transit-
School Construction Corporation-

REGIONAL PLANNING CONTACTS

Metropolitan Planning Organizations (MPO's)

Joel S. Weiner Executive Director North Jersey Transportation Planning Authority One Newark Center 17th Floor Newark, NJ 07102 www.njtpa.org	Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union and Warren; and two cities: Newark and Jersey City.
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Timothy G. Chelius Executive Director South Jersey Transportation Planning Organization Farley Service Plaza P O Box 351 Hammonton, NJ 08037 www.sjtpo.org	Atlantic, Cape May, Cumberland, and Salem
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John J. Coscia Delaware Valley Regional Planning Commission 111 S. Independence Mall East The Bourse Building, 8th Floor Philadelphia, Pa 19106-2515 www.dvrpc.org	Burlington, Camden, Gloucester and Mercer in New Jersey; Bucks, Chester, Delaware, Montgomery and Philadelphia counties in Pennsylvania
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OTHER:

Rosemarie Anderson Central Jersey Transportation Forum The Bourse Building 111 S. Independence Mall East Philadelphia, PA 19106 (215) 238-2832 (215) 592-9125 FAX	Somerset County, Middlesex County, Mercer County
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OTHER PLANNING RESOURCES

American Planning Association- www.planning.org
NJ Chapter American Planning Association- www.NJAPA.org
Municipal Land Use Center @ The College of New Jersey - www.tcnj.edu/mluc
Regional Plan Association- www.rpa.org
Regional Planning Partnerships- www.planningpartners.org
ULI-the Urban Land Institute- www.uli.org
Project for Public Spaces- www.pps.org
Coalition for Affordable Housing and the Environment- www.cahenj.org/index.html

A.2 Sample Cross-Acceptance Report Outline

- I. Cover Page to include Entity, County, Date
- II. Contact Information to include contact person and person responsible for report
- III. Include Initial Submittal
 1. Notice of Participation and resolution (sample in Section A.4)
 2. Cross-acceptance Work Program (sample in Section 1.3)
 3. Public Participation program (details in Section 1.4)
- IV. The Cross-acceptance Report see Part 2)
 1. Required Elements (section 2.2)
 2. Recommended Elements (section 2.3)
- V. Include any Municipal Reports received
 1. Include Municipal Notice of Participation (sample in section A.6)
- VI. Negotiation Agenda (see A.3)

Appendix

- I. Provide evidence that notice of public meeting requirements are met
- II. Include additional public participation measures beyond the scope of the required
- III. Provide minutes of public meetings and participants (to the extent possible)

A.3 Sample Negotiation Agenda Format

1. Cover sheet stating entity, county, and date.
2. Contact Information to include contact person and person responsible for report.
3. Public participation program results, including meeting schedules, hearings, interested parties list.
4. Provide a clear statement of the planning policy in question and the municipal, county, regional, or statewide ramifications of implementing that particular planning policy of the Preliminary State Plan or the ramifications of not addressing a particular planning policy.
5. State Plan Citation: Cite the pertinent goal, policy, criterion, section, page number, etc. in either the State Plan or the 2004 Preliminary Plan.
6. Alternative: Propose a reasonable alternative that may be equally effective in meeting the goals of the State Planning Act, or if there is no preferred alternative, why deletion of the State Plan Provision would be beneficial. If the issue involved something that is not currently addressed in the State Plan, propose a viable way of adding it to the Plan.

A.4 Sample Notice of Participation for NEGOTIATING ENTITIES

SAMPLE RESOLUTION

RESOLUTION AUTHORIZING PARTICIPATION
OF _____ COUNTY IN
THE STATE DEVELOPMENT AND REDEVELOPMENT PLAN (State Plan)
CROSS-ACCEPTANCE PROCESS

WHEREAS, the State Planning Act of 1985 (N.J.S.A. 52:18A-196 et. seq.) created a State Planning Commission and an Office of Smart Growth for the purpose of establishing a cooperative planning process that involves the full participation of state, county and local governments; and,

WHEREAS, the State Planning Act states that New Jersey needs integrated and coordinated planning in order to conserve its natural resources, to revitalize its urban centers, to provide affordable housing and adequate public facilities at a reasonable cost, to promote equal social and economic opportunity for New Jersey’s citizens, and to prevent sprawl and promote the suitable use of land; and,

WHEREAS, the primary duty and responsibility of the State Planning Commission under the State Planning Act is the preparation of a “State Development and Redevelopment Plan;” and,

WHEREAS, the State Planning Act also provides that the State’s counties are to have an essential role in the development of the State Plan through their participation in the Cross-acceptance process to be conducted under the Act; and,

WHEREAS, the Cross-acceptance process is the primary vehicle under the Act for promoting vertical coordination and integration of state, county and local plans by affording county and municipal governments a full and open opportunity to be involved in reconciling inconsistencies between state and local policies; and,

WHEREAS, the Board of Chosen Freeholders of _____ County has concluded that it is appropriate, necessary and in the County’s interest to fully participate in the development of the State Plan through the full and active participation of the County government, including in particular its Planning Board and its Department of Planning, in the Cross-acceptance process,

NOW, THEREFORE, BE IT RESOLVED by the _____ Board of Chosen Freeholders of County of _____ as follows:

1. That the _____ County Planning Board is hereby authorized and directed to carry out the Cross-acceptance process as the negotiating entity for _____ County pursuant to the State Planning Act, N.J.S.A. 52:18A-196 et. seq. and the State Planning Rules, N.J.A.C. 17:32 and any other rules promulgated by the State Planning Commission for this purpose:

2. That the _____ County Planning Board shall prepare a proposed work program and schedule for negotiating municipal and county Cross-acceptance and shall submit said work program and schedule to the New Jersey Office of Smart Growth by _____;
3. That the _____ County Department of Planning shall provide staff assistance to the County Planning Board in order to prepare a Cross-acceptance Report and successfully complete the Cross-acceptance process;
4. That all other _____ County Departments and Agencies shall cooperate with the County Planning Board and provide information and furnish such documents as may be required; and,
5. That the _____ County (Chief Executive Officer) is hereby authorized to file application and execute a contract agreement with the State Planning Commission for any financial assistance which may become available for the administration of the Cross-acceptance process.

A.5 Sample Notice of Waiver

SAMPLE RESOLUTION

RESOLUTION WAIVING PARTICIPATION IN
THE STATE DEVELOPMENT AND REDEVELOPMENT PLAN (State Plan)
CROSS-ACCEPTANCE PROCESS

WHEREAS, the State Planning Act of 1985 (N.J.S.A. 52:18A-196 et seq.) created a State Planning Commission and an Office of Smart Growth for the purpose of establishing a cooperative planning process that involves the full participation of state, county and local governments; and,

WHEREAS, the State Planning Act states that New Jersey needs integrated and coordinated planning in order to conserve its natural resources, to revitalize its urban centers, to provide affordable housing and adequate public facilities at a reasonable cost, to promote equal social and economic opportunity for New Jersey citizen's, and to prevent sprawl and promote the suitable use of land; and,

WHEREAS, the primary duty and responsibility of the State Planning Commission is the preparation of a "State Development and Redevelopment Plan;" and,

WHEREAS, the primary vehicle for promoting vertical coordination and integration of state, county and local plans is a "Cross-acceptance" process which affords county and municipal governments a full and open opportunity to be involved in reconciling inconsistencies between state and local policies; and,

WHEREAS, (State reason(s) for waiving participation)

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of _____ as follows:

1. That the County of _____ does hereby forfeit and waive its statutory authority to participate in the "Cross-acceptance" process as it relates to the State Plan; and,
2. That the County of _____ recognizes that in lieu of _____ County's participation in the "Cross-acceptance" process, the State Planning Commission will designate an appropriate entity to carry out "Cross-acceptance" for _____ County.

A.6 Sample Notice of Participation for MUNICIPALITIES

SAMPLE RESOLUTION

RESOLUTION AUTHORIZING PARTICIPATION
OF _____ TOWNSHIP IN
THE STATE DEVELOPMENT AND REDEVELOPMENT PLAN (State Plan)
CROSS-ACCEPTANCE PROCESS

WHEREAS, the State Planning Act of 1985 (N.J.S.A. 52:18A-196 et. seq.) created a State Planning Commission and an Office of Smart Growth for the purpose of establishing a cooperative planning process that involves the full participation of state, county and local governments; and,

WHEREAS, the State Planning Act states that New Jersey needs integrated and coordinated planning in order to conserve its natural resources, to revitalize its urban centers, to provide affordable housing and adequate public facilities at a reasonable cost, to promote equal social and economic opportunity for New Jersey's citizens, and to prevent sprawl and promote the suitable use of land; and,

WHEREAS, the primary duty and responsibility of the State Planning Commission under the State Planning Act is the preparation of a "State Development and Redevelopment Plan;" and,

WHEREAS, the State Planning Act also provides that the State's municipalities are to have an essential role in the development of the State Plan through their participation in the Cross-acceptance process to be conducted under the Act; and,

WHEREAS, the Cross-acceptance process is the primary vehicle under the Act for promoting vertical coordination and integration of state, county and local plans by affording county and municipal governments a full and open opportunity to be involved in reconciling inconsistencies between state and local policies; and,

WHEREAS, the Board of Chosen Freeholders of _____ County has concluded that it is appropriate, necessary and in the County's interest to fully participate in the development of the State Plan through the full and active participation of the County government, including in particular its Planning Board and its Department of Planning, in the Cross-acceptance process,

WHEREAS, the Governing Body of _____ Township has concluded that it is appropriate, necessary and in the municipality interest to fully participate in the development of the State Plan through the full and active participation of the Municipal government, including in particular its Planning Board and its Department of Planning, in the Cross-acceptance process,

NOW, THEREFORE, BE IT RESOLVED by the _____ Township Council of the County of _____ as follows:

1. That the _____ Municipal Planning Board is hereby authorized and directed to carry out the Cross-acceptance process pursuant to the State Planning Act, N.J.S.A. 52:18A-196 et. seq. and the State Planning Rules, N.J.A.C. 17:32 and any other rules promulgated by the State Planning Commission for this purpose:
2. That the _____ Municipal Planning Board shall coordinate with the County or Negotiating Entity in their preparation of a proposed work program and schedule for municipal and county Cross-acceptance and Negotiating Entity shall submit said work program and schedule to the New Jersey Office of Smart Growth by _____;
3. That the _____ Municipal Department of Planning shall provide staff assistance to the County Planning Board or Negotiating Entity in order to prepare a Cross-acceptance Report and successfully complete the Cross-acceptance process;
4. That all other _____ Municipal Departments and Agencies shall cooperate with the Municipal and County Planning Board or Negotiating Entity and provide information and furnish such documents as may be required; and,

A.7 Technical Mapping Guidelines

⇒ Any qualified negotiating entity may submit mapping to help correct a technical error found in the 2004 Preliminary State Plan Policy Map. They are encouraged to submit GIS compatible files, but also must submit hardcopy maps. All maps should be submitted on film or high quality paper, such as vellum. The Office of Smart Growth requires all requested map amendments at 1:24,000 scale. Each map should be plotted/drawn so that it registers with the neat lines on the corresponding U.S.G.S. topoquad. (U.S.G.S. Topoquads are available at the N.J. DEP map store as well as other map stores.) The OSG uses E.S.R.I. Arc/Info for maintaining our digital map files. Contact Steven Karp at the OSG, 609-292-3160, or Skarp@dca.state.nj.us. for details concerning submission of digital map files.

All proposed map changes must be accompanied by supporting documentation, which should be cross-referenced to a Map Amendment Document (see the sample on the following pages). All redrawn maps and Map Amendment Documents must be appended to the negotiating entity's or municipality's Cross-acceptance Report.

- Each Map should be labeled as to its U.S.G.S. quadrangle name in the lower right corner. The OSG quadrangle reference number should appear under the name. The name of the county, and the date of the proposal should be placed in the lower left corner.
- All maps should edge match with adjacent maps. Lines should meet closely, and adjoining polygons should have the same area designation.

What should be labeled?

- Planning Areas: These areas should be labeled with the appropriate number (listed below) and placed in a centralized location within the each area. A large or unusually shaped area may be labeled more than once. Also label amended planning areas with a number in a circle, which refers to the reason or reasons listed for the amendment in the Map Amendment Document. Label all planning areas in red.
 - Metropolitan Planning Area -1
 - Suburban Planning Area - 2
 - Fringe Planning Area - 3
 - Rural Planning Area - 4
 - Rural Environmentally Sensitive Planning Area - 4B
 - Environmentally Sensitive Planning Area – 5

▪ Environmentally Sensitive Planning Area – 5B

- Critical Environmental Sites: Label all critical environmental sites "CES" with a cross-reference number in a circle adjacent to the "CES" designation, that cross-references the documentation in the Map Amendment Document. Each of these sites should be labeled in green.
- Fill out a Map Amendment Document for each proposed amendment. State in detail the reason for new, eliminated or amended planning area or CES.
- (Insert that if other than a technical correction to the State Plan Policy Map – that the rules at 5:85 must be met -)

Data Sources

The following sources may be helpful in mapping planning areas, and Critical Environmental Sites.

- New Jersey Geographic Information Network:
https://njgin.state.nj.us/NJ_NJGINExplorer/index.jsp
- U.S.G.S. Topoquads are available from N.J. DEP map sales, 609-777-1038/1039.
- Sewer Collection Area maps, available from OSP in digital or hard copy form.
- N.J. DEP Web site. The site offers a large number of GIS files that will help with Cross-acceptance. Such as: Surface Water Quality Standard, specifically the Surface Water Classifications for the Waters of the State of New Jersey. Other N.J. DEP mapping includes land cover/land use, soils, flood-prone areas, geology, lakes, streams, freshwater wetlands, Federal and State open space, known contaminated sites, solid waste landfills, and more. Their Web site is: <http://www.state.nj.us/dep/gis/>.
- N.J. DEP also maintains an interactive mapping Web site called i-Map at <http://www.state.nj.us/dep/gis/newmapping.htm>. The site offers many of their data sets, plus sets from other sources.
- Census data and maps are available from many sources including the U.S. Bureau of the Census, OSG, N.J. DEP, libraries, and county offices.
- U.S.D.A. Soil Conservation Service National Cooperative Soil Survey has published soil maps and Important Farmlands maps. County planning boards, soil conservation districts, and OSG have this information.
- The Federal Emergency Management Agency's National Flood Insurance Program has published maps of some municipalities showing flood zone classifications.
- Local property tax records.
- Historic areas have been identified on the N.J. Historic Districts and Scenic Areas. Map available at the Office of Smart Growth. Information for this map was derived from a publication produced by the N.J. DEP, Office of NJ. Heritage and the U.S.G.S. Topographic

Maps.

- The New Jersey Register of Historic Places is the official list of New Jersey's cultural resources.
- The N.J. DEP Office of New Jersey Heritage has an inventory of data and maps containing the locations of cultural resources and historic districts and places in the State.
- The N.J. DEP, Office of New Jersey Heritage may be able to provide technical assistance to local governments for the identification, evaluation, review and nomination of appropriate sites for the State and/or National Register.
- Topographic quadrangle maps and official tax maps that show waterways can be used to identify streams and other waters. "Evaluation and Recommendations Concerning Buffer Zones Around Public Water Supply Reservoirs," a report available from the N.J. DEP, contains recommended buffer zone applications.

Sample Map Amendment Document

This sample corresponds to the sample map on the following page.

NJOSG MAP AMENDMENT DOCUMENT

Page 2 of 5 Date: 11/1/03

County Name: Garden County
OSG Quadrangle Number: 85
U.S.G.S. Quad. Name: Karsburg NJ

Use this form to document requests for map amendments during Cross-acceptance. Use a separate form for each quad.

AMENDMENTS:

Amendment # 1 Planning Area Center CE/HS C/N

Reason for change: Change portion of Planning Area 2 to Planning Area 3; the area in question has been deleted from the wastewater management plan.

Source: 1993 Garden County Wastewater Management Plan

Amendment # 2 Planning Area Center CE/HS C/N

Reason for change: Rosewater historic district placed on National and State Registers January 1, 1996.

Source: Planville Historic Commission, NJDEP Office of NJ Heritage.