

# PUBLIC HEARING SIGN GUIDANCE DOCUMENT

## FORMAT AND LOCATION OF PUBLIC HEARING SIGNS REQUIRED UNDER *N.J.A.C. 7:36-25 AND 26*

### Background

Under Subchapters 25 and 26 of the Green Acres rules, *N.J.A.C. 7:36*, applicants are required to post signs on the affected parkland prior to conducting a public hearing for the following:

- a request to amend a Recreation and Open Space Inventory (*N.J.A.C. 7:36-25.3*);
- a proposal to transfer parkland to a local government unit, the State, the federal government or a nonprofit (*N.J.A.C. 7:36-25.5*);
- a proposed change in use of parkland (*N.J.A.C. 7:36-25.6*), including development of environmental incentive parkland (*N.J.A.C. 7:36-25.4*) and construction of buildings on parkland (*N.J.A.C. 7:36-25.7 and 25.8*);
- an application for a minor diversion or disposal of parkland (*N.J.A.C. 7:36-26.6*); and
- an application for a major diversion or disposal of parkland (*N.J.A.C. 7:36-26.8 and 26.11.*)

Each of the above rule sections require the mandated signs to:

- Be posted 30 days before the public hearing date
- Be maintained in legible condition until the close of the public comment period on the hearing (that is, two weeks after the public hearing date)
- Be located at each public entrance to the affected parkland and/or in other prominent location(s) approved by the Green Acres Program
- Be of sufficient size and visibility and contain sufficient detail to inform the general public of the purpose of the public hearing and the method by which the public may comment on the proposed action
- Be approved by the Green Acres Program

The purpose of this document is to expedite the sign approval process by providing guidance to applicants on the minimum content requirements for each type of sign and the Green Acres Program's preferences for size, location and format of signs. Questions on this document should be directed to Kevin Appelget at [Kevin.Appelget@dep.state.nj.us](mailto:Kevin.Appelget@dep.state.nj.us). Questions on sign format for particular applications should be addressed to the appropriate County contact listed at: <http://www.state.nj.us/dep/greenacres/staff.htm#comp>.

**I. Content of Signs**

The Green Acres Program has developed templates for the following types of signs:

- ROSI Amendment Requests (Template 1)
- Transfer of Parkland (Template 2)
- Change in Purpose or Use (Template 3)
- Applications for Diversion or Disposal of Parkland (Template 4)

The templates incorporate all sign elements required by the applicable Green Acres rule sections. Use of the templates will greatly expedite the Green Acres Program's process of reviewing and approving the public hearing signs. However, use of the templates is not required by the rules.

**II. Size of Signs**

The Green Acres Program requires the following sign sizes:

<b>Size of Park</b>	<b>Size of Main Public Notice Sign</b>	<b>Size of Additional Public Notice Signs**</b>
Less than 2 acres	4 feet by 4 feet	4 feet by 4 feet
Greater than or equal to 2 acres	4 feet by 8 feet	4 feet by 4 feet

\*\* Additional signs are required:

- when applying for a diversion or disposal of parkland that contains more than one entrance

\*\*Additional signs may be required:

- when the affected parkland is unusually large or irregularly shaped; or
- when the affected parkland has frontage on more than one road.

### III. Layout of Signs

The Green Acres Program requires the following:

- Signs should have a white background with black lettering or a green background with white lettering
- The title line(s) should be at least 7 inches high, with the remaining text of adequate size to fill the rest of the sign and be legible from a distance.

### IV. Location of Signs

The Green Acres Program requires the following:

	Location Requirements
Diversions or Disposals	<ul style="list-style-type: none"><li>• at <u>each</u> entrance to the park; <b>and</b></li><li>• in other prominent location(s) as required by the Green Acres Program</li></ul>
ROSI Amendment Requests, Transfer of Parkland or Change in Purpose or Use	<ul style="list-style-type: none"><li>• on the property that is the subject of the request, if such property is in a location where the sign will be visible to the public; <b>or</b></li><li>• at the entrance to the park or other prominent location(s) approved by the Green Acres Program</li></ul>

### V. Approval of Signs

In order to obtain Green Acres Program approval of signs as required under the Green Acres rules, the applicant should submit the following information to the Green Acres staff person assigned to the County in which the property is located, at least two weeks prior to the anticipated sign posting date:

- mockup of proposed sign(s), depicting content and layout of sign(s) and indicating size and color of the sign and text
- aerial map or tax map depicting location(s) of proposed sign(s)

## TEMPLATE 1

### ROSI Amendment Requests

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#### PUBLIC HEARING NOTICE (in 7" lettering)

TAKE NOTICE that the **(Applicant)** has filed a request with the New Jersey Department of Environmental Protection, Green Acres Program, proposing to amend the **(Applicant)**'s Recreation and Open Space Inventory by:

(Removing property; Adding property; Adjusting acreage)

Pursuant to **N.J.A.C. 7:36-25.3(h)2v**, a hearing to obtain public comment on this request will be held at

**(Location)** on **(Date)** at **(Time)**.

All information submitted by the **(Applicant)** to the Green Acres Program in support of this requested ROSI amendment is available for public inspection at **(Location – Municipal Offices, Local Library and Green Acres Program Office)**.

Written comments on the ROSI amendment request may be directed to **(Municipal Official)** at **(Phone Number and Address)**. Please send a copy of any comments submitted on this request to the New Jersey Department of Environmental Protection, Green Acres Program, Bureau of Legal Services and Stewardship, P.O. Box 412, Trenton, NJ 08625-0412.

Public comment on this ROSI amendment request will be accepted during the public hearing or until **(insert date that is two weeks after the public hearing date.)** On or after **(insert date that is two weeks plus one day after the public hearing date)**, the Department of Environmental Protection may take formal action to approve the proposed ROSI amendment request.

## TEMPLATE 2

### Transfer of Parkland

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#### PUBLIC HEARING NOTICE (in 7" lettering)

TAKE NOTICE that the **(Applicant)** has filed a request with the New Jersey Department of Environmental Protection, Green Acres Program, proposing to transfer ownership of parkland from the **(Applicant)** to the **(Receiving Entity)**. The parkland to be transferred is known as **(park name, block/lot and street address, if available)**, consists of **(insert #)** acres and is subject to Green Acres restrictions. The Green Acres restrictions on the parkland will be transferred with the parkland and will run with the property in perpetuity.

Pursuant to **N.J.A.C. 7:36-25.5(a)3**, a hearing to obtain public comment on this request will be held at

**(Location)** on **(Date)** at **(Time)**.

All information submitted by the **(Applicant)** to the Green Acres Program in support of this requested parkland transfer is available for public inspection at **(Location)**.

Written comments on the parkland transfer request may be directed to **(Municipal Official)** at **(Phone Number and Address)**. Please send a copy of any comments submitted on this request to the New Jersey Department of Environmental Protection, Green Acres Program, Bureau of Legal Services and Stewardship, P.O. Box 412, Trenton, NJ 08625-0412.

Public comment on this parkland transfer request will be accepted during the public hearing or until **(insert date that is two weeks after the public hearing date.)** On or after **(insert date that is two weeks plus one day after the public hearing date)**, the **(Applicant)** may take formal action to approve the proposed transfer of parkland, subject to approval of the transfer documents by the Green Acres Program.

## TEMPLATE 3

### Change in Purpose or Use

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#### PUBLIC HEARING NOTICE (in 7" lettering)

TAKE NOTICE that the **(Applicant)** is proposing to change the purpose or use of **(total acreage of area subject to change in use)** of **(park name)** from **(current use)** to **(proposed use)**:

(Project description)

Pursuant to **N.J.A.C. 7:36-25.6(a)1**, a hearing to obtain public comment on this proposed change of purpose or use will be held at

**(Location)** on **(Date)** at **(Time)**.

All information regarding the proposed change in purpose or use is available for public inspection at **(Location)**.

Written comments on the proposed change in purpose or use may be directed to **(Municipal Official)** at **(Phone Number and Address)**. Please send a copy of any comments submitted on this request to the New Jersey Department of Environmental Protection, Green Acres Program, Bureau of Legal Services and Stewardship, P.O. Box 412, Trenton, NJ 08625-0412.

Public comment on this proposed change in purpose or use will be accepted during the public hearing or until **(insert date that is two weeks after the public hearing date.)** On or after **(insert date that is two weeks plus one day after the public hearing date)**, the **(Applicant)** may take formal action to approve the proposed change in purpose or use.

## TEMPLATE 4

### Applications for Diversion or Disposal of Parkland

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#### PUBLIC HEARING NOTICE (in 7" lettering)

TAKE NOTICE that the **(Applicant)** has filed a request with the New Jersey Department of Environmental Protection, Green Acres Program, proposing to **(divert or dispose)** of **(total acreage of diversion or disposal)** of **(park name)** in connection with **(project description.)** As compensation for the proposed **(diversion or disposal)**, the **(Applicant)** proposes to **(describe compensation proposal.)**

Pursuant to **(N.J.A.C. 7:36-26.6(c), N.J.A.C. 7:36-26.8(a), or N.J.A.C. 7:36-26.11(e))** a hearing to obtain public comment on this request will be held at

**(Location)** on **(Date)** at **(Time)**.

All information submitted by the **(Applicant)** to the Green Acres Program in support of this requested **(diversion or disposal)** of parkland is available for public inspection at **(Location – Municipal Offices, Local Library and Green Acres Program Office)**.

Written comments on the **(diversion or disposal)** request may be directed to **(Municipal Official)** at **(Phone Number and Address)**. Please send a copy of any comments submitted on this request to the New Jersey Department of Environmental Protection, Green Acres Program, Bureau of Legal Services and Stewardship, P.O. Box 412, Trenton, NJ 08625-0412.

Public comment on this **(diversion or disposal)** request will be accepted during the public hearing or until **(insert date that is two weeks after the public hearing date.)**