

HIGHLANDS DEVELOPMENT CREDIT (HDC) ALLOCATION APPLICATION

Instructions for Completing the Form

Please note that the process of determining a property's HDC Allocation involves the reviewing of the development that could have occurred on the property on or prior to the adoption of the Highlands Act. Any information that can be supplied regarding the property such as surveys, deeds, proof of previous approvals or similar information should be submitted with the application. You must submit one application form for each block and lot. It is recommended that you contact the TDR Coordinator at (908) 879-6737 to discuss the preparation and submission of this application and any accompanying material.

Owner Information

- 1-3 Enter your first, middle, and last name, phone # and email address.
- 4 If you own the property jointly with another person, please enter that name. If there are more than two owners, please attach an additional sheet with names and telephone numbers.
- 5, 6 Enter the owner's full mailing address.

Property Information

- 7, 8 Identify the municipality and county in which the property is located.
- 9, 10 Enter the tax block and lot numbers from your most recent property tax bill. **You must submit one application form for each block and lot.**
- 11 Enter the total acreage of the property.
- 12 Enter the street address, or where one is not available, the name or route number of the road which is closest to your property.
- 13 Note if there is one or more homes located on the property.
- 14 Note when (month and year) the home was built.
- 15 Note if there are any other buildings on this property.
- 16 Describe the other buildings on this property, what they are used for, and when they were built.
- 17 An exemption may permit the development of a single family home on a vacant lot. Check yes if you wish to reserve this opportunity to build a home in the future. You should do so only if you qualify to build under the current municipal zoning ordinance and an applicable Highlands Act exemption. Please be aware that this reservation does not guarantee future approval to build. In addition, certain undeveloped properties may be eligible for up to a 25% bonus in their allocation if an exemption is not reserved.
- 18 Note if there are any commercial activities conducted on this property.
- 19 Note if you owned the property on or before August 10, 2004.

Additional Information

The number of credits that are allocated to a property are partially based on the pre-Highlands Act development potential of the property. Any information that is available that may be of assistance in making this determination should be submitted (for example: copies of any previous approvals, permits, site plans, or subdivision plans).

- 20 A copy of the deed to the property must be attached in order for your application to be processed. If it is not available, please attach a sheet explaining why it's not available.
- 21 Note if there are any easements or deed restrictions affecting the property.
- 22 Enter the date that the easements or restrictions were recorded.
- 23 If number 21 was checked "Yes," copies of the easement or deed restrictions must be attached in order for your application to be processed. If they are not available, please attach a sheet explaining why they're not available.
- 24 Note if you own any additional property adjoining the property for which you are applying. If number 24 is checked "Yes," please identify this property by block and lot numbers. If you are applying for an HDC Allocation for these other properties, a separate application for each property should be submitted.
- 25 Note if you have previously submitted any application to the Department of Environmental Protection (NJDEP) for a Highlands Applicability Determination, Highlands Preservation Area Approval or applicable Highlands Act waiver concerning this property. If number 25 is checked "Yes," please provide the status of the application and submit a copy of the information provided to NJDEP and any documentation received from NJDEP.
- 26 Note if you have ever applied for and been denied Exemption #3 from NJDEP or received a stop work order after having been granted the exemption. If "Yes" is marked, please submit any documentation received from NJDEP.
- 27 Please attach any other available property information including deeds, easements or surveys that have not been previously noted.
- 28 Please attach any documentation regarding any previous approvals or permits on the property (if any). This does not include any building permits.
- 29 Please indicate if you have engaged an attorney or someone else to represent you. If "Yes" is checked, the Highlands Council will correspond and communicate directly with your representative and not you.
- 30-33 Please complete only if you checked the box marked "Yes" in number 29.
- 34 If you've designated a representative (see number 29), he or she must sign here.

Owner Certification

Please read the certification carefully before signing and dating the application. Any and all co-owner(s) identified in number 4 must sign and date the application as well.

Return completed application and all supporting documentation to:

**New Jersey Highlands Council
100 North Road
Chester, New Jersey 07930**

For Questions regarding this application or the Highlands TDR Program please contact the TDR Coordinator at (908) 879-6737.



Highlands Development Credit Allocation Application Form

Owner Information

¹ Property Owner's Name _____

² Phone # _____ ³Email: _____

⁴ Co-Owner's Name (if any): _____

⁵ Property Owner's Mailing Address _____

⁶ City, State & Zip Code _____

Property Information (Complete one application for each Block and Lot)

⁷ Municipality _____ ⁸ County _____

⁹ Block # _____ ¹⁰ Lot # _____ ¹¹ Total Acres _____

¹² Street Address _____

¹³ Are there any homes located on the property? Yes No

¹⁴ If yes, how many homes and when were they built? _____

¹⁵ Are there any other buildings on the property? Yes No

¹⁶ If yes, how many, what are they used for & when were they built? _____

¹⁷ If the property is not currently developed with a single family home, do you wish to reserve the right to an exemption to allow you to build a future home on this property? Yes No

¹⁸ Are there any other commercial uses on the property? Yes No

Describe any commercial activities taking place on this property:

¹⁹ Did you own this property prior to August 10, 2004? Yes No

Additional Information

The number of credits that are allocated to a property are partially based on the pre-Highlands Act development potential of the property. Any information that is available that may be of assistance in making this determination should be submitted.

20 Please attach copies of any available deeds or surveys for the property.

21 Are there any easements or deed restrictions affecting the subject property? Yes No

22 Date Recorded: _____

23 Please attach a copy of the easements or deed restrictions.

24 Do you own any additional property adjoining this property? Yes No

Block(s) and Lot(s) _____

25 Have you ever submitted an application for a Highlands Applicability Determination, Highlands Preservation Area Approval or Highlands Act waiver to the Department of Environmental Protection (NJDEP)? Yes No

If yes, please provide the status of that application and submit any documentation received from NJDEP.

26 Have you applied for and been denied Exemption #3 from NJDEP or received a stop work order after being granted the exemption? Yes No

If yes, please submit any documentation received from NJDEP.

27 Please attach copies of any available documentation on the property including any deeds, easements, survey or other documentation.

28 If there are any previous approvals or permits (not including building permits) for the property, please submit any available copies of these documents.

Representative Information

29 Do you authorize a person to act as your representative in all matters pertaining to this application?

Yes No

30 Representative's Name _____ Phone # _____

31 Representative's email _____

32 Representative's Address _____

³³ City, State & Zip Code _____

³⁴ Signature of Representative _____

Owner Certification

I hereby certify that the information provided on this application and the attachments are true. I am aware that false swearing is a crime in the State of New Jersey and subject to prosecution. I hereby authorize the staff of the Highlands Council to conduct such site inspections on the property as are necessary to review this application.

Signature of Owner

Date

Signature of Co-Owner

Date