

Updated 2020

Plan Endorsement

Process Outline

Listed below are the 10 steps in the Plan Endorsement process. The state has specified timeframes within which it must respond to submissions by the petitioner. All timeframes are calculated in calendar days. These timeframes as well as the public participation forums built into the process are highlighted in **bold**.

No.	Action	Timetable
Step 1: Prepetition		
a	Petitioner submits letter from Mayor requesting pre- petition meeting along with existing planning documents and a list of same.	Variable
b	OPA and State agencies review documents on preliminary basis. OPA and agencies conduct pre- petition meeting with at least one elected official from the municipality present.	Meeting scheduled within 30 days of submission.
Step 2: Plan Endorsement Citizens' Advisory Committee*		
a	Mayor appoints Advisory Committee by resolution at a public meeting of the governing body.**	Variable
Step 3: Municipal Self-Assessment*		
a	Petitioner conducts self-assessment and produces a Municipal Self-Assessment Report including any requests for waivers pursuant to N.J.A.C. 5:85-7.6(a).	Due within one year of pre- petition meeting. See N.J.A.C. 5:85-7.7(d).
b	Petitioner presents findings and conclusions of self -assessment at a public meeting of the governing body** and adopts a resolution to pursue Plan Endorsement.	Variable
Step 4: State Opportunities & Constraints Assessment		
a	OPA, DEP, DOT, NJ Transit, and NJDA conduct opportunities and constraints analyses. OPA produces an Opportunities and Constraints Report for consideration by petitioner during visioning.	Report produced within 45 days of receipt of submission requirements for step 3.

Step 5: Community Visioning*		
a	Petitioner conducts community visioning, adopts Vision Statement, and submits it to OPA. Visioning must include at least two facilitated workshops and at least two public hearings (one before the planning board and one before the governing body ^{**} . OPA will work with the town and/or consultant on the structure of the community visioning process.	Variable
Step 6: Consistency Review***		
a	OPA provides public notice of commencement of consistency review of petition with State Plan and provides interested parties an opportunity to request that OPA conduct a public hearing .	Public may request a public hearing within 10 days of OPA posting notice.
Step 6: Consistency Review***, continued		
b	State agencies conduct consistency review. OPA develops draft MOU and Action Plan, in consultation with municipality, if inconsistencies exist. Action Plan outlines the necessary steps for petitioner to achieve Plan Endorsement, assistance from State agencies, and the benefits available to the municipality upon endorsement.	Consistency review concludes within 90 days of receipt of submission requirements. If petition is inconsistent, Action Plan and MOU provided to petitioner within this period. If found consistent, Recommendation Report is prepared within 60 days of conclusion of consistency review. ^{***}
Step 7: Action Plan Implementation		
a	SPC considers draft MOU and Action Plan.	Consideration via public hearing at earliest feasible time, preferably next regularly-scheduled SPC meeting with at least 10 days' notice.
b	Petitioner conducts one public hearing ^{**} before the Planning Board for recommendation, and one public hearing ^{**} before the governing body to authorize execution of MOU and commitment to Action Plan by resolution. Action Plan and MOU may be considered at one joint public hearing ^{**} of the two entities.	Resolution passed within 60 days of notice of SPC approval of MOU and Action Plan.

c	OPA issues Certificate of Eligibility.	Issuance within 10 days of receipt of signed MOU and resolution from petitioner.
d	Petitioner works with state, county and regional agencies to complete Action Plan.	Variable, depending on agreed-upon Action Plan timetable.
Step 8: Recommendation Report and Draft Planning & Implementation Agreement (PIA)		
a	OPA produces recommendation report and finalizes a draft PIA with petitioner.	Report produced within 60 days of completion of Action Plan.
Step 9: State Planning Commission Endorsement		
a	OPA presents Recommendation Report and draft PIA to the Plan Implementation Committee (PIC) of SPC at a public hearing .	Consideration by PIC within 45 days of receipt of Recommendation Report. PIC makes a recommendation on petition to SPC.
b	SPC considers petition, Recommendation Report, PIA and proposed mapping changes at public hearing .	SPC considers petition at a public hearing within 45 days of receipt of PIC recommendation.
Step 10: Monitoring and Benefits		
a	Municipality, State and regional agencies (as applicable) follow through on PIA including delivery of benefits to municipality.	Endorsement lasts 10 years.

**The Executive Director, in consultation with relevant State agencies, may waive Step 2, 3 and/or 5, if a petitioner has met the requirements. The SPC, in consultation with relevant State agencies, may waive any other requirement if the goals of comprehensive planning are being met using alternative means from those outlined in the State Planning Rules and Plan Endorsement Guidelines. See N.J.A.C. 5:85-7.6.*

***For public meetings and hearings, petitioner submits proof of notice in the form of affidavit of publication, meeting minutes, summary of public comments and a copy of a certified resolution. Both public meetings and hearings must satisfy the requirements of the State Planning Rules and be consistent with the Open Public Meetings Act, N.J.S.A. 10:4-6.*

****OPA may move the petition directly to Step 8 if the review shows that the petition is consistent with the State Plan. In such a case, OPA will produce the recommendation report in place of the draft MOU and Action Plan.*