

# Plan Endorsement

## Process Outline

Listed below are the 10 steps for the Plan Endorsement process. The state has specified timeframes within which it has to 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
<b>Step 1: Pre-Petition</b>		
a	Petitioner submits letter and planning documents for pre-petition meeting.	Variable, depending on petitioner's schedule.
b	OSG and state agencies review documents on preliminary basis. OSG and agencies conduct pre-petition meeting with petitioner.	Meeting scheduled within <b>30 days</b> of submission of pre-petition package.
<b>Step 2: Plan Endorsement Advisory Committee</b>		
a	Petitioner appoints Advisory Committee by resolution at a <b>public meeting</b> .*	Variable
<b>Step 3: Municipal Self Assessment</b>		
a	Petitioner conducts self assessment and produces a Self-Assessment Report.	Variable
b	Petitioner presents findings and conclusions of self assessment at a <b>public meeting</b> * and adopts a resolution to pursue Plan Endorsement.	Variable
<b>Step 4: State Opportunities &amp; Constraints Assessment (45 days total for this step)</b>		
a	NJDEP, NJDOT, NJ Transit, and NJDA conduct opportunities and constraints analyses and provide information to OSG.	<b>30 days from notice of receipt of complete self-assessment submission.</b>
b	OSG produces an Assessment Report for consideration by petitioner during visioning.	Report produced within <b>45 days</b> of notice of receipt of complete self-assessment submission.
<b>Step 5: Community Visioning</b>		
a	Petitioner conducts community visioning, adopts Vision, and submits it to OSG to complete Petition submission. Visioning must include at least <b>two public workshops</b> and at least <b>two public hearings</b> *, one before the planning board and one before the governing body before submission of the final Vision to OSG.	Variable (3 - 6 months)

<b>Step 6: Consistency Review*** Time: (90 days min, 135 days max, for this step)</b>		
a	Upon notice of receipt of a complete petition submission, OSG provides notice of commencement of consistency review of petition with State Plan and provides interested parties an opportunity to request that OSG conduct a <b>public hearing</b> .	Public may request a public hearing within <b>10 days</b> of OSG providing notice.
b	State agencies conduct consistency review of petition and provide OSG with comments.	Within 45 days of receipt of notice that a complete petition has been provided.  An additional 30 days shall be provided when considering a petition of a municipality seeking to reestablish center designation(s).
c	OSG conducts consistency review of petition. If inconsistencies exist, OSG will develop draft MOU and Action Plan, in consultation with the state agencies and the municipality. 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.	Within 90 days of receipt of notice that a complete petition has been provided.  An additional 45 days shall be provided when considering a petition of a municipality seeking to reestablish center designation(s).
<b>Step 7: Action Plan Authorization and Completion</b>		
a	SPC considers draft MOU and Action Plan.	Consideration at next regularly scheduled <b>SPC meeting</b> 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 MOU and Action Plan. Action Plan and MOU may be considered at <b>one joint public hearing</b> by both governing body and Planning Board	Public hearing to take place within <b>60 days</b> following notice of SPC approval of MOU and Action Plan.
c	OSG issues Certificate of Eligibility.	Issuance within <b>10 days</b> 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 (e.g. 6 months – 3 years).
<b>Step 8: Recommendation Report and Draft Planning &amp; Implementation Agreement (PIA)</b>		
a	OSG produces recommendation report and finalizes PIA.	Report produced within <b>45 days</b> of completion of Action Plan.
<b>Step 9: State Planning Commission Endorsement</b>		
a	OSG presents Recommendation Report and draft PIA to the PIC at a <b>public meeting</b>	Consideration at next scheduled <b>PIC meeting</b> after posting of OSG Report with minimum of 10 days' notice.
b	SPC considers petition, recommendation report, PIA and proposed mapping changes at <b>public meeting(s)</b> .	PIC shall make a recommendation within 45 days. The recommendation shall be considered at the next regularly scheduled meeting of the SPC.

<b>Step 10: Monitoring and Benefits</b>		
a	Municipality, State and regional agencies (as applicable) follow through on PIA including delivery of benefits to municipality.	Endorsement lasts 10 years.

*\*For public meetings and hearings, petitioner must submit proof of notice, meeting minutes, summary of public comments and, as required, copy of certified resolution.*

*\*\*OSG may waive any requirement for plan endorsement (e.g. Advisory Committee, Community Visioning).*

*\*\*\*OSG 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, OSG will produce the recommendation report in place of draft MOU and Action Plan.*