

**APPENDIX G**  
**CONTRACT WITH ADMINISTRATIVE AGENT**

**Piazza & Associates**  
Affordable Housing Services

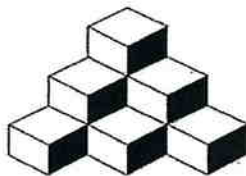
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Proposal

submitted to

**The Township of Holland**  
Hunterdon County, New Jersey

September 28, 2009



## BACKGROUND

The Township of Holland (the "Township") is responsible for the compliance monitoring of residential units in that municipality which were or are being developed to help the Township satisfy its affordable housing obligation as defined by the New Jersey Council on Affordable Housing ("COAH"), as well as applicable state and local laws, rules, ordinances and regulations (hereafter, collectively referred to as the "Regulations"). Among other things, the Regulations govern the affirmative marketing, accessibility, unit mix, rental rates, sales prices, income qualifications of the renters and buyers of the affordable units.

The Township is seeking an experienced, qualified agency or entity to coordinate the affirmative marketing, review and approve the sale and rental of the affordable homes and the income qualifications of the applicants. By way of this document, Piazza & Associates, Inc. ("P&A"), an experienced firm that provides such affordable housing services, proposes to function as the Administrative Agent for the Township (N.J.A.C. 5:80-26.14) to:

1. Implement the Affirmative Marketing Plan for the Township in accordance with N.J.A.C. 5:80-26.15.
2. Prepare an Operating Manual for the Administration of Affordable Housing and Controls for submission to COAH and the Township, in accordance with N.J.A.C. 5:80-26.1 et seq.
3. Establish a database of applicants for affordable housing.
4. Implement a randomization process of the prequalified applicants.
5. Certify all applicants of affordable housing according to COAH guidelines.
6. Establish and maintain affordability controls and enforcement powers, in compliance with U.H.A.C. regulations, set forth in N.J.A.C. 5:80-26.1 et seq.
7. Provide annual and monthly reports as may be required to a designated authority.

## SCOPE OF SERVICES

Specifically, Piazza & Associates will provide the following services under this proposal.

### **A) Consulting Services**

1. P&A will share its extensive expertise in the monitoring and compliance of affordable housing with the Township so as to assist it in the planning and development of affordable units in the municipality.
2. P&A will consult with the Township to assist in the development of policies and best practices in the administration of affordable units and the development of an operating manual that sets forth the procedures to implement those policies and practices.

### **B) Preliminary Application Services**

1. P&A will assist the Township with the development of an Affirmative Marketing Plan and implement that plan relative to specific projects that contain affordable housing units.
2. P&A will develop a complete set of application documents specifically designed to meet the requirements of the Regulations, including a Preliminary Application for Affordable Housing, a Final Application for Affordable Housing, Income Verification Forms and other such forms as may be required by the Regulations.
3. P&A will make applications available through the New Jersey Housing Resource Center ([www.NJHousing.gov](http://www.NJHousing.gov)), for direct downloading on its own website ([www.HousingQuest.com](http://www.HousingQuest.com)), at the municipal building and other such places as may be required. The application and other information can also be made available to be linked from the Township web site if desired by the Township.
4. P&A will mail Preliminary Applications upon request, and answer questions, via telephone and e-mail, as needed. A special e-mail address will be established that will be dedicated to the affordable housing services of the Township.
5. P&A will collect all of the Preliminary Applications, and process such applications as necessary, keeping a complete record of the information, and responding to all applicants appropriate to their submission. Applications will be subject to random selection as may be required by the Regulations, but P&A will maintain the priority

order of applicants (waiting list) once the applicants have been subject to a random selection process.

6. P&A will provide to the Township, the Owners and Managers a list of available pre-qualified applicants by unit type as needed.
7. Upon notification that units are or will be available, P&A will send notices and final applications to a representative number of prequalified applicants, who will be asked to contact the Owner or its agent, and, at the same time, to submit the final application to Piazza & Associates.
8. P&A will complete a review of the final application and notify both the applicant and the Owner or its agent as to the status of that application, i.e., Approved, Not Approved or Incomplete.

### C) Sales Units

1. ~~P&A will determine the maximum re-sales prices for the Owner~~ Seller and certify to the Township that said price is in compliance to the Regulations.
2. P&A will coordinate a process to notify potential purchasers of an available unit and determine the priority order of interested parties.
3. P&A will determine the eligibility of prospective buyers and certify the applicant with respect to their adherence to all income limitations as set forth in the Regulations, and notify the Owner accordingly with a written certification.
4. P&A will work with Township's legal counsel to provide the form of documentation and coordinate the execution and recording of the documentation (Certification, Deed, Mortgage and Note and other such documents that may be required by the Regulations) for the closing and transfer of title, necessary to maintain the affordable housing restrictions, as required by the Regulations.
5. P&A will maintain accurate records of the status of all certification and recertification work on an ongoing basis.
6. P&A will provide compliance reports to the Township and regulatory agencies as necessary.

## D) Rental Units

1. On an annual basis, P&A will inform the Landlord of the rental rates for the Affordable Units that are in compliance with the Regulations and viable relative to local market conditions.
  2. P&A will certify to the Township that the rental rates for the Affordable Units are in compliance to the Regulations.
  3. P&A will provide a written certification form to the Manager for all approved applications, and ask the Manager to return the certification forms, signed by the applicant, together with a copy of the lease agreement.
  4. P&A will communicate the status of the compliance plan to the Manager and the Township on an ongoing basis, and be available to meet with representatives of both as reasonable and appropriate.
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5. P&A will maintain accurate records of the status of all certification work on an on-going basis.
  6. P&A will provide compliance reports to the Township and regulatory agencies as necessary.

## TERMS AND CONDITIONS

**A. Contract Administration:** All work performed by P&A under this proposal shall be accomplished in close consultation with and under the direction of the Township or its designee. Although we envision that the bulk of the work described in the Scope of Services, herein, will be done from its main office in Princeton, P&A will be available to meet with applicants in the Township upon request.

**B. Professionalism:** At all times, P&A will endeavor to maintain a sense of professionalism with respect to the services performed on behalf of the Township. Committed to the ideals of exemplary customer service and fair housing opportunities, we treat every applicant with a sense of commitment and respect. In addition, we pride ourselves in our efficiency and accuracy with regard to affordable housing regulations, income certifications and record-keeping. These are essential elements of our compliance and management efforts.

**C. Implementation of Services:** P&A will begin the implementation of its services immediately upon the approval of the Township and receipt of a signed engagement letter or contract with the Township.

**D. Confidentiality:** All data provided by the Township, the Owner and its applicants will be considered strictly confidential and shall be used solely for the purposes delineated in this

proposal. Likewise, the materials developed by P&A on behalf of the Owner and/or the Township shall be considered proprietary and may only be used by the Owner and/or Township for its own affordable housing endeavors in the future.

**E. Insurance:** P&A, Inc. will provide for itself and at its own expense Professional Liability Errors and Omission Insurance coverage with a limit of liability of one million dollars (\$1,000,000).

**F. Files and Documentation:** P&A will look to the Township or Owner (as applicable) to provide files, documents and notices necessary for it to implement its maintenance and compliance services.

**G. Certain Services Not Provided Herein:** Under this proposal, P&A shall not be responsible for:

1. The obligation of the Township to meet its affordable housing obligation aside from the certifications as provided in the Scope of Services herein;
2. Any additional requirements set forth by COAH which represent a material change in the services necessary to comply with the Regulations; and
3. All legal and real estate related services associated with the rental or sale and transfer of an affordable property, including, but not limited to compliance to Federal and State Fair Housing laws.

**H. No Financial Interest:** P&A certifies and warrants that it has no financial interest in the units in the Township that are restricted under the Regulations.

### TERM

The term of this Agreement shall be one (1) year, commencing 1/1/2010. The Agreement is renewable for successive terms and can be terminated at the discretion of the Township with 60 days written notice without cause.

### COMPENSATION


In return for its compliance efforts (as detailed in the Scope of Services above), P&A will be compensated as follows:

- CONSULTING, LIST MAINTENANCE, AND RESPONDING TO INQUIRIES: \$300 per month as a retainer to be paid by the Township;
- NEW RENTALS: \$700 per unit as a marketing fee to be paid by the developer at a predetermined timetable;

- RE-RENTALS: \$400 per re-occupancy to be paid by the landlord upon occupancy;
  - NEW SALES: \$900 per initial sale to be paid by the developer at a predetermined timetable;
  - RE-SALES: \$600 per resale to be paid by the seller upon transfer of title; and
  - REFINANCING: No charge.
  - LIEN SATISFACTIONS: No charge.
  - OTHER PROGRAMS: The cost to provide compliance services for programs, such as Accessory Apartments, Market to Affordable, etc., are contingent upon the number of units and the scope of services required for each.
  - In addition to its fee, P&A shall be reimbursed for postage to residents and applicants. However, all management and compliance reports outlined above, all forms, web and e-mail services, telephone calls, travel expenses and meeting time, to a reasonable extent, shall be included in the basic fee above.
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- In the event that the Township and/or Owner requests services in addition to the Scope of Services above, a mutually agreed upon rate for such services shall be determined prior to implementation.

**SUBMITTED**

BY: Piazza & Associates, Inc., a New Jersey Corporation.

BY:   
\_\_\_\_\_  
Frank Piazza, Jr.  
Its President

Date: 12-23-09

**ACCEPTANCE**

Accepted on behalf of the Township of Holland

BY:   
\_\_\_\_\_

Date: 01/01/2010





## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** PIAZZA & ASSOCIATES, INC.

**Trade Name:**

**Address:** 216 ROCKINGHAM ROW  
PRINCETON, NJ 08540

**Certificate Number:** 0632930

**Effective Date:** September 28, 1994

**Date of Issuance:** May 18, 2009

**For Office Use Only:**

20090518093417527

# CERTIFICATE OF EMPLOYEE INFORMATION REPORT

## RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-MAY-2009** to **15-MAY-2016**

PIAZZA & ASSOCIATES INC  
216 ROCKINGHAM ROW  
PRINCETON NJ 08540



A handwritten signature in black ink, appearing to be "D. P. ...", written over a horizontal line.

State Treasurer

**APPENDIX H**  
**ORDINANCE CREATING POSITION OF MUNICIPAL AFFORDABLE**  
**HOUSING LIAISON AND RESOLUTION APPOINTING A MUNICIPAL**  
**AFFORDABLE HOUSING LIAISON TO FILL THAT POSITION**

**TOWNSHIP OF HOLLAND  
COUNTY OF HUNTERDON  
ORDINANCE NO. 2007-9**

**AN ORDINANCE TO CREATE THE POSITION OF  
MUNICIPAL HOUSING LIAISON AND DEPUTY  
MUNICIPAL HOUSING LIAISON FOR THE PURPOSE OF  
ADMINISTERING HOLLAND TOWNSHIP'S  
AFFORDABLE HOUSING PROGRAM PURSUANT TO  
THE FAIR HOUSING ACT.**

**BE IT ORDAINED** by the Township Committee of the Township of Holland, in the County of Hunterdon, New Jersey that a new Article IV, entitled "Municipal Housing Liaison," is added to Chapter 42 (Affordable Housing) of the Code of the Township of Holland; said Article IV to read as follows:

Article IV

**Municipal Housing Liaison**

**§42-23 Purpose.**

The purpose of this article is to create the administrative mechanisms needed for the execution of the Township's responsibility to assist in the provision of affordable housing pursuant to the Fair Housing Act of 1985; N.J.S.A. 52:27D-301, et. seq.

**§42-24 Definitions.**

As used in this Article, the following terms shall have the meanings indicated:

**MUNICIPAL HOUSING LIAISON** – The employee charged by the Governing Body with the responsibility for oversight and administration of the affordable housing program for the Township.

**DEPUTY MUNICIPAL HOUSING LIAISON** – The employee charged by the Governing Body with the responsibility for assisting the Municipal Housing Liaison or performing the functions of the Municipal Housing Liaison in the absence of the Municipal Housing Liaison.

**ADMINISTRATIVE AGENT** – The entity responsible for administering the affordability controls of some or all units in the affordable housing program for the Township to ensure that the restricted units under administration are affirmatively marketed and sold or rented, as applicable, only to low- and moderate-income households.

**TOWNSHIP** - The Township of Holland, in the County of Hunterdon.

**GOVERNING BODY** – The Township Committee of the Township.

**§42-24 Establishment of Municipal Housing Liaison position and compensation; powers and duties.**

- A. Establishment of position of Municipal Housing Liaison and Deputy Municipal Housing Liaison. There is hereby established the position of Municipal Housing Liaison and Deputy Municipal Housing Liaison for the Township.
- B. Subject to the approval of the Council on Affordable Housing (COAH), the Municipal Housing Liaison and Deputy Municipal Housing Liaison shall be appointed by the Governing Body and may be a full or part time municipal employee.
- C. The Municipal Housing Liaison and Deputy Municipal Housing Liaison shall be responsible for oversight and administration of the affordable housing program for the Township, including the following responsibilities which may not be contracted out, exclusive of item 6 which may be contracted out:
  - (1) Serving as the Township's primary point of contact for all inquiries from the State, affordable housing providers, Administrative Agents, and interested households;
  - (2) Monitoring the status of all restricted units in the Township's Fair Share Plan;
  - (3) Compiling, verifying, and submitting annual reports as required by COAH;
  - (4) Coordinating meetings with affordable housing providers and Administrative Agents, as applicable;
  - (5) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by COAH;
  - (6) If applicable, serving as the Administrative Agent for some or all of the restricted units in the Township as described in F. below.
- D. Subject to approval by COAH, the Township may contract with or authorize a consultant, authority, government or any agency charged by the Governing Body, which entity shall have the responsibility of administering the affordable housing program of the Township, except for those responsibilities which may not be contracted out pursuant to subsection C above. If the Township contracts with another entity to administer all or any part of the affordable housing program, including the affordability controls and Affirmative Marketing Plan, the Municipal Housing Liaison shall supervise the contracting Administrative Agent.
- E. Compensation. Compensation shall be fixed by the Governing Body at the time of the appointment of the Municipal Housing Liaison and Deputy Municipal Housing Liaison.
- F. Administrative powers and duties assigned to the Municipal Housing Liaison shall be all of the following except for those assigned to an Administrative Agent under a contract with the Township.

- (1) Affirmative Marketing
  - (a) Conducting an outreach process to insure affirmative marketing of affordable housing units in accordance with the Affirmative Marketing Plan of the Township and the provisions of N.J.A.C. 5:80-26.15; and
  - (b) Providing counseling or contracting to provide counseling services to low and moderate income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.
- (2) Household Certification
  - (a) Soliciting, scheduling, conducting and following up on interviews with interested households;
  - (b) Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income unit;
  - (c) Providing written notification to each applicant as to the determination of eligibility or non-eligibility;
  - (d) Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1 et. seq.;
  - (e) Creating and maintaining a referral list of eligible applicant households living in the housing region and eligible applicant households with members working in the housing region where the units are located; and
  - (f) Employing the random selection process as provided in the Affirmative Marketing Plan of the Township when referring households for certification to affordable units.
- (3) Affordability Controls
  - (a) Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
  - (b) Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
  - (c) Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the

appropriate county's register of deeds or county clerk's office after the termination of the affordability controls for each restricted unit;

- (d) Communicating with lenders regarding foreclosures; and
  - (e) Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.10.
- (4) Resale and rental
- (a) Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale or rental; and
  - (b) Instituting and maintaining an effective means of communicating information to low- and moderate-income households regarding the availability of restricted units for resale or re-rental.
- (5) Processing request from unit owners
- (a) Reviewing and approving requests from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership;
  - (b) Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the cost of central air conditioning systems; and
  - (c) Processing requests and making determinations on requests by owners of restricted units for hardship waivers.
- (6) Enforcement
- (a) Securing annually lists of all affordable housing units for which tax bills are mailed to absentee owners and notifying all such owners that they must either move back to their unit or sell it;
  - (b) Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;
  - (c) The posting annually in all rental properties, including two-family homes, of a notice as to the maximum permitted rent together with

the telephone number of the Administrative Agent where complaints of excess rent can be made;

- (d) Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.18(d)4;
  - (e) Establishing a program for diverting unlawful rent payments to the municipality's affordable housing trust fund or other appropriate municipal fund approved by the DCA;
  - (f) Creating and publishing a written operating manual, as approved by COAH, setting forth procedures for administering such affordability controls; and
  - (g) Providing annual reports to COAH as required.
- (7) The Administrative Agent shall have authority to take all actions necessary and appropriate to carry out its responsibilities hereunder.

**BE IT FURTHER ORDAINED** by said Township Committee, as follows:

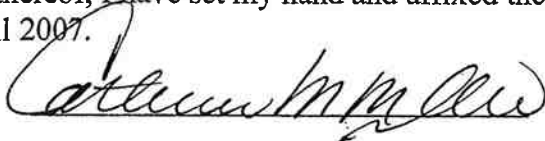
a. If any section, subsection, paragraph, sentence or other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect or invalidate the remainder of this Ordinance, but shall be confined in its effect to the section, subsection, paragraph, sentence or other part of this Ordinance directly involved in the controversy in which said judgment shall have been rendered and all other provisions of this Ordinance shall remain in full force and effect.

b. All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed, but only to the extent of such inconsistencies.

c. This Ordinance shall take effect immediately upon final adoption and publication in the manner prescribed by law.

I Catherine M. Miller, Municipal Clerk, hereby certify that the foregoing ordinance is a true and accurate copy of an ordinance adopted on final reading by the Township Committee of the Township of Holland at a regular and duly convened meeting held on Wednesday April 18, 2007.

In witness thereof, I have set my hand and affixed the seal of the Township of Holland this 19<sup>th</sup> day of April 2007.



Catherine M. Miller, RMC

Municipal Clerk, Holland Township



**RESOLUTION**

**Appointing Municipal Housing Liaison and Deputy Municipal Housing Liaison**

**WHEREAS**, the Township of Holland, in the County of Hunterdon [*"Township"*] was granted substantive certification of its Housing Element and Fair Share Plan by the N. J. Council on Affordable Housing [*"COAH"*] on December 15, 2004; and

**WHEREAS**, the Township's Fair Share Plan promotes an affordable housing program pursuant to the Fair Housing Act (N.J.S.A. 52:27D-301, et. seq.) and COAH's Third Round Substantive Rules (N.J.A.C. 5:94-1, et. seq.); and

**WHEREAS**, pursuant to N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq., the Township is required to appoint a Municipal Housing Liaison for the administration of the Township's affordable housing program to enforce the requirements of N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq.; and

**WHEREAS**, the Township has by Ordinance No. 2007-9, which took effect on April 26, 2007, added a new Article IV, entitled "Municipal Housing Liaison," to Chapter 42 (entitled "Affordable Housing") of the Code of the Township of Holland, and said Ordinance provided for the appointment of a Municipal Housing Liaison and Deputy Municipal Housing Liaison;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee [*Governing Body*] of the Township of Holland, in the County of Hunterdon, and the State of New Jersey, that Elaine DeRosa is hereby appointed by the Township Committee of the Township as the Municipal Housing Liaison, and that Betty Anne Bechtold is hereby appointed Deputy Municipal Housing Liaison, for the administration of the affordable housing program, pursuant to and in accordance Article IV of Chapter 42 of the Code of the Township of Holland.

I Catherine M. Miller, Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of Holland at a regular and duly convened meeting held on Tuesday May 1, 2007.

In witness thereof, I have set my hand and affixed the seal of the Township of Holland this 2<sup>nd</sup> day of May 2007.



Catherine M. Miller, RMC  
Municipal Clerk, Holland Township

**APPENDIX I**  
**ORDINANCES, RESOLUTIONS AND OTHER REQUIRED**  
**DOCUMENTATION FOR HUNTINGTON KNOLLS/JIOVINO SITE**

**To be Completed in Final Submission to COAH**

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**SITES ZONED IN PREVIOUSLY CERTIFIED PLANS (N.J.A.C. 5:97-6.5)**

**Status of sites addressing the 1987-1999 obligation**

(Submit separate checklist for each site or zone)

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**General Description**

Municipality/County: Enter Municipality and County Name

Project Name/Zoning Designation: Enter Project Name or Zone

Block(s) and Lot(s): \_\_\_\_\_

Total acreage: \_\_\_\_\_ Proposed density (units/gross acre): \_\_\_\_\_

Has the site been the subject of an affordable housing development application?  Yes  No

Has the site received land use approvals?  Yes (Date of Approval: \_\_\_\_\_)  No

Affordable Units Proposed: \_\_\_\_\_

Non-Age-Restricted: \_\_\_\_\_ Sale: \_\_\_\_\_ Rental: \_\_\_\_\_

Age-Restricted: \_\_\_\_\_ Sale: \_\_\_\_\_ Rental: \_\_\_\_\_

Market-Rate Units Proposed: \_\_\_\_\_

Will the proposed development be financed in whole or in part with State funds, be constructed on State-owned property or be located in an Urban Transit Hub or Transit Village?  Yes  No

**Bonuses for affordable units, if applicable:**

Rental bonuses as per N.J.A.C. 5:97-3.5: \_\_\_\_\_

Rental bonuses as per N.J.A.C. 5:97-3.6(a): \_\_\_\_\_

Very low income bonuses as per N.J.A.C. 5:97-3.7<sup>1</sup>: \_\_\_\_\_

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**Required Information and Documentation**

- Project/Program Information Form (previously known as Project/Program Monitoring Form. If relying on previously submitted 2007 monitoring and/or subsequent CTM update, also check here  in lieu of submitting forms.)
- Adopted zoning or land use ordinance which includes the affordable housing requirement for the site

**If payments in lieu of on-site construction of the affordable units is an option, submit:**

- Proposed or adopted ordinance establishing the amount of the payments
- Spending plan
  
- Copies of any court decisions related to the site or a statement indicating that the site has not been the subject of any litigation
- Copies of any agreement with developers or approvals for development of specific property
- Copies of all decisions made on applications for affordable housing development subsequent to adoption of the current zoning
- An explanation as to why the site has not developed, including an analysis of market conditions, or evidence that development of the site is scheduled to commence. (attach narrative)

**A general description of the site including:**

- Name and address of owner
- Subject property address
- Subject property block(s) and lot(s)
- Subject property total acreage
- Current zoning and date current zoning was adopted
- History of previous zoning
- Tax maps showing the location of site(s) with legible dimensions (electronic if available)

**A description of the suitability of the site including:**

- Description of surrounding land uses
- Demonstration that the site has street access
- Planning Area and/or Special Resource Area designation(s), e.g., PA1, PA2, PA3, PA4, PA5, CAFRA, Pinelands, Highlands, Meadowlands, etc., including a discussion on consistency with the State Development and Redevelopment Plan (SDRP) and/or other applicable special resource area master plans
- Demonstration that there is or will be adequate water capacity per N.J.A.C. 5:97-1.4 or that the site is subject to a durational adjustment per N.J.A.C. 5:97-5.4
- Demonstration that there is or will be adequate sewer capacity per N.J.A.C. 5:97-1.4 or that the site is subject to a durational adjustment per N.J.A.C. 5:97-5.4

**A description (including maps if applicable) of any anticipated impacts that result from the following environmental constraints:**

- Wetlands and buffers
- Steep slopes
- Flood plain areas
- Stream classification and buffers

- Critical environmental site
- Historic or architecturally important site/district
- Contaminated site(s); proposed or designated brownfield site
- Based on the above, a quantification of buildable and non-buildable acreage

**Information and Documentation Required Prior to Marketing the Completed Units**

- Resolution or executed contract designating an experienced Administrative Agent and a statement of his/her qualifications, in accordance with N.J.A.C. 5:96-18
- Draft or adopted operating manual that includes a description of program procedures and administration or a statement indicating that the Administrative Agent designated to run the program uses a COAH-approved manual
- An affirmative marketing plan in accordance with UHAC

**Previously Zoned Narrative Section**

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<sup>1</sup> Pursuant to PL 2008 c.46, Very Low-Income bonuses may only be granted for very low-income units that exceed 13 percent of the of the housing units made available for occupancy by low-income and moderate income households.

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**ZONING FOR INCLUSIONARY DEVELOPMENT (N.J.A.C. 5:97-6.4)**

(Submit separate checklist for each site or zone)

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**General Description**

Municipality/County: Enter Municipality and County Name

Project Name/Zoning Designation: Enter Project Name

Block(s) and Lot(s): \_\_\_\_\_

Total acreage: \_\_\_\_\_

Proposed density (units/gross acre): \_\_\_\_\_

Affordable Units Proposed: \_\_\_\_\_

Family: \_\_\_\_\_

Sale: \_\_\_\_\_

Rental: \_\_\_\_\_

Very low-income units: \_\_\_\_\_

Sale: \_\_\_\_\_

Rental: \_\_\_\_\_

Age-Restricted: \_\_\_\_\_

Sale: \_\_\_\_\_

Rental: \_\_\_\_\_

Market-Rate Units Anticipated: \_\_\_\_\_

Non-Residential Development Anticipated (in square feet), if applicable: \_\_\_\_\_

Will the proposed development be financed in whole or in part with State funds, be constructed on State-owned property or be located in an Urban Transit Hub or Transit Village?  Yes  No

**Bonuses for affordable units, if applicable:**

Rental bonuses as per N.J.A.C. 5:97-3.5: \_\_\_\_\_

Rental bonuses as per N.J.A.C. 5:97-3.6(a): \_\_\_\_\_

Very low income bonuses as per N.J.A.C. 5:97-3.7<sup>1</sup>: \_\_\_\_\_

Smart growth bonuses as per N.J.A.C. 5:97-3.18: \_\_\_\_\_

Redevelopment bonuses as per N.J.A.C. 5:97-3.19: \_\_\_\_\_

Compliance bonuses as per N.J.A.C. 5:97-3.17: \_\_\_\_\_

Date inclusionary zoning adopted: \_\_\_\_\_ Date development approvals granted: \_\_\_\_\_

### **Information and Documentation Required with Petition**

- Project/Program Information Form (previously known as Project/Program Monitoring Form. If relying on previously submitted 2007 monitoring and/or subsequent CTM update, check here  in lieu of submitting forms.)
- Draft or adopted zoning or land use ordinance, which includes the affordable housing requirement and minimum presumptive density for the site/zone.
- Copies of all decisions made on applications for affordable housing development subsequent to adoption of the current zoning

**If payments in lieu of on-site construction of the affordable units is an option, submit:**

- Proposed or adopted ordinance establishing the amount of the payments
- Spending plan

**A general description of the site or zone, including:**

- Name and address of owner
- Name and address of developer(s)
- Subject property street location
- Indicate if urban center or workforce housing census tract
- Previous zoning designation and date previous zoning was adopted
- Current zoning and date current zoning was adopted
- Description of any changes to bulk standards intended to accommodate the proposed densities
- Tax maps showing the location of site(s) with legible dimensions (electronic if available)

**A description of the suitability of the site, including:**

- Description of surrounding land uses
- Demonstration that the site has street access
- Planning Area and/or Special Resource Area designation(s) i.e., PA1, PA2, PA3, PA4, PA5, CAFRA, Pinelands, Highlands, Meadowlands, etc., including a discussion on consistency with the State Development and Redevelopment Plan (SDRP) and/or other applicable special resource area master plans
- Demonstration that there is or will be adequate water capacity per N.J.A.C. 5:97-1.4 or that the site is subject to a durational adjustment per N.J.A.C. 5:97-5.4
- Demonstration that there is or will be adequate sewer capacity per N.J.A.C. 5:97-1.4 or that the site is subject to a durational adjustment per N.J.A.C. 5:97-5.4

**A description (including maps if applicable) of any anticipated impacts that result from the following environmental constraints:**

- Wetlands and buffers
- Steep slopes
- Flood plain areas



- Stream classification and buffers
- Critical environmental site
- Historic or architecturally important site/district
- Contaminated site(s); proposed or designated brownfield site
- Based on the above, a quantification of buildable and non-buildable acreage

**Agreements with developers or approvals for development of specific property, which shall include:**

- Number, tenure and type of units
- Compliance with N.J.A.C. 5:97-9 and UHAC
- Progress points at which the developer shall coordinate with the Municipal Housing Liaison

**Information and Documentation Required Prior to Marketing the Completed Units**

- Resolution or executed contract designating an experienced Administrative Agent, and a statement of his/her qualifications, in accordance with N.J.A.C. 5:96-18
- Adopted operating manual that includes a description of program procedures and administration or a statement indicating that the Administrative Agent designated to run the program uses a COAH-approved manual
- An affirmative marketing plan in accordance with UHAC

**Zoning Narrative Section**

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<sup>1</sup> Pursuant to PL 2008 c.46, Very Low-Income bonuses may only be granted for very low-income units that exceed 13 percent of the of the housing units made available for occupancy by low-income and moderate income households.

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**SUPPORTIVE AND SPECIAL NEEDS HOUSING (N.J.A.C. 5:97-6.10)**

(Submit separate checklist for each site or project)

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**General Description**

Municipality/County: Enter Municipality and County Name

Project or Program Name: Enter Project or Program Name

Date facility will be constructed or placed into service: \_\_\_\_\_

Type of facility: \_\_\_\_\_

For group homes, residential health care facilities and supportive shared housing:

Affordable bedrooms proposed: \_\_\_\_\_ Age-restricted affordable bedrooms: \_\_\_\_\_

For permanent supportive housing:

Affordable units proposed: \_\_\_\_\_ Age-restricted affordable units: \_\_\_\_\_

**Bonuses, if applicable:**

Rental bonuses as per N.J.A.C. 5:97-3.5: \_\_\_\_\_

Rental bonuses as per N.J.A.C. 5:97-3.6(a): \_\_\_\_\_

Very low income bonuses as per N.J.A.C. 5:97-3.7<sup>1</sup>: \_\_\_\_\_

Compliance bonuses as per N.J.A.C. 5:97-3.17: \_\_\_\_\_

Date development approvals granted: \_\_\_\_\_

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**Information and Documentation Required with Petition or in Accordance with an**

**Implementation Schedule**

**Is the municipality providing an implementation schedule for this project/program.**

Yes. Skip to and complete implementation schedule found at the end of this checklist.  
NOTE: The remainder of this checklist must be submitted in accordance with the  
implementations schedule.

No. Continue with this checklist.

- Project/Program Information & Unit Inventory Forms (previously known as Project/Program Monitoring Form. If relying on previously submitted 2007 monitoring and/or subsequent CTM update, also check here  in lieu of submitting forms.)
- Demonstration of site control or the ability to control the site, in the form of outright ownership, a contract of sale or an option to purchase the property

**A general description of the site, including:**

- Name and address of owner
- Name and address of developer
- Subject property street location
- Subject property block(s) and lot(s)
- Subject property total acreage
- Indicate if urban center or workforce housing census tract
- Description of previous zoning
- Current zoning and date current zoning was adopted
- Tax maps showing the location of site(s) with legible dimensions (electronic if available)

**A description of the suitability of the site, including:**

- Description of surrounding land uses
- Demonstration that the site has street access
- Planning Area and/or Special Resource Area designation(s) e.g., PA1, PA2, PA3, PA4, PA5, CAFRA, Pinelands, Highlands, Meadowlands, etc., including a discussion on consistency with the State Development and Redevelopment Plan (SDRP) and/or other applicable special resource area master plans
- Demonstration that there is or will be adequate water capacity per N.J.A.C. 5:97-1.4 or that the site is subject to a durational adjustment per N.J.A.C. 5:97-5.4
- Demonstration that there is or will be adequate sewer capacity per N.J.A.C. 5:97-1.4 or that the site is subject to a durational adjustment per N.J.A.C. 5:97-5.4

**A description (including maps if applicable) of any anticipated impacts that result from the following environmental constraints:**

- Wetlands and buffers
- Steep slopes
- Flood plain areas
- Stream classification and buffers
- Critical environmental site
- Historic or architecturally important site/district
- Contaminated site(s); proposed or designated brownfield site

- Based on the above, a quantification of buildable and non-buildable acreage
- Pro-forma statement for the project
- RFP or Developer's Agreement
- Construction schedule and timetable for each step in the development process
- Documentation of funding sources
- Municipal resolution appropriating funds from general revenue or a resolution of intent to bond in the event of a funding shortfall

**Information and Documentation Required Prior to Marketing the Completed Units or Facility**

- For units not exempt from UHAC, an affirmative marketing plan in accordance with N.J.A.C. 5:97-6.10(c)
- If applicable, proof that the supportive and/or special needs housing is regulated by the New Jersey Department of Health and Senior Services, the New Jersey Department of Human Services or another State agency (including validation of the number of bedrooms or units in which low- or moderate-income occupants reside)

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**SUPPORTIVE AND SPECIAL NEEDS HOUSING (N.J.A.C. 5:97-6.10)**

**IMPLEMENTATION SCHEDULE**

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The implementation schedule sets forth a detailed timetable that demonstrates a "realistic opportunity" as defined under N.J.A.C. 5:97-1.4 and a timetable for the submittal of all information and documentation required by N.J.A.C. 5:97-6.

The timetable, information, and documentation requested below are required components of the implementation schedule.

Please note that all information and documentation requested below is required to be submitted to COAH no later than two years prior to the scheduled implementation of the mechanism. The fully completed checklist from above must be submitted at that time.

**PROVIDE THE INFORMATION REQUESTED IN THE SECTIONS BELOW**

**(A) Development schedule, including, but not limited to, the following:**

Development Process Action	Date Anticipated to Begin	Date Anticipated to be Completed	Date Supporting Documentation to be Submitted to COAH
Site Acquisition			
RFP Process			

Developer Selection			
Executed Agreement with provider, sponsor or developer			
Development Approvals			
Contractor Selection			
Building Permits			
Construction			
Occupancy			

**Supportive/Special Needs Narrative Section**

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<sup>1</sup> Pursuant to PL 2008 c.46, Very Low-Income bonuses may only be granted for very low-income units that exceed 13 percent of the of the housing units made available for occupancy by low-income and moderate income households.

**Previously Adopted Land Use Ordinances, Resolutions and Other Documentation  
to be Included in Final Submission to COAH**

**APPENDIX J**  
**ORDINANCES, RESOLUTIONS AND OTHER REQUIRED**  
**DOCUMENTATION FOR VR-A ZONE SITE**

**To be Completed in Final Submission to COAH**



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**ZONING FOR INCLUSIONARY DEVELOPMENT (N.J.A.C. 5:97-6.4)**

(Submit separate checklist for each site or zone)

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**General Description**

Municipality/County: Enter Municipality and County Name

Project Name/Zoning Designation: Enter Project Name

Block(s) and Lot(s): \_\_\_\_\_

Total acreage: \_\_\_\_\_

Proposed density (units/gross acre): \_\_\_\_\_

Affordable Units Proposed: \_\_\_\_\_

Family: \_\_\_\_\_

Sale: \_\_\_\_\_

Rental: \_\_\_\_\_

Very low-income units: \_\_\_\_\_

Sale: \_\_\_\_\_

Rental: \_\_\_\_\_

Age-Restricted: \_\_\_\_\_

Sale: \_\_\_\_\_

Rental: \_\_\_\_\_

Market-Rate Units Anticipated: \_\_\_\_\_

Non-Residential Development Anticipated (in square feet), if applicable: \_\_\_\_\_

Will the proposed development be financed in whole or in part with State funds, be constructed on State-owned property or be located in an Urban Transit Hub or Transit Village?  Yes  No

**Bonuses for affordable units, if applicable:**

Rental bonuses as per N.J.A.C. 5:97-3.5: \_\_\_\_\_

Rental bonuses as per N.J.A.C. 5:97-3.6(a): \_\_\_\_\_

Very low income bonuses as per N.J.A.C. 5:97-3.7<sup>1</sup>: \_\_\_\_\_

Smart growth bonuses as per N.J.A.C. 5:97-3.18: \_\_\_\_\_

Redevelopment bonuses as per N.J.A.C. 5:97-3.19: \_\_\_\_\_

Compliance bonuses as per N.J.A.C. 5:97-3.17: \_\_\_\_\_

Date inclusionary zoning adopted: \_\_\_\_\_ Date development approvals granted: \_\_\_\_\_

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**Information and Documentation Required with Petition**

- Project/Program Information Form (previously known as Project/Program Monitoring Form. If relying on previously submitted 2007 monitoring and/or subsequent CTM update, check here  in lieu of submitting forms.)
- Draft or adopted zoning or land use ordinance, which includes the affordable housing requirement and minimum presumptive density for the site/zone.
- Copies of all decisions made on applications for affordable housing development subsequent to adoption of the current zoning

**If payments in lieu of on-site construction of the affordable units is an option, submit:**

- Proposed or adopted ordinance establishing the amount of the payments
- Spending plan

**A general description of the site or zone, including:**

- Name and address of owner
- Name and address of developer(s)
- Subject property street location
- Indicate if urban center or workforce housing census tract
- Previous zoning designation and date previous zoning was adopted
- Current zoning and date current zoning was adopted
- Description of any changes to bulk standards intended to accommodate the proposed densities
- Tax maps showing the location of site(s) with legible dimensions (electronic if available)

**A description of the suitability of the site, including:**

- Description of surrounding land uses
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- Demonstration that there is or will be adequate water capacity per N.J.A.C. 5:97-1.4 or that the site is subject to a durational adjustment per N.J.A.C. 5:97-5.4
- Demonstration that there is or will be adequate sewer capacity per N.J.A.C. 5:97-1.4 or that the site is subject to a durational adjustment per N.J.A.C. 5:97-5.4

**A description (including maps if applicable) of any anticipated impacts that result from the following environmental constraints:**

- Wetlands and buffers
- Steep slopes
- Flood plain areas

- Stream classification and buffers
- Critical environmental site
- Historic or architecturally important site/district
- Contaminated site(s); proposed or designated brownfield site
- Based on the above, a quantification of buildable and non-buildable acreage

**Agreements with developers or approvals for development of specific property, which shall include:**

- Number, tenure and type of units
- Compliance with N.J.A.C. 5:97-9 and UHAC
- Progress points at which the developer shall coordinate with the Municipal Housing Liaison

**Information and Documentation Required Prior to Marketing the Completed Units**

- Resolution or executed contract designating an experienced Administrative Agent, and a statement of his/her qualifications, in accordance with N.J.A.C. 5:96-18
- Adopted operating manual that includes a description of program procedures and administration or a statement indicating that the Administrative Agent designated to run the program uses a COAH-approved manual
- An affirmative marketing plan in accordance with UHAC

**Zoning Narrative Section**

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<sup>1</sup> Pursuant to PL 2008 c.46, Very Low-Income bonuses may only be granted for very low-income units that exceed 13 percent of the of the housing units made available for occupancy by low-income and moderate income households.

**Previously Adopted Land Use Ordinances, Resolutions and Other Documentation  
to be Included in Final Submission to COAH**