

Salem County Open Space Preservation Program Application Procedures

The applicant shall fill out the application in its entirety. All questions must be answered for the application to be deemed complete. Questions that are not applicable to the applicant's property should be answered "N/A". Included with the applications should be pictures of the property in an amount necessary to properly represent the entire property. In the alternative, the applicant may submit a video of the property of not more than five minutes in duration.

Seven (7) copies of the completed application and supporting documentation should be sent to the Salem County Open Space Advisory Committee at the following address:

Salem County Open Space Advisory Committee
51 Cheney Road, Suite 3
Woodstown, NJ 08098
ATTN: Kris Alexander, Secretary

Upon receipt of the application, the application will be reviewed by the Advisory Committee (or an appointed subcommittee of the Advisory Committee), to determine that the application is complete. If the application is found to be incomplete or deficient in any way, the application and supporting documentation will be returned along with a letter explaining the deficiency(ies). The applicant will be given an opportunity to correct the deficiency(ies) and resubmit the application.

Once an application has been received by the Advisory Committee and has been determined to be complete, it will be subject to further review. Applications for open space preservation funding will be reviewed within the context of the Advisory Committee's approved ranking criteria for site prioritization.

During this review, the applicant may be asked to provide the Advisory Committee with additional information relative to the property for which funding is sought, or to clarify answers contained in the application.

Based upon the monies available, a priority list of all complete applications received will be developed. This list, along with the Advisory Committee's recommendations, shall be forwarded to the Salem County Board of Chosen Freeholders. Applicants that submitted applications which are not recommended for funding shall receive a letter of explanation from the Advisory Committee. Applications which are not funded may be resubmitted for funding at a later date.

If an application is accepted for funding conditioned upon the applicants receipt of additional funds from other sources, the applicant shall be required to provide a status report to the Advisory Committee. Failure of providing the status report may result in the forfeiture of funding during the present funding cycle.

Applications for the 2009 funding cycle are due by September 20, 2009.