

**GREEN ACRES PROGRAM**  
*New Jersey Department of Environmental Protection*

**ACQUISITION APPLICATION**

**LOCAL & NONPROFIT ASSISTANCE PROGRAM**

**Deadline: February 7, 2024**

**BOROUGH OF MONMOUTH BEACH  
ROBBINS STREET PROJECT**



For G.A. Use Only

Date Rec'd: \_\_\_\_\_

Application No. \_\_\_\_\_

**LOCAL & NONPROFIT ASSISTANCE PROGRAM**

**Land Acquisition Application Form**

Complete and submit application with all required attachments by February 7, 2024, through the Green Acres website. Instructions for submitting your application can be found at [www.NJGreenAcres.org](http://www.NJGreenAcres.org).

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**PROJECT INFORMATION**

Project Title: Robbins Street Project

Project Sponsor: Borough of Monmouth Beach

**Applicant Type** (*please check appropriate box*):

<input checked="" type="checkbox"/>	Standard Municipality	<input type="checkbox"/>	Standard County
<input type="checkbox"/>	Highly or Densely Populated Municipality	<input type="checkbox"/>	Highly Populated County
<input type="checkbox"/>	Urban Aid Municipality	<input type="checkbox"/>	Densely Populated County
<input type="checkbox"/>	Standard Nonprofit	<input type="checkbox"/>	Statewide Nonprofit

**Type of Application** (*please check one*): Standard   X   or Site-Specific Incentive \_\_\_\_\_  
(See [Funding Categories & Percentages](#) section.)

**Type of Acquisition** (*please check one*): Fee simple   X   or Easement \_\_\_\_\_

## PROJECT DESCRIPTION

### 1. Physical Site Characteristics:

- a. The project is located at 11 Robbins Street in a residential area. The site is grass covered and moderately sloped.
- b. The site is currently vacant. There is a temporary Fire Department Building in use on the site that is scheduled to be removed by March, 2024.
- c. There are no existing right of way or easements.

2. **Existing Use:** Monmouth Beach has only two small parks and very little open space. In addition to providing a future passive memorial park area, the Borough tries to utilize every possible opportunity to improve stormwater management and increase resiliency to this flood prone area.
3. The acquisition will create a new passive park in Phase II of the project.
4. The site is, and will remain available to all of the public.
5. The short-term management of the property is limited to maintenance of the grass. The Borough intends to begin to seek funding to construct the proposed Memorial Park in 2024/2025. The acquisition has been discussed with the current property owner, but no closing transactions have been completed. The property is also the subject of a Monmouth Count Municipal Land Preservation Incentive Program request.

## SITE INFORMATION

### Property Address:

Street Address or Nearest Intersection	11 Robbins Street
Municipality(ies)	Monmouth Beach
County	Monmouth

### Property Lot(s) and Acreage(s) (attach additional pages, if necessary):

Block	Lot	Total Lot Acreage	Acreage to be Acquired
45	90.01	0.29	0.29
45	95	0.07	0.07
Total Acreage to be Acquired:			0.36

### Site Location Categories – Municipal and Adversely Stressed OBC (please check one in each column):

<input checked="" type="checkbox"/> Standard Municipality	<input type="checkbox"/> Within an ACS/OBC*
<input type="checkbox"/> Highly or Densely Populated Municipality	<input type="checkbox"/> Easily Accessible from an ACS/OBC**
<input type="checkbox"/> Urban Aid Municipality	<input type="checkbox"/> Not within an ACS/OBC

\*ACS/OBC = Overburdened Community Subject to Adverse Cumulative Stressors

\*\* See definitions

### Is the property identified as historic on the NJDEP Historic Preservation Office LUCY Online Map Viewer?

(See instructions in [Tools / References](#) for how to identify if a property is a historic site.) Yes \_\_\_\_\_ No X

Are there any structures located on the project site? Yes X \* No \_\_\_\_\_

If yes, please describe the intended use of the structure(s) (must be in support of outdoor recreation) or if they will be demolished \*Temporary – to be removed by 3/2024 by Monmouth Beach Fire Department

Is the project site a current or former landfill site, known or suspected hazardous waste site, or adjacent to (or affected by) such sites? Yes \_\_\_\_\_ No X

If yes, please explain: \_\_\_\_\_

Has the project site been identified by a municipality or otherwise designated for use in meeting municipal fair share low- and moderate-income housing obligations under the Fair Housing Act of 1985 (N.J.S.A. 52:27D-301)? Yes \_\_\_\_\_ No X

If yes, please describe the alternative to meeting such obligations: \_\_\_\_\_

State Legislative District of Project Site: 13<sup>th</sup> Congressional District of Project Site: 6<sup>th</sup>



## FUNDING REQUEST

**Total Estimated Cost of Project** (see attached [Allowable Costs](#) excerpt from Green Acres rules):

Land Cost	\$1,500,000
Appraisals	\$1,600,000
Preliminary Assessment Report (& Site Investigation Report, if necessary)	\$5,000
Title Commitment & Policy	\$5,000
Survey	\$10,000
Demolition*	\$ -0-
Incidental Costs*	\$10,000
<b>Total Project Cost**</b>	<b>\$</b>

\* Demolition and incidental costs limited to established caps (see [Eligible Costs](#) section)

\*\* Please round total cost up to next \$1,000

### Green Acres Funding Request:

Total Project Cost (from above)	\$1,530,000
x Eligible Grant %*	x 0.25
Eligible Green Acres Grant	\$382,000
<b>Grant Request</b>	<b>\$382,000</b>
<b>Loan Request</b>	<b>\$</b>

\* See [Funding Categories & Percentages](#) section

**Has the applicant or partners received any funding awards from other sources for this property, or are any applications pending?** Yes  X  No

If yes, please list source, amount, and deadline to use funds:

**The Borough is in the process of preparing a Monmouth County Land Acquisition Application for the project.**

## PUBLIC ENGAGEMENT

The Borough has advertised this grant application on the mounted Borough message board in front of Borough Hall, posted the information on a digital sign board temporarily located at the subject property, on the Borough website and social media pages. Surveys requesting public input have been posted on the Borough website and social media pages, as well as distributed via Borough wide email blast and Monmouth Beach School parent/resident blast.

## POST-ACQUISITION INFORMATION

Please give a detailed breakdown of anticipated operation and maintenance costs.

**Other than mowing/maintaining the grass, there are no operation costs for the acquisition phase of this project.**

What will be the source of funds for the operation and maintenance costs?

**Mowing of the grass will fall under the Department of Public Works Park Maintenance crew.**

## SPONSOR INFORMATION

### Project Sponsor:

Name of Local Government or Nonprofit	Borough of Monmouth Beach
Street Address	18 Willow Avenue
City, State, Zip	Monmouth Beach, New Jersey 07750
Webpage Address	<a href="http://www.monmouthbeach.org">www.monmouthbeach.org</a>
Tax ID Number	

### Chief Executive Officer:

Name	David Stickle	Telephone	732-229-2204
Title	Mayor	Email	<a href="mailto:dstickle@monmouthbeach.org">dstickle@monmouthbeach.org</a>

**Current Community Profile:**

(County applications should provide information based on the anticipated service area of the project.)

Population	3,280	Year	2020
Area (square miles)	2.07	Population/Square Mile	1,584

**Contact for Application Questions:**

Name	Anthony Villane
Title	Business Administrator
Street Address	18 Willow Avenue
City, State, Zip	Monmouth Beach, NJ 07750
Telephone	732-229-2204
Cell Phone	
Email Address	<a href="mailto:avillane@monmouthbeach.org">avillane@monmouthbeach.org</a>

**Contact for Project Management if Project is Funded** (if different than Application Contact):

Name	Julie Nastasi
Title	Engineer
Street Address	18 Willow Avenue
City, State, Zip	Monmouth Beach, NJ 07750
Telephone	732-229-2204
Cell Phone	917-209-1-45
Email Address	<a href="mailto:jnastasi@tandmassociates.com">jnastasi@tandmassociates.com</a>

**SIGNATURES (2)**

I, Anthony Villane (name of official authorized by the governing body resolution), hereby certify that the information provided within this Green Acres Program Application Form is complete and true.

February 1, 2024  
Date

\_\_\_\_\_  
Signature of official authorized to submit application\*

\* **Must be individual authorized by attached [Enabling Resolution](#) or application will be ineligible**

I, Matthew Palmer (name of Chief Financial Officer), have reviewed the likely funding award for this project (see [Figure 3: Funding Round Caps](#)) and hereby certify that the financial information in the attached Governing Body Enabling Resolution, including #2 and #3, is accurate.

February 1, 2024  
Date

\_\_\_\_\_  
Signature of Chief Financial Officer

## Application Checklist – Land Acquisition Projects

Application materials must be submitted electronically in pdf form through the Green Acres website by **5:00pm on February 7, 2024**. Instructions for submitting your application can be found at [www.NJGreenAcres.org](http://www.NJGreenAcres.org).

**NOTE:** This checklist should be returned with the completed application. If the starred item (\*) is not applicable, please indicate 'N/A' next to that item. All other required items must be submitted. Specific instructions for each submission follow the checklist.

<b>REQUIRED ITEMS – All applicants</b>	
X	<a href="#">Application Form</a>
X	<a href="#">Governing Body Resolution</a>
X	<a href="#">Anticipated Project Schedule</a>
X	Tax Record for Each Tax Lot to be Acquired
X	Official Tax Map with Project Location Highlighted
X	Aerial of Project Location with Streets Identified
X	Project Reference Map with Checklist
X	Photographs of the Project Site
X	<a href="#">Project Narrative Outline</a>
<b>ADDITIONAL REQUIRED ITEMS – Local Government Applicants</b>	
X	<a href="#">Public Hearing Checklist</a>
X	Proof of Publication for Public Hearing Website Notice and Newspaper Advertisement
X	Public Hearing Minutes
X	Recreation and Open Space Inventory (ROSI) Form
	* <b>County Project:</b> Notification to Municipality(ies)
	* <b>Site Specific Incentive projects:</b> <a href="#">Site Specific Incentive Certification</a>
<b>ADDITIONAL REQUIRED ITEMS – Nonprofit Applicants</b>	
	<a href="#">Nonprofit Eligibility Certification</a> with Attachments:
	- <a href="#">IRS Website</a> Printout
	- <a href="#">NJ Division of Consumer Affairs CRIA Website</a> Printout
	- List of Current Board Members
	- Minutes from Most Recent Board Meeting
	Proof of Publication of Newspaper Notice
<b>OPTIONAL ITEMS – All Applicants</b>	
X	* Existing Property Survey (if available)
X	* Letters of Support

## Anticipated Project Schedule – Land Acquisition

The project period will be **two years** from the date of the executed project agreement. In estimating a project schedule, please assume a hypothetical July 1, 2024, agreement date. If approved, this project schedule will be adjusted to the actual agreement date. Regular reporting will be required to ensure continuous progress.

	<u>Approximate Date</u>
1. Obtain and submit Preliminary Assessment Report <i>(Resolution of any Areas of Concern should occur concurrent with subsequent acquisition steps.)</i>	Complete
2. Obtain parcel-specific appraisal instructions from Green Acres	Pending
3. Hire appraisers <i>(This may include meeting on-site with Green Acres and appraisers unless GA waives meeting.)</i>	March 2024
4. Submit appraisals to Green Acres for review <i>(Allow 60 days for certification of market value.)</i>	April 2024
5. Sign purchase contract with owner	May 2024
6. Obtain and submit survey	May 2024
7. Obtain and submit title insurance commitment	May 2024
8. Close on property	June 2024
9. Submit for final payment	July 2024

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Project Reference Map Checklist

The Project Reference Map is the basis for Green Acres ranking and evaluation and is used by the appraiser(s) in the determination of the parcel's market value. The minimum size of this map should be 11" x 17" and include the information listed below. Clarity of presentation of data will dictate the actual paper size.

The project reference map should be generated digitally using AutoCAD or Geographic Information System (GIS) technology. Applicants using GIS technology may acquire the georeference required by the Green Acres Program from the DEP's GIS GeoWeb. Provide all available data and documents pertinent to the site (i.e., existing surveys, local government master plan, etc.) in order to facilitate this mapping process.

This checklist should be returned with the completed application. If any items are not applicable, please indicate with "N/A" next to that item. The following are required elements of the project reference map:

1. \_\_\_\_ Project name and location
2. \_\_\_\_ Block and lot numbers and municipality(ies) in which the acquisition is located
3. \_\_\_\_ Current owner(s) of record (*also indicate adjacent lots under the same ownership*)
4. \_\_\_\_ Area given in acreage or square feet
5. \_\_\_\_ Dimensions of each lot marked on each perimeter boundary
6. \_\_\_\_ Improvements shown in approximate location on parcel
7. \_\_\_\_ Acquisition area - if only a portion of the parcel is proposed for acquisition, both the proposed portion and the remaining areas and sizes should be noted
8. \_\_\_\_ North arrow and scale of map. The map scale should be proportional to the size of the site to allow an appraiser to prepare an accurate appraisal
9. \_\_\_\_ If located in the Highlands, indicate whether site is in the Planning Area or Preservation Area
10. \_\_\_\_ Indicate if purchase will be fee or easement. If easement, and less than full public access is proposed, show public access area. (Extent of public access will affect value and eligibility for Green Acres funding. Please discuss with Green Acres.)
11. \_\_\_\_ Location and area of all known existing easements, road rights-of-way, encroachments, dune and beach areas, and similar features, with the source of such information shown
12. \_\_\_\_ Location and area of all streams, rivers, waterbodies, and associated buffers. Any waterbody classified as Category One pursuant to N.J.A.C. 7:9B, and the associated special water resource protection area established pursuant to N.J.A.C. 7:8, must be shown and labeled. (Instructions for Finding Stream Classifications and Category One Waters Using NJ Geo-Web, available from the [DEP Bureau of GIS](#).)
13. \_\_\_\_ Location and area of tidelands, available from the [Bureau of GIS](#), as determined from New Jersey Tidelands claims maps, conveyance overlays, and atlas sheets
14. \_\_\_\_ Location and area of floodplain, as shown on the New Jersey State Flood Hazard Area maps prepared under the Flood Hazard Area Control Act, N.J.S.A. 58:16A50 et seq. and available from the [DEP Office of Engineering and Construction, Bureau of Dam Safety and Flood Control](#) or as determined from other State or Federal mapping or from a site delineation
15. \_\_\_\_ Location and area of coastal wetlands, as shown on maps prepared by the Department under the Wetlands Act of 1970, N.J.S.A. 13:9A1 et seq. and the [Bureau of GIS](#).
16. \_\_\_\_ Location and area of freshwater wetlands, available from the [Bureau of GIS](#) or as determined from:
  - A wetlands delineation, if one exists, verified by the DEP's Division of Land Resource Protection;
  - Freshwater wetlands maps prepared by the Department under the Freshwater Wetlands Protection Act, N.J.S.A. 13:9B1 et seq., if they exist; or
  - If the documents listed under (1) and (2) above do not exist, U.S. Fish and Wildlife Service National Wetlands Inventory (NWI) maps, in conjunction with County Soil Surveys published by the U.S. Department of Agriculture

## Public Hearing Checklist

### PUBLIC NOTICE REQUIREMENTS

1. \_\_\_\_ Public hearing notice published on applicant's website at least 15 days prior to hearing (e.g., if the hearing is on January 30<sup>th</sup>, the notice must be posted on the website on or before January 15<sup>th</sup>).  
Date of posting \_\_\_\_\_ Date of hearing \_\_\_\_\_
2. \_\_\_\_ Public hearing notice published in the official newspaper of the municipality in which the proposed project is located, preferably at least 15 days prior, but at a minimum 48 hours before the hearing.  
Date of publication \_\_\_\_\_ Date of hearing \_\_\_\_\_
3. \_\_\_\_ For county projects, public hearing notice also published in a newspaper of general interest and circulation, preferably at least 15 days prior, but at a minimum 48 hours before the hearing.  
Date of publication \_\_\_\_\_ Date of hearing \_\_\_\_\_
4. \_\_\_\_ The hearing notice published in the newspaper(s) as a display ad (encouraged) or a public notice.
5. \_\_\_\_ The hearing notice specifically mentioned the Green Acres application.
6. \_\_\_\_ The hearing notice on the website included a link to information about the application – the full application package or, at a minimum, the concept plan, cost estimate, and Environmental Impact Assessment.
7. \_\_\_\_ The hearing notice published in the newspaper(s) also included the link address for accessing the application information and instructions for how to access a hard copy of the application package.
8. \_\_\_\_ If public meeting was held remotely, meeting access information was included in the public notice.

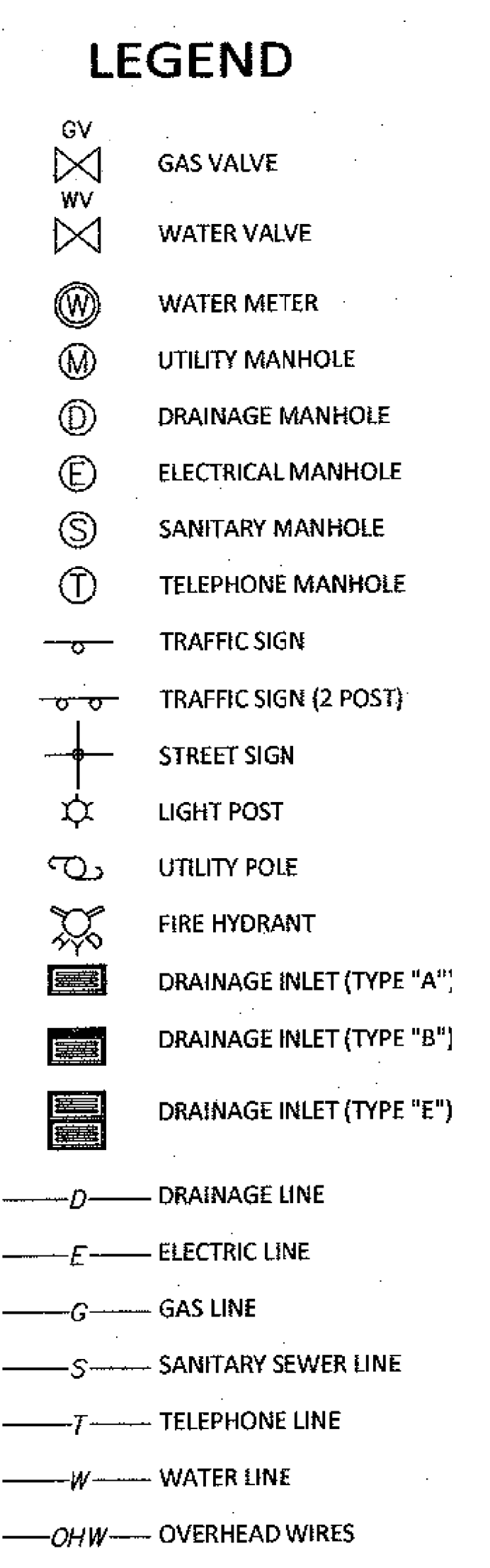
### PUBLIC HEARING REQUIREMENTS

1. \_\_\_\_ The public hearing was held in the evening, 6:00pm or later. (Meeting may start earlier as long as the Green Acres hearing is held at or after 6:00pm and the different times are noted in the public notice.)
2. \_\_\_\_ The public hearing was attended by a quorum of the elected governing body of the local government.
3. \_\_\_\_ Each public comment at the hearing was addressed.
4. \_\_\_\_ If the governing body voted on the [Enabling Resolution](#) at the same public meeting, the vote on the resolution took place *after* the public hearing was held.

**MEETING MINUTES REQUIREMENTS**

1. \_\_\_\_ Public hearing minutes are being submitted with this application. (Draft minutes can be submitted prior to final approval by the governing body. Transcripts are also acceptable.)
2. \_\_\_\_ Minutes are in written form (no video or audio submissions).
3. \_\_\_\_ Complete meeting minutes are being submitted (not just a portion).
4. \_\_\_\_ The minutes include every public comment and the response for each.





**Property-Block 45 Lots 90.01 and 95**  
**Flood Zone AE-8**  
**Scale 1" = 20'**  
**January 2024**



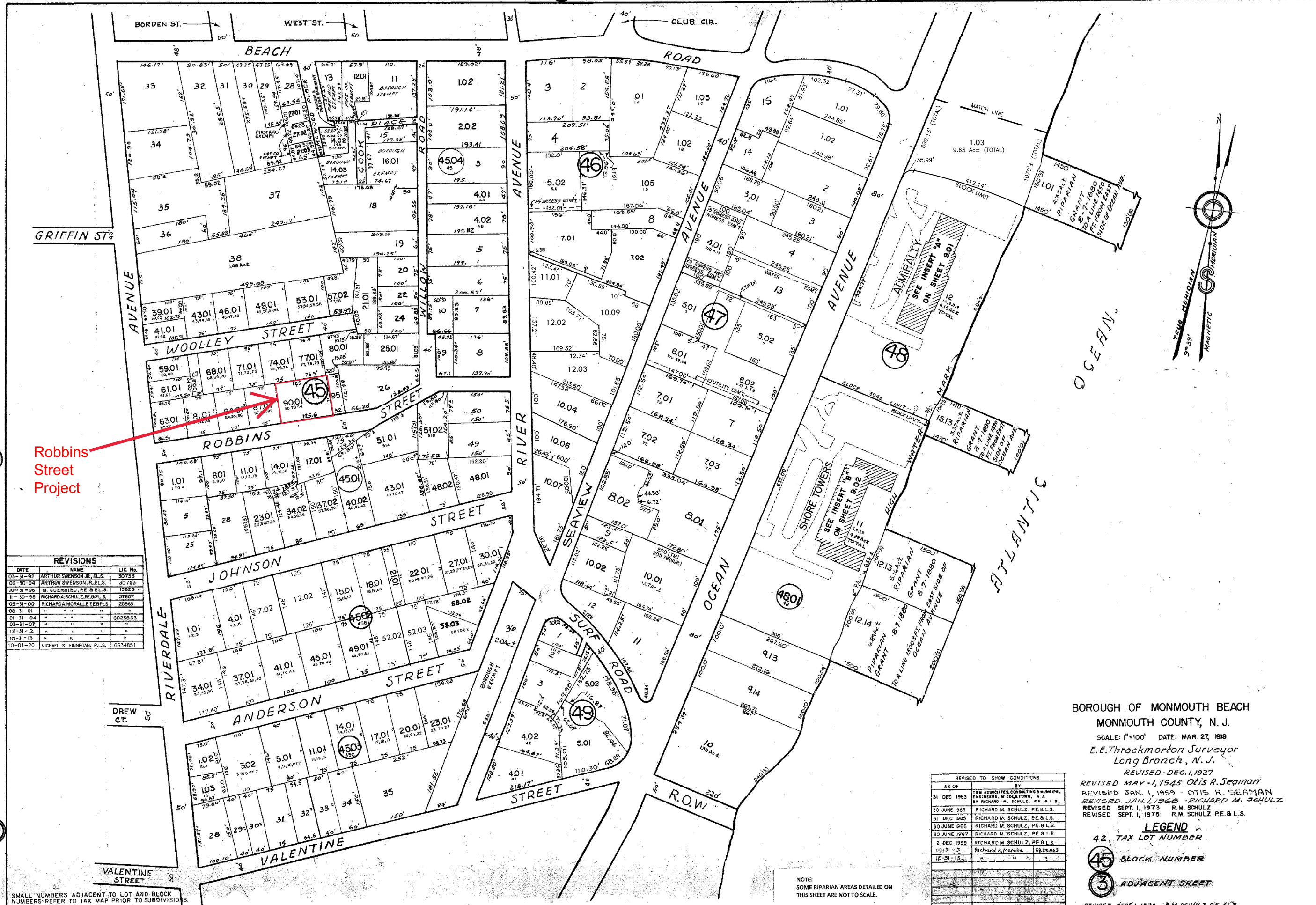


**Borough of Monmouth Beach**  
**Green Acres Land Acquisition Grant Application**  
**Robbins Street Project**  
**Aerial Map**



SCALE 1" = 50'  
JANUARY 2024





Robbins Street Project

REVISIONS		
DATE	NAME	LIC. No.
03-31-82	ARTHUR SWENSON JR., P.L.S.	30753
06-30-84	ARTHUR SWENSON JR., P.L.S.	30753
10-31-86	M. GUERREIRO, P.E. & P.L.S.	15828
11-30-88	RICHARD A. SCHULZ, P.E. & P.L.S.	37607
05-31-90	RICHARD A. SCHULZ, P.E. & P.L.S.	25963
08-31-01	"	"
01-31-04	"	6825863
03-31-07	"	"
12-31-12	"	"
10-31-13	"	"
10-01-20	MICHAEL S. FINNEGAN, P.L.S.	GS34851

BOROUGH OF MONMOUTH BEACH  
MONMOUTH COUNTY, N. J.

SCALE: 1"=100' DATE: MAR. 27, 1988

E.E. Throckmorton Surveyor  
Long Branch, N. J.

REVISED DEC. 1, 1927  
REVISED MAY 1, 1945 Otis R. Seaman  
REVISED JAN. 1, 1959 - OTIS R. SEAMAN  
REVISED JAN. 1, 1968 - RICHARD M. SCHULZ  
REVISED SEPT. 1, 1973 - R.M. SCHULZ  
REVISED SEPT. 1, 1975 - R.M. SCHULZ P.E. & P.L.S.

LEGEND

42. TAX LOT NUMBER

45. BLOCK NUMBER

3. ADJACENT SHEET

REVISED TO SHOW CONDITIONS	
AS OF	BY
31 DEC 1983	T&M ASSOCIATES, CONSULTING & MUNICIPAL ENGINEERS, MIDDLETOWN, N. J.
30 JUNE 1985	RICHARD M. SCHULZ, P.E. & P.L.S.
31 DEC 1985	RICHARD M. SCHULZ, P.E. & P.L.S.
30 JUNE 1986	RICHARD M. SCHULZ, P.E. & P.L.S.
30 JUNE 1987	RICHARD M. SCHULZ, P.E. & P.L.S.
2 DEC 1988	RICHARD M. SCHULZ, P.E. & P.L.S.
10-31-13	Richard A. Morette, GS25863
12-31-13	"

NOTE:  
SOME RIPARIAN AREAS DETAILED ON  
THIS SHEET ARE NOT TO SCALE.

REVISED SEPT. 1, 1978 R.M. SCHULZ P.E. & P.L.S.