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CMCOS # \_\_\_\_\_



**OPEN SPACES**  
CAPE MAY COUNTY

**OPEN SPACES PRIORITY PROJECT - FULL APPLICATION**

**\*\* Please note that this application form is for projects that have undergone the Open Spaces pre-application process and have been invited to submit a full application by the Open Spaces Board\*\***

Name of Project: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_/email: \_\_\_\_\_

**Project Information:**

Name of Project: \_\_\_\_\_

Is this a "Phased Project"? \_\_\_ No \_\_\_ Yes: Phase \_\_\_ of \_\_\_

*\*Phased projects (projects that are built in segments over time towards reaching an overall planned objective) are acceptable for this funding category. The maximum grant award is "per phase". Each phase of the total project must have independent utility.*

Total Project Cost:

\_\_\_\_\_ Capital Cost  
\_\_\_\_\_ Engineering & Design  
\_\_\_\_\_ Other  
\_\_\_\_\_ TOTAL

Grant Request:

\_\_\_\_\_ Capital Cost ( up to 90% of eligible capital costs)  
\_\_\_\_\_ Engineering & Design (up to 50% of E&D costs)  
\_\_\_\_\_ Other  
\_\_\_\_\_ TOTAL (\$2.5 million maximum)

Indicate the source and amount of matching funds to be provided in support of the project.

\_\_\_\_\_

If matching funds are from a source other than the applicant, provide a letter of grant award or commitment.

Brief Project Description: *(Provide additional details in the Project Narrative)*

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**User Fees**

Any user fees charged for facilities funded by the Cape May County Open Spaces Program must be modest, customary, reasonable, and dedicated to the maintenance of the funded property. The Open Spaces Program must deem these fees necessary and approve the fee schedule prior to the award of funds. The municipality is required to submit updated fee schedules and budget line items to the Open Space Program on an annual basis.

Are user fees currently in place for this facility? \_\_\_\_\_

If yes, provide a copy of the rates.

Do you plan to charge user fees once the project is complete? \_\_\_\_\_ Provide a copy of the projected rates and explanation of how fees will be used to support the facility.

**Permissions and Signatures**

Do you give the County Open Spaces Board and/or its consultants permission to physically inspect the property? \_\_\_\_\_

Signatures: Signatures on the lines below indicate that the property owners and project developers (if different) are aware and in support of the application for Open Spaces Program Priority.

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Project Developer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Project Developer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Project Narrative:

Please type responses to the issues presented below and attach to this application.

### 1. Project and Land Features:

- A. Describe the existing condition of the property, including the condition of any improvements. Describe current use of the property, including formal programming. Provide a detailed description of the proposed project and explain how this will expand, diversify, and/or enhance use of the site. Explain how the proposed project meets the eligibility criteria of the respective Program Priority category.
- B. Describe the land use and development patterns in the immediate surrounding area. Describe how the proposed improvements complement the area.
- C. Provide information on the aesthetic, environmental, and historic/cultural features of the site. List and/or map any unique features. Describe how and why the site is suitable for the proposed improvements and how they would complement existing resources on the site.
- D. Describe design factors that minimize negative impact of the development on the site. Indicate if any green technologies, including water or energy conservation measures, are being undertaken as part of the development project.
- E. Describe the level of accessibility of the site to projected users. Is the site close to population centers? Accessible to public transportation? Accessible by walking or bicycling? Would the development of the site create public access where none currently exists? Include information on ADA accessibility and accommodations to ensure full enjoyment by all potential users.

### 2. Community Needs and Planning:

- A. Demonstrate the level of community support for this project. Include letters or other documentation from municipal, county, community organizations, or other interested parties.\* *If the applicant is a municipality, a resolution authorizing submission of the application and demonstrating public support for the project is required.*
- B. Provide a general indication of the municipality's existing recreation and conservation facilities. Indicate how the proposed project will satisfy local and regional recreation facility deficits. If the project will provide linkages among existing facilities, please identify them.

- C. Describe how the development of this property would complement local and regional planning initiatives, including your municipality’s master plan, Centers-based plan, open space / recreation plans, and other related planning documents or initiatives.

**3. Leveraging of Investment / Long Term Viability:**

- A. Provide a business plan or other similar strategic planning document to assess the long-term viability of the project.
- B. Provide information on the applicant’s success with past projects of a similar nature, including how maintenance has been performed and has ensured the long-term viability of improvements.

**Required Attachments:**

**1. Resolution of the Governing Body**

Submit a Resolution of the Governing Body that authorizes the submission of this application to the Open Spaces Board. Resolution must contain the following information:

- Project Name and Brief Description
- Indication of total project cost and total amount of grant request (see item #5 below)
- Identification of public meetings where the project was discussed and a description of the outcome of the discussion (include meeting minutes as a separate attachment)
- Recognition of the Maintenance Schedule and Maintenance Budget (see item #7 below) and commitment of the governing body to support the activities and costs associated therewith

**2. Project Area Map and Photos:**

Provide a project map that shows project limits, street names, and relevant community features (i.e. recreation facilities, schools, libraries, and other sites that would potentially contribute to the use of the proposed facility). Include photos of the current condition of the site.

**3. Final Site Plan:**

Provide a site plan and renderings that give detailed information on the proposed project, including the following:

- Project Location / Boundaries

- Location of existing and proposed amenities, and accompanying table identifying amenity type/number. Please refer to Open Spaces website for an example/template.
- A complete signage package must be included that identifies the location, type, and language for all signs to be included on the site, including the site dedication plaque. All signage must be consistent with the Cape May County Creative Placemaking Plan in style, design, materials, color, font, etc. Refer to the Plan available on the Open Spaces website for guidance. Renderings must be included as part of this application.

**4. Project Permitting or other Approvals:**

Provide a list any permits or approvals required, and their status. Please note that pre-application conferences with permitting agencies are required for any projects requiring environmental permits *prior to* the submission of this full application to the Open Spaces Program. If the project is listed on the Green Acres Recreation and Open Space Inventory, the Green Acres Program must also be consulted and must consent to the project concept (in writing) prior to the submission of this application. Provide copies of any correspondence or documentation related to these issues as part of your application package.

**5. Cost Estimate:**

Include a detailed Engineer's cost estimate for the proposed project. Estimate must be current (within 6 months) and must include line item costs for all elements of the proposed project broken down by proposed funding source. Separate line items must be included for all capital, Engineering & Design costs, permitting, and other identified costs. A line for contingencies must also be included to provide flexibility should unforeseen costs arise during project implementation. Please refer to Open Spaces website for an example/template.

**6. Project Schedule:**

Provide a proposed project timeline beginning at grant award and ending with grant close-out. Include elements such as final design, permitting, RFP/Bid process, construction, and project completion, as well as any other important and/or relevant project milestones. If construction will be phased based on seasonal use of the site, describe the sequencing process and when project elements will be open for public use.

**7. Maintenance Schedule and Maintenance Budget:**

Include a detailed maintenance schedule for the site and the amenities identified in the application. Include a projected useful life for each of the project components. Indicate if any of the amenities have warranties which require specific maintenance activities. Indicate the anticipated life cycle of each of the project elements. Quantify the expense to the applicant of these ongoing long-term maintenance activities and provide written documentation of acceptance of the responsibility and costs for the same. Please note that the terms of this commitment will be further detailed within the Shared Services

agreement between the County of Cape May and the applicant, should the project be selected for funding.

**8. Proof of Maintenance Activities for Projects Previously Funded by the Open Spaces Program:**

For each of your projects that have received Open Spaces funding in the past, provide documentation that a thorough maintenance program (consistent with the maintenance schedule submitted with the application, if applicable) has been undertaken. Provide proof of maintenance activities that include service logs, work orders, vendor inspections, photos, contracts, or documentation of expenditures for maintenance activities. Include any inspection reports or supplementary information.

**9. Documentation of Matching Funds**

Indicate the amount and source of matching funds to be provided by the applicant. If grant funds from a third party are intended to be a match, indicate the status of that grant application and include an award or commitment letter, if applicable.

**SUBMIT 2 PRINTED COPIES OF THE APPLICATION PACKAGE  
AND 1 DIGITAL COPY TO:**

**Cape May County Planning Department  
4 Moore Road – DN 309  
Cape May Court House, N.J. 08210**

**Attention: Scott Mullen, Principal Planning Aide  
Scott.mullen@co.cape-may.nj.us**