



**MONMOUTH  
COUNTY  
PLANNING  
BOARD**

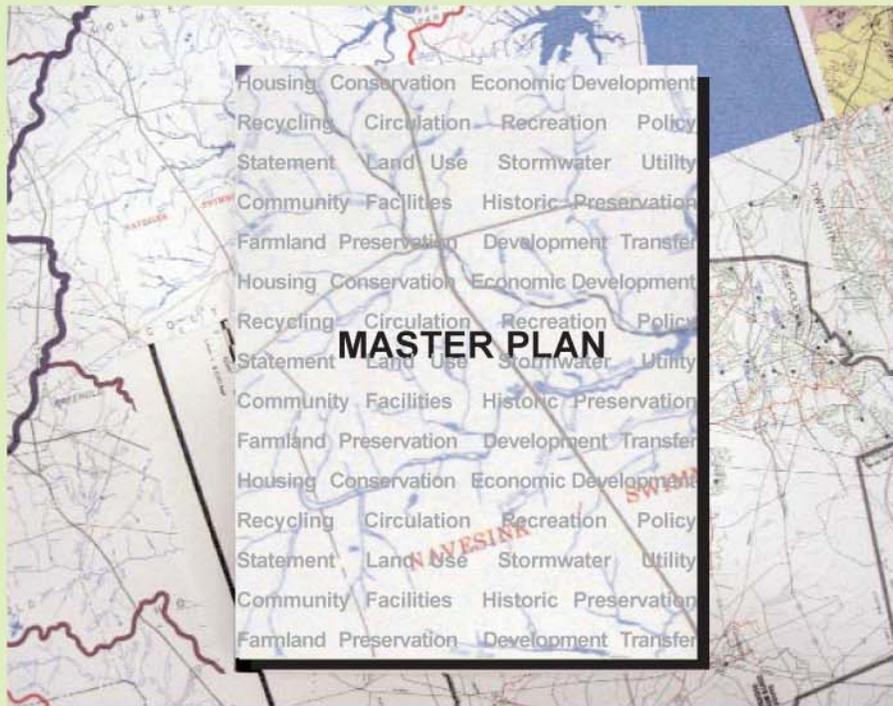
**Technical  
Assistance  
Outreach  
Brochure for  
Municipal  
Planning**



**Volume**

**II**

# **MASTER PLAN & OFFICIAL MAP PROCEDURES**



**JULY 2008**

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*\*Duplicated on Quick Reference Guide*

**USER DISCLAIMER:** *This municipal planning outreach brochure does not replace or summarize all components of the New Jersey Municipal Land Use Law, Local Redevelopment and Housing Law, the Open Public Meetings Act or any other laws mentioned in this brochure. Please consult a land use and/or redevelopment attorney familiar with the issues described in this guide for further guidance, as the topics and steps cited herein change as new laws are enacted or amended and court decisions may modify the ways these plans, maps and laws are used.*

## **I. Introduction**

This is the second volume in a series of technical assistance outreach brochures for municipal planning prepared by the Monmouth County Planning Board. The back of this brochure references other volume titles in this series. Volume II is a "how-to" guide on preparing the Master Plan and Official Map and is divided into thirteen sections. This brochure includes legally required and basic optional procedural recommendations on how to develop a Master Plan and Official Map. However, this brochure does not include extensive information on the implementation processes. Brochure Volume II is intended for municipal Planning Boards, Zoning Boards of Adjustment, municipal clerks, attorneys, planners and land use board secretaries in the development and or daily use of a Master Plan and Official Map.

Early Questions Municipalities Should Ask Themselves:

- 1) What is a Master Plan and Official Map?
- 2) What are the procedural steps for preparation and adoption?
- 3) Who should be involved in the process?

## II. Essentials to Know

### MASTER PLAN

<b>MASTER PLAN DEFINITION:</b>	A report or statement and land use and development proposals with maps, diagrams and text that presents a statement of objectives and land use plan and where appropriate optional plan elements (N.J.S.A. 40:55D-28).												
<b>AUTHORIZES PREPARATION:</b>	Planning Board.												
<b>PREPARES REPORT:</b>	Planning Board (or staff planner or hired planning consultant on behalf of the Planning Board).												
<b>TYPICAL PREPARATION TIME:</b>	6 to 18 months (depending on the size of a community and complexity of issues).												
<b>ADOPTION, AMENDMENT &amp; REVISION POWERS:</b>	Planning Board.												
<b>MORATORIUMS:</b>	Municipalities not legally permitted to have a moratorium on development in order to prepare a Master Plan first (N.J.S.A. 40:55D-90).												
<b>REQUIRED PLAN ELEMENTS:</b>	<ol style="list-style-type: none"> <li>1. Statement of objectives, principles, assumptions, policies and standards upon which the physical, economic and social development of the municipality is based.</li> <li>2. Policy statement in relation to: A) master plan of adjoining municipalities; B) county master plan; C) New Jersey State Development and Redevelopment Plan.</li> <li>3. Land Use Plan Element.</li> <li>4. Storm Water Management Plan (N.J.A.C. 7:8-4).</li> <li>5. Recycling Element.</li> </ol>												
<b>CONDITIONALLY REQUIRED PLAN ELEMENTS:</b>	Housing Plan Element (required only if seeking to adopt a Zoning Ordinance and/or to obtain substantive certification from the New Jersey Council on Affordable Housing for affordable housing and fair share plan (COAH) (N.J.S.A. 40:55D-28).												
<b>OPTIONAL PLAN ELEMENTS:</b>	<table border="0"> <tr> <td>Economic.</td> <td>Community Facilities.</td> <td>Conservation.</td> </tr> <tr> <td>Circulation.</td> <td>Historic Preservation.</td> <td>Utility.</td> </tr> <tr> <td>Recreation.</td> <td>Farmland Preservation.</td> <td></td> </tr> <tr> <td>Development Transfer.</td> <td>Appendices or Separate Reports.</td> <td></td> </tr> </table>	Economic.	Community Facilities.	Conservation.	Circulation.	Historic Preservation.	Utility.	Recreation.	Farmland Preservation.		Development Transfer.	Appendices or Separate Reports.	
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<b>OFTEN INCLUDED SECTIONS:</b>	<table border="0"> <tr> <td>Executive Summary.</td> <td>Implementation Action Plan / Matrix.</td> </tr> <tr> <td>Demographic Profile.</td> <td>Credits.</td> </tr> </table>	Executive Summary.	Implementation Action Plan / Matrix.	Demographic Profile.	Credits.								
Executive Summary.	Implementation Action Plan / Matrix.												
Demographic Profile.	Credits.												
<b>CONSEQUENCES TO NON-ADOPTION:</b>	A lack of long-term comprehensive planning strategies and policies for a municipality can result if Master Plan is not adopted. Inconsistencies can occur between the Master Plan, land use regulations and public policies in a community.												

### OFFICIAL MAP

<b>OFFICIAL MAP DEFINITION:</b>	A map that is deemed conclusive with respect to the location and width of streets and public drainage ways and the location and extent of flood control basins and public areas whether or not such streets, ways, basins or areas are improved or unimproved or are in actual physical existence (N.J.S.A. 40:55D-32).
<b>AUTHORIZES PREPARATION:</b>	Governing Body.
<b>PREPARATION, ADOPTION, AMENDMENT &amp; REVISION POWERS:</b>	Governing Body prepares and adopts, but must also refer map or any amendment of Official Map to Planning Board for its Master Plan report (N.J.S.A. 40:55D-27a).

### III. Need for Master Plans & Official Maps

**"Today there is no question but that the Master Plan is the cornerstone supporting the zoning of a municipality and its importance cannot be over estimated."**

*(New Jersey Zoning and Land Use Administration. Section 40-2)*

#### **Master Plans Importance:**

- Helps identify problems or issues related to development in a municipality.
- Tracks changes in assumptions and policies in a municipality and its relation to state and county policies and objectives.
- Helps provide guidance to municipal boards in land use decision-making processes.
- Offers direction on the future of a community concerning various plan elements such as housing, circulation, open space and economic development.

The Master Plan update process allows municipalities to make minor revisions or amendments as warranted by any new policies, laws or needs that arise. A Comprehensive Master Plan process, however, results in a complete, strategic overhaul of the Master Plan. A Master Plan Reexamination Report may precede either a comprehensive or Master Plan update.

#### **Official Map Benefits:**

- Ability to preserve and reserve streets, ways, right of ways, basins and areas in a municipality for future use.
- Important tool to require adherence to developing major streets and existing or proposed public facilities.
- Discourages deviations except when reasonably justified.
- Helps promote general welfare, health and safety of the public by requiring developers to plan subdivisions in accordance with Official Map and imposing supportive requirements.
- Building permits issued for a lot must abut a street shown on an Official Map, a plan approved by the Planning Board or on plat filed prior to passage of ordinance requiring approval of plats by the Governing Body (N.J.S.A. 40:55D-35).
- Greater opportunities for cooperation between municipality and the private sector by providing information to prospective developers and the community on located areas for future preservation or development in a municipality.

#### **Relationship of Master Plan to Official Map:**

- Official Map must show any appropriate requirements of Master Plan.
- Official Map is often known as the "companion" document to the Master Plan.
- Official Map can be inconsistent with the Master Plan if the Governing Body states its reason why during the minutes of the meeting for adoption.

#### **Typical Challenges to Developing a Master Plan & Official Map:**

- Creating consensus among various stakeholders.
- Existing planning documents and regulations are outdated.
- Not meeting or fulfilling all legal requirements.
- Inability to be specific in Master Plan, particularly regarding uses compatible with a zone.
- Procedural missteps on content, noticing requirements and/or adoption processes.
- Not foreseeing areas to preserve or reserve for placement on the Official Map.
- Deciphering differences between Official Maps, Zoning Maps and land use maps.

## IV. Simplifying Official Maps

*An Official Map is often confused for a Zoning Map. However, the two maps are very distinct with respect to their purpose and use.*

### Official Map ≠ Zoning Map

	OFFICIAL MAP	ZONING MAP
Purpose	Companion to Master Plan.	Companion to Zoning Ordinance.
	<b>Shows location and widths of reserved</b> streets, drainage ways, right of ways, flood control basins, and other public areas in a municipality whether built or not.	<b>Shows location of allowed uses within a municipality</b> , such as residential, commercial, agricultural and industrial zones.
Use	Upon receiving an application for development, municipality may <b>reserve for future public use</b> streets, ways, basins and public areas.	<b>Groups types of land uses into specific zoned districts</b> in a community, such as an apartment in a residential district, bakery in a commercial district or horse stable in an agricultural district.

"The municipality may adopt a portion of the Official Map which is inconsistent with the Official Master Plan, but only if the Governing Body records the reasons for doing so in the minutes of the meeting", according to the American Planning Association, Growing Smart: Statutory Summary for the State of New Jersey of May 1996. For the purpose of preserving the integrity of the Official Map...**no permit shall be issued for any building or structure in the bed of any street or public drainage way, flood control basin or public area reserved...unless one or more parcels cannot yield a reasonable return to the owner unless a building permit is granted....and it will cause as little as practicable increase in the cost of opening the street or cause a minimum change in the Official Map. (N.J.S.A. 40:55D-34).**

**If a building permit is issued for a lot, the lot must abut a street which is (N.J.S.A. 40:55D-34):**

- Shown on the Official Map; or
- Shown on a plan approved by the Planning Board; or
- Shown on a plat filed prior to the passage of an ordinance requiring approval of plats by the Governing Body.

**Before permit is finally issued, the following must be done (N.J.S.A. 40:55D-35):**

- Street must be certified suitably improved to the Governing Body or suitable improvement is secured by a performance security; and
- Access conforms to State Highway Access Management Code in the case of a county or state road; and
- Access conforms to any municipal access management code in the case of a municipal street or highway.

## V. Stakeholder Involvement-Master Plan

*Getting various stakeholders involved is a crucial step to developing a practical Master Plan.*

### **Establish a diverse Master Plan Steering Committee that includes:**

1. Steering committees can be developed by the Planning Board, Planning Department, Mayor, Administrator, or other designated entity by the municipality.
2. Steering committee provides input and helps the Planning Board create the Master Plan. The committee makeup typically includes:
  - Planner
  - Select members of municipal elected or appointed bodies (i.e. Governing Body, Planning and Zoning Boards, historical commission, environmental commission, elected officials, etc.).
  - Chosen members of municipal departments (i.e. planning, public works, finance, economic development, emergency management, parks/recreation, health, zoning officer, construction and subcode officials, etc.).
  - Citizen representatives such as community leaders, organization representatives, business owners, residents and people with a strong interest in community planning that serves as a conduit between those preparing the report and the community.
  - Planning Board attorney
3. Steering committees, planners and Planning Board help keep the public involved.



### **Critical members within steering committee:**

1. Mayor
2. Planner
3. Governing Body selected members
4. Planning Board selected members
5. Zoning Board of Adjustment selected members
6. Commission members (historic, environmental, open space, etc.) if applicable
7. Planning department staff
8. Zoning Officer / Building Code Official
9. Municipal Engineer
10. Members of the public including community leaders, organization representatives, business owners, residents and those individuals interested in community planning
11. Planning Board attorney



### **Steps for public involvement:**

- Submit comments to the municipality online, through workshop meetings, hearings, etc.
- Attend small group workshops, charrettes, project meetings and hearings
- Serve as a citizen representative coordinator on Master Plan steering committee
- Help publicize hearings on the draft and final reports

## VI. Typical Deliverable

### A) MASTER PLAN:

*Master Plan must have required elements but municipalities can add optional elements also.*

#### Sample Table of Contents: Master Plan

- I. Credits
- II. Executive Summary
- III. Introduction
- IV. Demographic Profile
- V. Statement of Objectives, Principles, Assumptions, Policies and Standards \*
- VI. Land Use Plan Element \*
- VII. Recycling Plan Element \*
- VIII. Storm Water Management Plan Element \*\*\*
- IX. Housing Plan Element \*\*
- X. Economic Plan Element
- XI. Circulation Plan Element
- XII. Utility Plan Element
- XIII. Community Facilities Plan Element
- XIV. Recreation Plan Element
- XV. Historic Preservation Plan Element
- XVI. Conservation Plan Element
- XVII. Farmland Preservation Plan Element
- XVIII. Development Transfer Plan Element
- XIX. Policy statement in relation to adjoining municipalities Master Plan, county Master Plan, and New Jersey State Development and Redevelopment Plan \*
- XX. Appendices or separate reports
- XXI. Implementation Plan / Schedule
- XXII. Conclusion

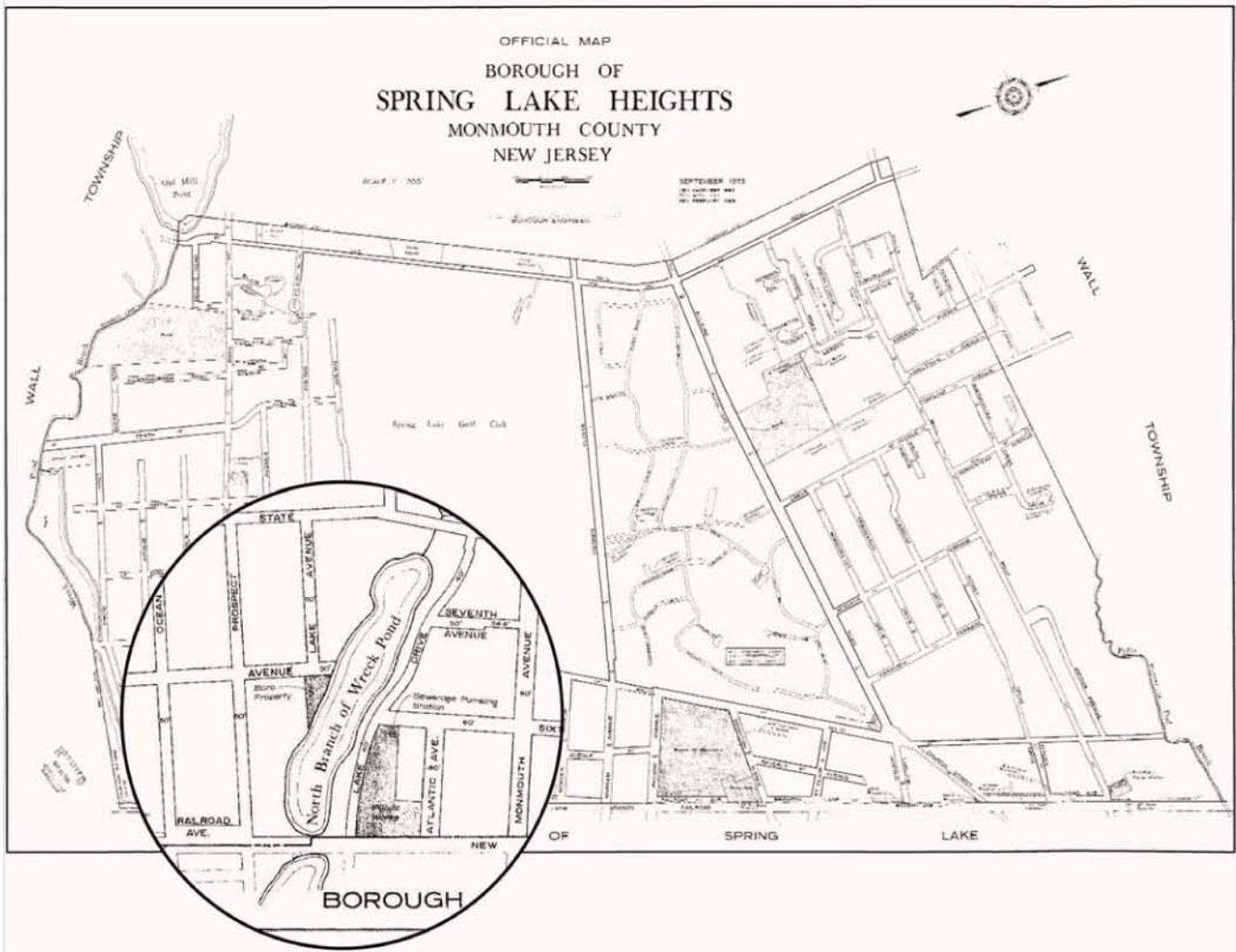
\* Required elements pursuant to N.J.S.A. 40:55D-28 (Municipal Land Use Law on Master Plan)

\*\* Required element pursuant to N.J.S.A. 40:55D-28 if seeking to adopt a Zoning Ordinance and/or to obtain substantive certification from the NJ Council on Affordable Housing (COAH) (Municipal Land Use Law on Master Plan)

\*\*\* Required pursuant to N.J.A.C. 7: 8 (Municipal Stormwater Plan)

## B) OFFICIAL MAP:

*Official Map shows the locations that are reserved for improved and unimproved areas of a municipality for future public use, streets, drainage ways and flood control basins.*



Source: *Spring Lake Heights, NJ*

Important to note, Official Maps are rarely prepared by municipalities today, as other elements of the Master Plan have historically replaced an Official Map in many communities. For example, street widths are frequently shown today on the circulation map of Master Plans or a separate municipal streets map, and proposed and/or existing community or public facilities are often found on community facilities maps in a Master Plan. In addition, flood control basins, wetlands, etc. are often indicated on natural resource inventory maps contained in Master Plans today. In order for a municipality to receive the protections of the M.L.U.L. in N.J.S.A. 40: 55D-32, it is important nonetheless for a municipal Governing Body to adopt an Official Map by ordinance.

## VII. Master Plan Elements Detailed

*Master Plans have legally required elements but often contain desired optional elements as shown below which can be tailored to each community's needs.*

### Master Plan

Elements	Required	Conditionally-Required	Optional
1) Executive Summary			X *****
2) Statement of Objectives, Principles, Assumptions, Policies, Standards	X *		
3) Demographic Profile			X *****
4) Land Use Plan (*)	X *		
5) Housing Plan (*)		X **	
6) Economic Plan (*)			X *****
7) Circulation Plan (*)			X *****
8) Storm Water Management Plan (*)	X ***		
9) Community Facilities Plan (*)			X *****
10) Recreation Plan (*)			X *****
11) Historic Preservation Plan (*)			X *****
12) Conservation Plan (*)			X *****
13) Farmland Preservation Plan (*)			X *****
14) Utility Plan (*)			X *****
15) Recycling Plan (*)	X *		
16) Development Transfer Plan (*)			X *****
17) Policy Statement on Relationship to Other Plans	X *		
18) Implementation Schedule / Action Plan Matrix			X *****
19) Appendices or Separate reports (*)			X *****

#### Courtesy: MCPB May 2008

(\*) Map may be included.

\* Required elements pursuant to N.J.S.A. 40:55D-28 (Municipal Land Use Law on Master Plan)

\*\* Required element pursuant to N.J.S.A. 40:55D-28 if seeking to adopt a Zoning Ordinance and/or to obtain substantive certification from the NJ Council on Affordable Housing (COAH) (Municipal Land Use Law on Master Plan)

\*\*\* Required element pursuant to N.J.A.C. 7:8-3 (Regional Stormwater Management Plan); N.J.A.C. 7:8-4 (Municipal Stormwater Plan); Statewide Requirements N.J.A.C. 7:8-5 (Statewide Requirements)

\*\*\*\*\* Optional elements pursuant to N.J.S.A. 40:55D-28 (Municipal Land Use Law on Master Plan)

\*\*\*\*\* Optional customarily prepared element

## VII. Master Plan Elements Detailed (Continued)

### **Executive Summary**

Definition: Brief summary of key portions of Master Plan at the beginning or end of the report.

### **Statement of Objectives, Principles, Assumptions, Policies & Standards**

Definition: Statement in which the proposals for the physical, economic and social development of the municipality are based. Vision for Master Plan is often included in this section. A base map of the municipality may be included in this element.

### **Demographic Profile**

Definition: Brief profile on key demographic indicators of a community. Standard sources used often include state labor department information, community surveys and data from the U.S. Census Bureau. Projections on growth can be included in this section as well as charts, tables and diagrams showing user-friendly demographic and other statistics.

### **Land Use Plan Element**

Definition: Includes the existing and proposed location, extent and intensity of development of land to be used in the future for varying types of land uses, location of any airports or boundaries of airport safety zones and includes a statement of population density and development intensity recommended for municipality. Map may be included in this element.

### **Housing Plan Element**

Definition: Includes residential standards of population, density and development intensity recommended for the municipality (N.J.S.A. 40:55D-28). It may include an affordable housing fair share plan within the element. This element typically includes an inventory and discussion of housing supply, demand, development permits issued or underway, municipal housing policies, and growth projections. A map may be included in this element.

### **Economic Plan Element**

Definition: Includes a comparison of employment types expected to be provided by economic development to be promoted with the characteristics of the labor pool resident in the municipality and nearby areas and analysis of the stability and diversity of the economic development to be promoted (N.J.S.A. 40:55D-28). Map may be included.

### *TYPICALLY INCLUDES:*

Summary of Plan goals, implementation strategy/parties, acknowledgements, process to develop Plan, timelines, etc.

### *TYPICALLY INCLUDES:*

Describes community goals, specific tasks to achieve goals; purpose of plan; current and future assumptions of major issues; municipal policies and standards of comparison or reference point of evaluation from prior Master Plan

### *TYPICAL DEMOGRAPHICS*

#### *INDICATORS:*

Total Population / Population by Subjects, Age Race / Ethnicity / Native Origin, Household Type / Income / Poverty, Educational Attainment / Labor Force & Sectors, Travel Modes / Commuting Times

### *TYPICALLY INCLUDES:*

Existing land use plan map  
Future land use plan map



*Manalapan Township, Source: MCPB*



*Freehold Raceway Mall, Source: MCPB*

## VII. Master Plan Elements Detailed (Continued)

### Circulation Plan Element

Definition: Shows the location and types of facilities for all modes of transportation taking into account air, water, road and rail required for the efficient movement of people and goods and taking into account the Federal Highway Administration highway classification system (N.J.S.A. 40:55D-28). Map may be included in this element.



*Freehold Township, Source: MCPB*

### Stormwater Management Plan Element

Definition: Serves to address stormwater-related water quality, groundwater recharge and water quality impacts of major development and the recharge impacts of existing land uses. Must be adopted as part of Master Plan and Official Map. (See N.J.A.C. 7:8-4.2 for required elements of a Municipal Stormwater Management Plan). Additional guidance is available at [www.nj.gov/dep/watershedmgt/stormwater.htm](http://www.nj.gov/dep/watershedmgt/stormwater.htm) The adopted Municipal Stormwater Management Plan and adopted Stormwater control ordinance must be submitted to the county review agency for approval and filing. All Storm Water Management Plans must include a description of plan consistency with adopted Regional Stormwater Management Plans or if not adopted, with Regional Stormwater Management Plan Committee, Residential Site Improvements Standards, local Soil Conservation District, and coordination with other Stormwater Management Plans and TMDLs.



*Basin, Source: MCPB*

### Community Facilities Plan Element

Definition: Shows existing and proposed locations and types of educational or cultural facilities, historic sites, churches, libraries, hospitals, firehouses, police stations and other related facilities including their relation to surrounding areas in a community (N.J.S.A. 40:55D-28). A map may be included in this element indicating the location of community facilities.



*Freehold Township Town Hall, Source: MCPB*

### Recreation Plan Element

Definition: Shows comprehensive system for recreational areas and public sites in municipality (N.J.S.A. 40:55D-28). Discusses the various types of recreational uses and facilities present in a community. Recreational problems, opportunities, needs and issues are also discussed in this segment. A map may be included in this element showing recreational areas or facility locations.

#### *TYPICALLY INCLUDES:*

- Parks / Golf Courses
- Bike & Pedestrian Trails
- Tot Lots / Playgrounds
- Recreational Facilities / Services Programs
- Existing & Future Recreational Needs
- Special Population Projections

## VII. Master Plan Elements Detailed (Continued)

### Historic Preservation Plan Element

Definition: Indicates the location and significance of historic sites and historic districts; identify standards used to assess worthiness for historic site or district identification; and analyzes the impact of each part and element of Master Plan on the preservation of historic sites and districts (N.J.S.A.40:55D-28). A map may be included in this element showing historic sites or districts.



*Walnford Farm, Upper Freehold Township  
Source: MCPB*

### Conservation Plan Element

Definition: Provides for preservation, conservation and utilization of natural resources, including, to the extent appropriate, energy, open space, water supply, forests, soil, marshes, wetlands, harbors, rivers and other waters, fisheries, endangered or threatened species wildlife and other resources and which systematically analyzes the impact of each other component and element of the master plan on the present and future preservation, conservation and utilization of those resources. (N.J.S.A. 40:55D-28) A map may be included in this element showing locations of conserved areas.



### Farmland Preservation Plan Element

Definition: Includes an inventory of farm properties and a map illustrating significant areas of agricultural land; statement demonstrating that municipal ordinances support and promote agriculture as a business; and plan for preserving as much farmland as possible in the short term by leveraging monies available (N.J.S.A. 40:55D-28) A map may be included showing existing and/or proposed preserved farms or farming districts.



*Farm in Upper Freehold Township,  
Source: Hank Gola*

### Utility Plan Element

Definition: Examines need and shows the future general location of water supply and distribution facilities, drainage, flood control facilities, sewerage and waste treatment, solid waste disposal and provisions for other related utilities including any stormwater management plan. A map may be included in this element indicating the locations and types of utilities found in a community.



*Waste Treatment Plant, Source: MCPB*

## VII. Master Plan Elements Detailed (Continued)

### Recycling Plan Element

Definition: Incorporates New Jersey State Recycling Plan goals including requirements for the collection, disposition and recycling of recyclable materials designated in the municipal ordinance and for collection, disposition, and recycling of recyclable materials within any development proposal for construction of 50 or more units of single-family residential housing or 25 or more units of multi-family residential housing and any commercial or industrial development proposal for the utilization of 1,000 sq. feet or more land. This element takes into account any changes in federal, state, county and municipal laws, policies and objectives concerning recycling.

### Development Transfer Plan Element

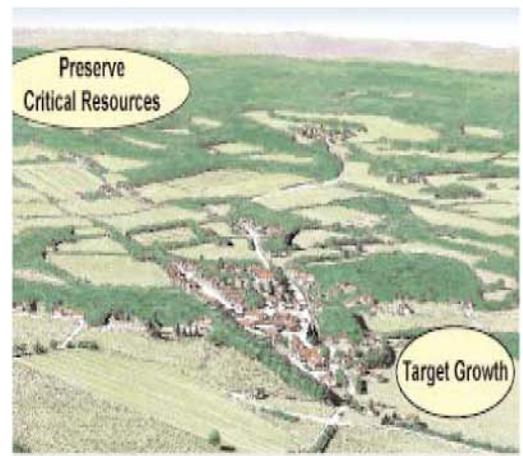
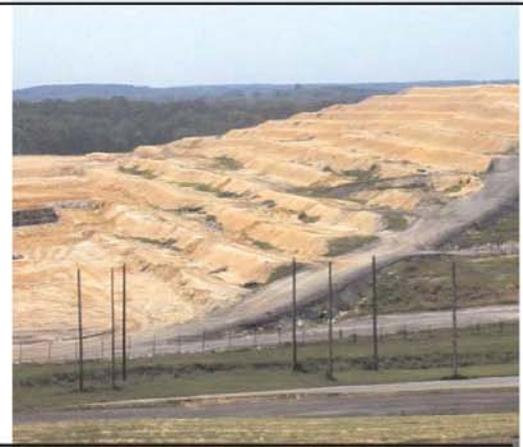
Definition: Includes an estimate of anticipated population and economic growth in the municipality for the succeeding 10 years; identifies and describes all prospective sending and [transfer] receiving zones; analyzes how the anticipated population growth will be accommodated within the municipality and in particular receiving zones; estimates existing and proposed infrastructure of the proposed receiving zones; outlines procedure and method for issuing tools to convey development potential from sending zone to receiving zone; states planning objectives and design standards to govern the review of applications for development in the receiving zone in order to facilitate their review by the approving authority. (N.J.S.A. 40:55D-141) A map may be included in this element showing receiving and sending zones in a municipality.

### Policy Statement on Relationship to Other Plans

Definition: Indicates the relationship of the proposed development in the municipality as developed in the Master Plan of contiguous municipalities, county Master Plan and the State Development and Redevelopment Plan. (N.J.S.A. 40:55D-28) Purpose is to encourage consistency between municipal planning and regional and state planning efforts and policies. This element identifies any distinct differences or similarities between the municipal Master Plan and county and state Master Plans.

### Appendices or Separate Reports

Definition: Appendices or separate reports that contain the technical foundation for the Master Plan and its many elements. (N.J.S.A. 40:55D-28) Supplemental maps may be included in this section of the report.



TDR Program, Source: NJ Office of Smart Growth

### TYPICAL SOURCES:

Master Plans  
Maps  
Policy Documents

### TYPICALLY INCLUDES:

Action Plan, Implementation Matrix Plan context, Visioning, Data inventory lists Supplemental maps (can also be inserted into plan elements), Meeting Minutes Trends Analysis Reports, Surveys, Timelines Citizen Participation Plan

## VIII. Notice Requirements

*Accurate notice for hearings is required to be served to the public, adjoining municipalities and the county Planning Board to adopt a Master Plan and Official Map. Notice must include date, time, place of hearing and nature of matters to be considered.*



### **Public: \***

- Notice served at least 10 days prior to hearing published in a newspaper of general circulation in the municipality for Master Plan and for property located within 200 feet of an adjoining municipality for an Official Map hearing.
- Master Plan and Official Map and/or attached documents shall be on file and available for public inspection at least 10 days before date of hearing during normal business hours in the office of the Administrative Officer.

### **Clerk of Adjoining Municipalities: \***

- Notice served at least 10 days prior to hearing by certified mail or personal service for property located within 200 feet of adjoining municipality.

### **County Planning Board: \***

- Notice served at least 10 days prior to public hearing by certified mail or personal service.
- Include draft copy of Master Plan and/or Official Map and/or any revision or amendment before the hearing of adoption.
- Notice by certified mail or personal service served no later than 30 days after adoption, revision or amendment. Must include copy of adopted Master Plan and/or Official Map.



*\* See Stormwater Management Rules under NJDEP for noticing requirements related to Municipal Stormwater Management Plans and Stormwater Ordinances.*



Official Map does NOT take effect until copy filed with the county recording office! (N.J.S.A. 40:55 D-16)

## IX. Adoption Steps

### A) Master Plan

*The adoption steps for a Master Plan must be correct in order to be implemented.*

- Planner on behalf of Planning Board prepares draft Master Plan or Planning Board prepares report itself.
- Planning Board notices and holds a public hearing on draft report.
- Planner presents draft Master Plan to Planning Board or Planning Board presents the report to the public (i.e. provides a copy of the plan or executive summary handout and explains the details of the plan).
- Planning Board hears testimony and any public comments made on the report at hearing.
- Planner or Planning Board compiles comments and prepares final draft report with revisions made.
- Planning Board notices and holds a public hearing.
- Planner presents a final draft to the Planning Board for adoption.
- Planning Board adopts final draft of Master Plan (i.e. quorum required and majority favor vote is needed for adoption).
- Planning Board memorializes decision by resolution at a public meeting no more than 45 days after the hearing.
- Master Plan is made available to the general public after adoption.
- Notice of adoption sent by certified mail or personal service no later than 30 days after adoption hearing to County Planning Board. Must include copy of adopted Master Plan and/or Official Map.

### B) Official Map

*Adopting an Official Map is an important step to preserve and plan for existing and future developed areas.*

- Governing Body or its designated agent prepares an Official Map.
- Notice placed and public hearing held on draft Official Map.
- Governing Body presents the Official Map to the public (i.e. provides draft Official Map).
- Testimony and any public comments made on the map heard at the hearing.
- Comments compiled by planner or Governing Body and final Official Map prepared with any required revisions made.
- Governing Body notices and holds a public hearing.
- Planner or Governing Body presents final draft map for adoption.
- Governing Body adopts final Official Map.
- Governing Body memorializes decision by resolution at a public meeting no more than 45 days after the hearing.
- Official Map is made available to the general public after adoption.
- Notice of adoption sent by certified mail or personal service no later than 30 days after adoption hearing to County recording officer. Must include copy of adopted Master Plan and/or Official Map.

# X. Procedural Steps Checklist

## A) MASTER PLAN

*Use the following checklist to help you get started and complete a municipal Master Plan (use most recently adopted or proposed documents):*

### STEP 1: Authorize Report

- Municipality confirms last completion date of Master Plan Reexamination Report.
- Planning Board updates or creates a new Master Plan report.

### STEP 2: Designate Preparer

- The Planning Board chooses, by resolution, a planner to develop a Master Plan on their behalf.

### STEP 3: Collect Data

- A planner or the Planning Board itself collects and reviews multiple municipal data sources such as those noted in Step 4 below.
- A planner interviews and/or surveys typical stakeholder parties involved to obtain input and guidance on developing the Master Plan.

### STEP 4: Review Data (Typical Sources)

- Most recent Master Plan Reexamination Report.
- Previous municipal Master Plan(s).
- Official Map.
- Municipal Tax Maps.
- Zoning Map and any changes, if applicable.
- Zoning Ordinance and amendments, if any.
- Redevelopment plans.
- Redevelopment area investigation reports.
- Annual reports of Zoning Board of Adjustment.
- Any applicable planning studies (economic, housing, etc.).
- State agency rules and policies such as COAH, OSG, DEP, DOT, or other state agencies.

### STEP 5: Identify

- Proposed and recently adopted land use regulation and Official Map changes.
- Changes recommended to Master Plan by a completed Master Plan Reexamination Report or public comments.
- Requirements of any adopted redevelopment plans if applicable.

### STEP 6: Write Report

- Appointed planner by the Planning Board or the Planning Board drafts Master Plan containing all required, conditionally required and any optional elements desired by the municipality.

### STEP 7: Draw Maps

- Prepare and include any supplemental maps for any desired elements provided for in the Master Plan.

### STEP 8: Present & Adopt

- Planner presents a draft Master Plan to Planning Board at a noticed public hearing.
- Planner makes any necessary changes to draft report based on comments made by Planning Board and the public, if applicable.
- Planner presents final Master Plan report (including Storm Water Management Plan element) to Planning Board at a noticed public hearing for adoption.
- Planning Board hears all testimony and makes a decision to adopt or not adopt the report. If adopted, the Planning Board adopts report by resolution by a majority vote.
- Planning Board memorializes resolution adopting the Master Plan (no later than 30 days later after adoption).
- Notice is provided subsequent to Master Plan adoption by publication in general or official newspaper.
- Notice provided to county Planning Board with a copy of adopted Master Plan.

# X. Procedural Steps Checklist

## B) OFFICIAL MAP

*Use the following checklist to help set standard in developing an Official Map:*

### **STEP 1: Authorize Official Map**

- Governing Body authorizes preparing a new or amended Official Map.

### **STEP 2: Designate Preparer**

- Governing Body can choose a staff planner or hire a planning consultant to develop an Official Map on their behalf or prepare the Official Map itself. (Typically obtains assistance of municipal engineers or surveyor.)

### **STEP 3: Collect Data**

- A planner or the Governing Body collects and reviews multiple data sources such as those noted in Step 4 below to prepare Official Map.

### **STEP 4: Review Data (Typical Sources)**

- Previous Master Plan.
- Previous Official Maps.
- Municipal tax maps.
- Tax parcel data.
- Zoning Map, and any changes if applicable. (most recent recommended)
- Zoning Ordinance and amendments, if any. (most recent recommended)
- Redevelopment plans.
- Annual reports of the Zoning Board of Adjustment.
- Approved or pending land use development application cases before municipality.
- Any applicable planning studies.
- Policy documents or stakeholder interviews.

### **STEP 5: Identify**

- Proposed and recently adopted land use regulation and amendments.
- Requirements of any adopted redevelopment area boundaries, if applicable.

### **STEP 6: Draw Maps**

- A surveyor or engineer helps assist to prepare the Official Map.

### **STEP 7: Present & Adopt**

- Governing Body refers Official Map and ordinance or any amendment to it to the Planning Board for its Master Plan Report.
- Planning Board reviews and relays any comments to the Governing Body.
- Governing Body may consider any Planning Board comments in adoption and approval of an Official Map at a noticed public hearing.
- Governing Body hears all testimony and makes a decision to adopt or not adopt the map. If adopted, the Planning Board adopts the Official Map by resolution by a majority vote.
- Governing Body memorializes resolution adopting the Official Map (no later than 30 days later).
- Notice is provided subsequent to Official Map adoption by general or official newspaper publication.
- Notice by certified mail or personal service is provided to county recording officer with a copy of the adopted Official Map.

# XI. Highlights Recapped



- ☑ **Planning Board prepares a Master Plan itself or has a staff planner or planning consultant prepare the report on its behalf.**
- ☑ **Master Plans can either be amended as needs require or comprehensively updated** through a systematic review approach by a municipality. Prior to undertaking a comprehensive Master Plan update, it is recommended to complete a Master Plan Reexamination Report.
- ☑ **Master Plans contain five required elements:** 1) statement of objectives, principles, assumptions, policies & standards; 2) policy statement of relationship to other plans; 3) land use plan; 4) recycling plan and 5) stormwater management plan.
- ☑ Establish a diverse steering committee to help guide creating a Master Plan. Keep the public and stakeholders involved and informed throughout the process while developing a Master Plan.
- ☑ Review and relate municipal Master Plan goals to county, regional and state planning goals for improved long range planning consistency.
- ☑ **Master Plan is adopted by Planning Board and Official Map is adopted by the Governing Body.**
- ☑ **Official Map is NOT a Zoning Map.** An Official Map shows the locations and widths of reserved streets, drainage ways, flood control basins and areas in a municipality. It includes reserved right of ways. A Zoning Map shows the location of districts based on land use that are referenced in a municipal zoning ordinance.
- ☑ Official Maps can be inconsistent with the Master Plan as long as an affirmative vote of adoption is done by the full authorized Governing Body and their reasons are noted in the meeting minutes.
- ☑ Governing Body may consider any Planning Board comments in the adoption and approval of an Official Map.

## XII. Additional Resources

### ONLINE:

New Jersey Chapter of American Planning Association. [www.njapa.org](http://www.njapa.org)  
New Jersey Planning Officials. [www.njpo.org](http://www.njpo.org)  
New Jersey DEP Stormwater Regulations. [www.nj.gov/dep/stormwater/](http://www.nj.gov/dep/stormwater/)  
New Jersey Solid & Hazardous Waste N.J.A.C. 7:26 Rules (Recycling).  
[www.nj.gov/dep/dshw/resource/rules.htm](http://www.nj.gov/dep/dshw/resource/rules.htm)



### BOOKS:

Cox, William, and Donald M. Ross.  
*New Jersey Zoning and Land Use Administration*. Newark, NJ:  
Gann Law Books, 2007. 40-44: Re-examination of the Plan.  
(Published Annually - New Jersey Planning Officials).

Meck, Stuart and Jacquelyn Zelinka.  
*Planning and Zoning Board Members*.  
Rutgers, The State University of New Jersey, June 2007.

Zorn, Jennifer.  
*The Complete Guide to Planning in New Jersey*. Newark, NJ:  
NJ Chapter of the American Planning Association, 2nd edition, 2005.

### LAWS:

New Jersey Municipal Land Use Law (MLUL).  
40:55D-28. Article 3. Master Plan  
40:55D-32-36. Article 5. Official Map

Stormwater Management Rules.  
Regional Stormwater Management Plan. N.J.A.C. 7:8-3  
Municipal Stormwater Plan. N.J.A.C. 7:8-4  
Statewide Requirements. N.J.A.C. 7:8-5

Recycling Permitting Requirements. N.J.A.C. 7:26A

Municipal Recycling Requirements. N.J.S.A. 13:1E-99.16

Open Public Meetings Act. N.J.S.A. 10:4-6 to 10:4-21



## XIII. Related Planning Terms Glossary

**Acronyms:** OSG (NJ Office of Smart Growth); DEP (NJ Department of Environmental Protection);  
DOT (NJ Department of Transportation); COAH (NJ Council of Affordable Housing)

**Plats:** A map or maps of a subdivision or site plan. (N.J.S.A. 40:55D-6)

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## Volume

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