

**Mercer County Open Space Assistance
Applicant Check List**

- ❑ **Application:** Complete the application as provided on the County web page. Application must be approved by the County Open Space Preservation Board. The Board meets every other month on the first Tuesday of the month.
- ❑ **Certified Fair Market Value:** The Green Acres CFMV or appraised value should be included in the application or soon here after so the grant amount can be approved.
- ❑ **Open Space Board approved letter:** The Open Space Preservation Board approval is a recommendation to the County Administration and is contingent upon approval of the Mercer County Board of Chosen Freeholders.
- ❑ **Grant Agreement Letter** This letter will contain the Grant Agreement for execution by the applicant.
- ❑ **Grant Agreement:** The applicant must execute and return the agreement to County for Freeholder Board consideration. Please be advised that the Board of Chosen Freeholder’s meetings are every two to four weeks depending on the schedule and the process for having an item on the agenda can take several weeks. Therefore please allow 4-8 weeks for your project to be considered for approval by the Freeholders.
- ❑ **Use Statement** Schedule “A” of the Grant Agreement
- ❑ **Survey and Written Metes and Bounds Description:** A final survey must be sent to the County before a check can be requested
- ❑ **Freeholder Resolution and final approval:** After the grant is approved by the Freeholder Board, and executed by the County an approval a letter from the county will be sent informing the applicant and will include the executed agreement and the resolution. Allow up to 2 weeks after approval for the County to execute the agreement.
- ❑ **Purchase Order signed and returned with Invoice to county:** The County will send the applicant a PO a few weeks after the approval letter.
- ❑ **Check request:** Please be advised that a 30 day notice is required to receive a check. See conditions as described on the final approval letter
- ❑ **Closing Date:** there must be a scheduled closing date to receive a check
- ❑ **Check received:**
- ❑ **Closing complete:**
- ❑ **Recorded Deed and Agreement sent to County:** Must contain the following language: “The lands being conveyed herein are being purchased with grant funds provided by the County of Mercer, State of New Jersey. A Project Agreement governing the terms of the grant is being recorded simultaneously herewith in the Mercer County Clerk’s Office/will be recorded by the County with the Mercer County Clerk at a later date. The Grantee herein agrees to accept these lands with Green Acres restrictions, including restrictions against disposal or diversion to a use for other than recreation and conservation purposes.”
- ❑ **Deed of Conservation Restriction recorded and copy sent to the County**