



# SOMERSET COUNTY TRAILS GRANT PROGRAM CHECKLIST



The Somerset County Trails Grant Program was established by the Somerset County Board of County Commissioners and adopted on April 22, 2025, to support its municipalities through its Open Space, Farmland, and Historic Preservation Trust Fund in creating a network of trails on publicly preserved land that will benefit the communities and enhance the quality of life of county residents. The following checklist outlines the information to be included in the submission of a funding request to be reviewed by the Somerset County Open Space Advisory Committee.

1. \_\_\_\_\_ **Project Narrative** (A brief 1 to 2-page maximum written description of the project and its benefits as outlined in the Guidelines and summarized below.)
  - a. \_\_\_\_\_ Provide Project timeline.
  - b. \_\_\_\_\_ Indicate matching funds to be provided which could be in the form of municipal capital/open space funds, local, State or federal grants or other improvements or costs associated with the proposed project.
  - c. \_\_\_\_\_ Indicate any consistency with local or County open space/recreation plans including the Somerset County Walk Bike Hike Plan, if applicable, and/or interconnections with other local or County open space/recreation initiatives.
  - d. \_\_\_\_\_ Indicate if Project will incorporate economic development and tourism, and/or green infrastructure.
  - e. \_\_\_\_\_ Indicate if Project meets a recreational need not already met by a nearby regional recreational facility.
2. \_\_\_\_\_ **Concept/Design Plans** (Plans should be prepared by a licensed Engineer/Architect and contain the necessary details to convey the scope of the project.)
3. \_\_\_\_\_ **Project Cost Estimate** (Engineer's cost estimate, bid tabulation or similar is acceptable. All costs for which the agency is seeking funding should be included such as design fees, permitting fees and construction costs.)
4. \_\_\_\_\_ **Governing Body Resolution** (Memorialized resolution authorizing the submission of a funding request to the County.)
5. \_\_\_\_\_ **Land Restriction** (Provide proof that the land on which the proposed project is located is/will be encumbered by NJDEP Green Acres Regulations or otherwise restricted for recreation and conservation purposes.)
6. \_\_\_\_\_ **Permitting Fee Structure** (If fees are charged for the proposed facility a fee structure shall be submitted indicating resident and non-resident fees.)

Submissions should be made digitally in pdf format with a size no larger than 10 mb. Additionally, a hard copy may be submitted.

All submissions and inquiries should be made to Larisa Paxton, Principal Planner, Preservation at [lpaxton@somersetcountynj.gov](mailto:lpaxton@somersetcountynj.gov) or (908) 231-7509.