

Appendix A

VACANT LAND ADJUSTMENT

**CHERRY HILL TOWNSHIP ROUND 1 VACANT LAND ANALYSIS
1993**

OWNER	PARCELID	KEY	ACRES	DEVELOPABLE ACRES	FAIR SHARE CALC.	COMMENTS
Tocco (Short Hills Farm)	521 / 2,3,3A	156	136	0.00	115	Built
Brunetti	263 / 1	3	30	0.65	60	Built
Buff Property	433 / 17	41	40	12.30	25	
Sergi	436 / 6 437 / 6B,7,9A,12,12BA 438/1	40, 52	220		172	Built
Tavistock Ext.	430 / 6,6A,7,7A,7B,7C,8,9,9A	42		14.75		Green Acres Parcel removed from list.
Legnola	108 / 2,3,3A,4,5,6,7 111 / 15,16,17	1	7.9	6.00	10	Reduced to 2 by Court Order
Jewish Federation	523 / 1,1AB	58	23		100	Built
ST. Mary's	523 / 1,1AB	N/S	114	55.00	110	
Holly Ravine	528 / 9	55	28	13.00	26	
Cherry Hill Industrial Properties	68 / 1K 943 / 3,4 94 / 1,1A 95 / 1	4	8.9	7.00	14	
Bridge Hollow	515 / 4,5	64	43	12.00	24	
Miscellaneous Parcels					50	
TOTAL					706	

CHERRY HILL TOWNSHIP ROUND 2 VACANT LAND ANALYSIS
4/28/2009

PARCELID	ACRES	FLOOD-PLAIN	WET-LANDS	CONS. AREA	UPLAND	ZONE	VACANT PARCEL	ROSI LIST	ALPHA. KEY	PARK NAME	PROPERTY LOCATION	OWNER	GOVERNMENT PROPERTY	VACANT LAND	CURERNT STATUS	ENVIRON-MENTAL CONSTRAINTS	DEVELOP. AREA	ASSIGNED DENSITY	RDP CALC.	REASONING
103.01_7_	0.6508	0.00	0.00	0.00	0.65	B4	Y				601 Rt 38	Cherry Hill Township	Y							This small site is located on the Route 38 - Longwood Ave jughandle and is not suitable for any development.
111.01_21_	1.6283	0.00	0.00	0.00	1.63	R3	Y				651 Main St	Hampton Development Llc	N	1.63						Developed, open space for W B Saunders site
16.01_1_	1.6560	0.00	0.68	0.68	0.98	B4	Y				Yale Ave	Gelmarc Distributors, Inc	N	0.98		Y	0.98	20	3.91	
174.01_1_	1.0811	0.00	0.00	0.00	1.08	IN	Y				Fulton Street	Board Of Education	Y							SCHOOL PROPERTY
177.01_8_	2.4291	0.00	0.00	0.00	2.43	B2	Y				462 THIRD AVE	W & C Associates Llc	N	2.43			2.43	8	3.89	Amended site plan approved for office.
181.01_10_	1.2972	0.00	0.00	0.00	1.30	B2	N				Third Ave	Tam-D0R Assoc Llc	N	1.30						DEVELOPED - Daycare care center constructed
210.01_1_	2.8690	0.00	0.91	0.91	1.95	IN	Y	Y	13	Barlow Playground	Petitt Ave	Twp Of Cherry Hill	Y			Y				PARK
258.01_11_	4.4126	3.24	2.35	3.36	1.05	IN	Y	Y	G	Media Road-Colwick 258.01 10, 261.02 1	Media Rd	Twp Of Cherry Hill	Y			Y				PARK
261.03_2_	18.7130	14.32	10.64	14.71	4.00	IN	Y	Y	DI	Colwick Conservation	Church Rd	Twp Of Cherry Hill	Y			Y				PARK
263.01_1.02_	11.3587	0.24	1.18	1.37	9.99	IN					Lenape Rd									PARK
263.01_1_	25.7542	0.00	2.47	2.47	23.28	R10	Y				Lenape Rd	Burrough'S Mill Apts Llc	Y		308 apartments Burroughs Mill Apartments 36 Low/mod rentals	Y				DEVELOPED AS INCLUSIONARY DEVELOPMENT
263.01_4_	13.7501	3.78	0.92	3.80	9.95	IN	Y	Y	FB	Brunetti Tract	Overbrook & Lenape	Twp Of Cherry Hill	Y			Y				PARK
278.01_2_	4.7407	0.03	3.63	3.63	1.11	IN	Y				Church Rd	Board Of Education	Y			Y				PARK
282.01_33_	5.1872	0.00	0.00	0.00	5.19	R3	Y	Y	FH	Church Road	2321 Church Rd	Twp Of Cherry Hill	Y	0.00			0.00		7.00	Per Master when released from vacant land restraints
283.01_1_	1.2543	1.23	0.87	1.24	0.01	IN	Y	Y	DK	Colwick Conservation	Coles Ave	Twp Of Cherry Hill	Y			Y				PARK
284.01_16_	1.9901	0.18	0.08	0.18	1.81	B2	Y				34 Coles Ave	Steve & Ted'S Excellent Adventure I	N	1.81		Y	1.81		0.00	The parcel is too narrow at 91 feet to develop for an inclusionary development.
285.02_3_	6.7433	0.00	0.00	0.00	6.74	B3	N				Haddonfield Rd	Cherry Hill Ctr C/O Preit Svcs	N	6.74	Part of Cherry Hill Mall					DEVELOPED
285.02_4_	1.9049	0.00	0.00	0.00	1.90	B3	N				Cherry Hill Mall	Cherry Hill Ctr C/O Preit Svcs	N	1.90	Part of Cherry Hill Mall					DEVELOPED
285.02_9_	8.1643	0.00	0.00	0.00	8.16	B3	N				Church Rd & Hdld R	Cherry Hill Ctr C/O Preit Svcs	N	8.16	Part of Cherry Hill Mall					DEVELOPED
285.05_11_	1.6107	0.00	0.90	0.90	0.71	R2	Y	Y	DL	Embassy Drive Open Space	Embassy Dr	Twp Of Cherry Hill	Y			Y				PARK
285.23_5_	4.6502	0.00	0.00	0.00	4.65	R2					REGENCY COURT	CLASSIC CUSTOM BUILDERS	N	4.65	Under construction 5 rental	N	4.65		7.00	Project approved & partially constructed
285.25_1.02_	1.8685	0.00	0.00	0.00	1.87	B3	Y				2129 Rt 38	Twp Of Cherry Hill	Y	0.00						OPEN SPACE-BASIN-LOEWS
285.25_4.04_	2.3791	0.00	1.51	1.51	0.87	IRB	Y				Rt 38- Dot	Dept Of Trans	Y			Y				NJ ROUTE 38 JUGHANDLE
285.25_4_	16.1983	0.00	3.93	3.93	12.27	IN	Y	Y	23	Chapel Avenue Park	1900 Chapel Ave W	Twp Of Cherry Hill	Y			Y				PARK
285.25_8_	21.3017	0.00	16.80	16.80	4.50	IRB	Y				Rt 38-Rear	Hillview Ch, Llc C/O Kimco	N	4.50	Open space & basin for Hillview Shopping Center	Y				Open space & basin for Hillview Shopping Center
286.19_27_	1.1981	0.00	0.37	0.37	0.83	IN	Y	Y	24	Brainerd Playground (Ivy - Roosvelt)	36 Ivy Ln	Twp Of Cherry Hill	Y			Y				PARK
287.07_8_	2.0591	0.00	1.51	1.51	0.55	R2	Y				37 Maple Ave	Twp Of Cherry Hill	Y			Y				NO ACCESS
331.01_1_	2.1284	0.00	0.74	0.74	1.39	O1	Y				E Lake Dr	Brandywine Operating Partnership,Lp	N	1.39	Project open space	Y	1.39			Project open space on the Route 38 Jughandle.
337.03_14_	3.9284	2.59	3.32	3.32	0.61	R2	Y	Y	30	Fountain Court	16 Fountain Ct	Twp Of Cherry Hill	Y			Y				PARK
338.01_1_	4.1292	2.57	2.99	3.99	0.14	IN	Y	Y	31	Brandywoods Park	Rear Of Clemson Roa	Twp Of Cherry Hill	Y			Y				PARK
338.01_2_	4.8160	2.12	4.37	4.64	0.18	IN	Y	Y	32	Brandywoods Park	Dartmouth Rd	Twp Of Cherry Hill	Y			Y				PARK
338.24_65_	2.4619	1.36	1.18	1.85	0.61	IN	Y		34	Brandywoods Park	Dartmouth&Colgate D	Twp Of Cherry Hill	Y			Y				PARK
338.3_8_	4.5330	0.00	3.83	3.83	0.70	O1	Y				Rear Kings Hwy	J Doe Inc	N	0.70		Y	0.70	8	1.12	Similar density to Greensward LIMITED ACCESS
338.32_1_	5.5230	3.66	4.25	5.10	0.42	IN	Y	Y	35	Brandywoods Park	Church Rd	Twp Of Cherry Hill	Y			Y				PARK
339.01_10_	1.3236	0.00	0.00	0.00	1.32	O1	Y				915 Kings Hwy N	915 Building Assoc	N	1.32			1.32	10	2.65	Similar density to Greensward next to Fire Station
339.02_14_	1.0390	0.00	0.00	0.00	1.04	R2	Y				Back Of Sheffield R	Twp Of Cherry Hill	Y		Project open space					Project open space
339.36_2_	0.7545	0.00	0.00	0.00	0.75	IN	Y	Y	37	Kingston Playground	Deland Ave	Twp Of Cherry Hill	Y							PARK
340.02_1_	1.2381	0.00	0.00	0.00	1.24	B2	Y				Rt 70 W Rear	Goodman, J S C/O Dilworth Paxson	N	1.24			1.24	8	1.98	The odd shape of this lot and since it is surrounded by a McDonalds Restaurant, Rite Aid, loading docks and parking lots makes this site unsuitable for density over 8 dwelling units per acre.
341.01_14_	29.8299	0.00	28.14	28.14	1.69	IN	Y	Y	M	Route 70 - Red Lobster	Rt 70 E	Twp Of Cherry Hill	Y			Y				PARK
343.01_3_	60.4915	0.00	58.78	58.78	1.72	IN	Y	Y	S	Cooperfield Park	Cooperlanding Rd	Twp Of Cherry Hill	Y			Y				PARK
343.01_5_	5.5348	0.00	5.51	5.51	0.02	IN	Y	Y	T	Cooperfield Park	Cooperlanding Rd	Twp Of Cherry Hill	Y			Y				PARK
343.01_9_	4.2577	0.00	1.18	1.18	3.08	O1					500 Cooper Landing	Kennedy Memorial Hospital- University							8.00	Per Master as redevelopment parcel
343.02_6_	3.3404	0.00	1.71	1.71	1.63	IN	Y				Warren Avenue	Board Of Education	Y			Y				PARK
343.02_7_	3.3372	0.00	0.00	0.00	3.34	IN	Y				Warren Avenue	Board Of Education	Y							PARK
357.01_8_	1.5734	0.00	0.00	0.00	1.57	IN	Y	Y	40	Erlton Park-Lion's Den	New York Ave	Twp Of Cherry Hill	Y	0.00						PARK
374.01_1_	7.7319	6.42	3.33	7.18	0.55	IN	Y				Park Blvd	Camden County Park Commission	Y			Y				COUNTY PARK
38.01_2_	0.2419	0.30	0.01	0.30	-0.06	IN	N				Park Blvd Rear	Conrail Copr %New Jersey Trans	Y			Y				RAILROAD

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PARCELID	ACRES	FLOOD-PLAIN	WET-LANDS	CONS. AREA	UPLAND	ZONE	VACANT PARCEL	ROSI LIST	ALPHA. KEY	PARK NAME	PROPERTY LOCATION	OWNER	GOVERNMENT PROPERTY	VACANT LAND	CURERNT STATUS	ENVIRON-MENTAL CONSTRAINTS	DEVELOP. AREA	ASSIGNED DENSITY	RDP CALC.	REASONING	
436.01_1_	4.7905	4.49	3.48	4.58	0.21	IN	Y	Y	58	Scarborough Park-Covered Bridge Pa	Covered Bridge Rd	Twp Of Cherry Hill	Y			Y				PARK	
436.02_14_	7.6961	3.29	6.39	6.91	0.79	IN	N				Kay Ave	Dept Of Trans	Y			Y				NJDOT PROPERTY	
436.03_18.01_	6.1633	0.00	0.05	0.05	6.11	R10	N				Abbey Rd	East Avenue Associates	N	6.11	Sergi affordable housing	Y				Sergi affordable housing	
436.03_18_	12.0256	11.05	8.09	11.34	0.68	R10	Y				Marlkress Rd	Marlkress Development	N	0.68	Open space Basin	Y				Open space Basin	
436.03_59_	3.4616	0.31	0.80	0.80	2.66	R10	Y				Europa Det Basin	Marlkress Developemnt	N	2.66	Basin	Y				Basin	
436.03_9_	3.8298	0.00	2.38	2.38	1.45	IR	Y				7 Perina Blvd	Dawat-E-Hadiyah (America)	N	1.45	Industrial Park	Y				Industrial Park-MOSQUE UNDER CONSTRUCTION	
437.01_21_	6.6142	0.00	3.52	3.52	3.10	IR	Y				3 Allison Dr	P N P Development Co Inc	N	3.10	Industrial Park	Y	3.10	10	6.20	Industrial Park	
437.01_26_	2.1132	0.00	1.96	1.96	0.15	IR	Y				13 Allison Dr	Ljc Realty Llc	N	0.15		Y	0.15			Site is not developable.	
437.04_99_	2.8561	0.00	2.26	2.26	0.60	R1		Y	EN		Lucerne/Siena									OPEN SPACE	
437.05_99_	36.6723	29.52	30.05	32.07	4.60	IN	Y	Y	EQ		Lucerne/Siena	Twp Of Cherry Hill	Y			Y				PARK	
437.11_36_	1.1206	0.00	0.00	0.00	1.12	R1	Y	Y	ER	Rear Of Cameo Ct Basin	Rear Of Cameo Ct	Twp Of Cherry Hill	Y							PARK	
438.01_4_	6.2943	5.36	4.51	5.50	0.79	R1	Y	Y	AL	Springdale Road	Springdale Rd	Twp Of Cherry Hill	Y			Y				PARK	
462.01_1_	0.8500		0.71	0.71	0.14	IN	Y	Y	??	Northwoods Conservation		Twp Of Cherry Hill	Y			Y				PARK	
463.01_2_	4.8375	0.00	4.18	4.18	0.66	IR	Y				600 Park Rd	Gsra Assoc C/O J Straus Jr	N	0.66	Indusrtial Park	Y	0.66			Industrial Park	
463.01_3_	6.0253	0.00	2.11	2.11	3.92	IR	Y				1890 Old Cuthbert R	Vee Dennis Manufacturing Co	N	3.92	Industrial Park	Y	3.92			Industrial Park	
463.06_21_	1.2009	0.00	0.00	0.00	1.20	R2	Y				Carlton Dr	Wilson, G & Passarella, A	N	1.20			1.20	8	1.92	Site density is limited due to its location in the middle of single family detached dwellings	
463.09_1_	15.2168	0.00	8.25	8.25	6.97	IN	Y	Y	FD	Frontage Road	1600 Frontage Rd	Twp Of Cherry Hill	Y			Y				Park	
463.09_10_	2.4486	0.00	1.81	1.81	0.64	IN	Y				55 Ranoldo Terr	Board Of Education	Y			Y				BOARD OF EDUCATION PARCEL	
463.09_11_	7.2819	0.00	0.77	0.77	6.51	IN	Y				55 Ranadlo Terr	Board Of Education	Y			Y				BOARD OF EDUCATION PARCEL	
463.09_7_	4.2209	0.00	0.00	0.00	4.22	B4	N				1820 Frontage Rd	HSJ Properties, Llc % Citadel	N	4.22	Developed as self-storage facility.					Developed as self-storage facility.	
463.09_9_	2.3916	0.00	1.39	1.39	1.00	R20	Y				1432 Rt 70 E - Rear	Prusky, Etta %Amf/Mbl	N	1.00		Y	1.00			This lot is 104 feet by 1,000 feet and therefore undevelopable.	
465.01_13_	4.9710	2.25	1.84	2.58	2.39	IR	Y				605 Chapel Ave E	Chapel Holdings Inc	N	2.39		Y	2.39	10	4.79		
465.01_14_	6.3231	5.59	4.23	5.63	0.69	IR	Y	Y	AM		Deer Rd	Twp Of Cherry Hill	Y	0.00		Y				PARK	
465.05_5_	1.3468	0.00	0.00	0.00	1.35	R2	Y				Chapel Ave Extensio	Camden, Sme Inc	N	1.35			1.35	10	2.69		
465.06_2_	1.3261	0.00	1.20	1.20	0.12	IR	Y				617 Deer Rd	Co-Frank Associates	N	0.12		Y	0.12			Not developable.	
465.06_3_	1.0102	0.00	0.89	0.89	0.12	IR	Y				615 Deer Rd	Co-Frank Associates	N	0.12		Y	0.12			Not developable.	
467.01_10_	1.2503	0.00	0.00	0.00	1.25	IR	Y				Rear Deer Rd	Lrb Holdings Inc	N	1.25			1.25			Industrial park area	
467.01_3_	7.3530	0.00	6.44	6.44	0.92	IR	Y				601 Park Rd	Gsra Assoc C/O J Straus Jr	N	0.92		Y	0.92			Industrial park area	
467.01_4_	1.0791	0.00	0.56	0.56	0.52	IR	Y				Park Rd	First Industrial Lp	N	0.52		Y	0.52			Industrial park area	
467.01_9_	1.2878	0.00	0.00	0.00	1.29	IR	Y				Rear Deer Rd	Lrb Holdings Inc	N	1.29			1.29			Industrial park area	
467.04_13_	1.0002	0.00	0.00	0.00	1.00	IN	Y	Y	AN		Rear Green Vale Rd	Twp Of Cherry Hill	Y							PARK	
467.1_1_	4.8099	0.00	0.00	0.00	4.81	IN	Y				Park Rd	Twp Of Cherry Hill	Y							BASIN PLANNED TO SOLVE KINGSTON DRAINAGE PROBLEMS	
468.02_1_	16.8359	0.00	12.08	12.08	4.75	IR	Y				Springdale Rd	First Industrial Lp	N	4.75		Y	4.75			Industrial park area	
468.06_1_	6.9563	3.18	4.88	5.26	1.69	IN	Y				Old Cuthbert Blvd	New Jersey Turnpike Autho	Y			Y				NEW JERSEY TURNPIKE AUTH.	
469.01_2_	15.0850	9.77	12.47	13.00	2.08	IN	Y	Y	60	Kingston Playground	Greentree Rd N	Twp Of Cherry Hill	Y			Y				PARK	
469.13_1_	5.0258	0.00	2.06	2.06	2.97	IN	Y	Y	65	Point of Woods Park-Morningside	Green Acre Dr N	Twp Of Cherry Hill	Y			Y				PARK	
470.01_23_	2.1208	0.00	0.00	0.00	2.12	O3	Y				1919 Greentree Rd	Carabasi, Anthony C	N	2.12	Approved for office 02-03		0.00			DEVELOPED	
470.01_24_	2.1216	0.00	0.00	0.00	2.12	R2	Y				1929 Greentree Rd	Dolente Carl & Adele H	N	2.12				2.12	10	4.24	Application expected for the World Peace Palace
470.02_11_	0.2465	0.00	0.00	0.00	0.25	B2	Y				1888 Rt 70 E	Tk Enterprises, Llc	N	0.25	Developed as retail center		0.00			DEVELOPED	
470.06_10_	19.3544	7.08	12.50	1.67	17.68	IN	Y	Y	66		Greentree Way	Twp Of Cherry Hill	Y			Y				PARK	
470.1_3_QFARM	13.2369	0.00	0.00	0.00	13.24	O1	Y				Rt 70 E	Foulke, Charles & Marcia %Ch Dodge	N	13.24				13.24	12	33.00	Approved site plan for 233 dwelling units including 33 L/M rentals
471.11_29_	1.7123	0.00	0.00	0.00	1.71	IN	Y	Y	67	Wexford	212 Wexford Dr	Twp Of Cherry Hill	Y							PARK	
471.13_11_	1.9440	0.00	0.00	0.00	1.94	RAPC	Y	Y	68	Wexford	Springdale Rd	Twp Of Cherry Hill	Y							PARK	
473.01_5_	5.2551	0.00	5.26	5.26	0.00	IR	Y				Rockhill Rd	First Industrial Lp	N	0.00	Industrial Park	Y	0.00			Industrial park area NOT DEVELOPABLE	
473.01_6_	2.4507	0.00	2.45	2.45	0.00	IR	Y				Point View Ave	First Industrial Lp	N	0.00	Industrial Park	Y	0.00			Industrial park area NOT DEVELOPABLE	
488.01_1_	2.1766	0.00	2.15	2.15	0.03	IR	Y	Y	AO	Garden Avenue	Fairfax Ave	Twp Of Cherry Hill	Y			Y				PARK	
49.01_1_	1.7509	1.75	0.00	1.75	0.00	IN	Y	Y		Park Dr	7 Park Dr	Twp Of Cherry Hill	Y			Y				PARK	
49.01_2_	1.7579	1.76	1.24	1.76	0.00	IN	Y	Y			Park Dr	Camden County Parks Commission	Y			Y				Camden County Park Commission	
5.01_12_	0.4077	0.41	0.32	0.41	0.00	R2	Y	Y			Park Blvd	Camden County Park Commission	Y			Y				Camden County Park Commission	
500.01_11_	6.6473	0.00	6.01	6.01	0.64	IR	Y				Perina Blvd	Lazgor Llc	N	0.64	Industrial Park	Y	0.64			Industrial park area	
502.01_21_	10.9938	0.00	10.99	10.99	0.00	IR	Y				Rockhill Road	Harford Robert Sr	N	0.00	Industrial Park	Y	0.00			Industrial park area Unsuitable wetlands.	
502.01_22_	1.0192	0.00	0.73	0.73	0.29	B2	Y				Rt 70 E	Sergi, Dominic P & Marie M	N	0.29		Y	0.29			Unsuitable 20' X 2200' is too narrow for development.	
503.01_11_	0.2675	0.00	0.00	0.00	0.27	IR	Y				Rockhill Rd	Rock Hill Road Associates Llc	N	0.27	Self Storage		0.27			Developed as a self storage facility	
503.02_2_	0.2897	0.00	0.00	0.00	0.29	B2	Y				1814 Rt 70 E	Beowulf Enterprises Iii Llc	N	0.29	Office building		0.29			Developed as an office building	
504.01_4_	5.2716	0.00	4.37	4.37	0.90	IR	Y				Rockhill & Garden	Schooley, Joseph & Hope	N	0.90	Industrial Park	Y	0.90			Industrial park area	

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4/28/2009

PARCELID	ACRES	FLOOD-PLAIN	WET-LANDS	CONS. AREA	UPLAND	ZONE	VACANT PARCEL	ROSI LIST	ALPHA. KEY	PARK NAME	PROPERTY LOCATION	OWNER	GOVERNMENT PROPERTY	VACANT LAND	CURERNT STATUS	ENVIRON-MENTAL CONSTRAINTS	DEVELOP. AREA	ASSIGNED DENSITY	RDP CALC.	REASONING	
504.01_5_	4.0305	0.00	3.59	3.59	0.44	IR	Y				Point View Ave	Three K'S Llc C/O R Krauss	N	0.44	Industrial Park	Y	0.44			Industrial park area	
510.02_4.01_	1.1674	0.00	0.00	0.00	1.17	RA	Y				1635 Springdale Rd	Barclay, David M & Nancy B	N	1.17		Y	1.17			No Access to public road.	
510.02_4.03_	1.0484	0.01	0.00	0.01	1.03	RA	Y				1627 Springdale Rd	Barclay David M & Nancy B	N	1.03	Farmland	Y	0.00			No Access to public road.	
513.44_60_	4.7022	3.89	0.06	3.89	0.81	IN	Y	Y	DY	Guilford Road	Rear Guilford Road	Twp Of Cherry Hill	Y			Y				PARK	
513.5_2_	33.7813	11.90	17.47	17.47	16.31	R1	Y	Y	FJ		Cropwell Rd	Twp Of Cherry Hill	Y			Y				PARK	
513.51_8_	4.7755	3.24	3.32	3.68	1.10	IN	Y	Y	70	Old Orchard Park	Thornhill Rd	Twp Of Cherry Hill	Y			Y				PARK	
514.01_1_	6.0892	0.00	3.52	3.52	2.57	R1	Y	Y	AP	Marlowe Park	Marlowe Rd	Twp Of Cherry Hill	Y			Y				PARK	
514.01_4_	4.2730	2.42	0.08	2.49	1.78	IN	Y	Y	DZ	Candlewyck Floodplain	Rear Downing St	Twp Of Cherry Hill	Y			Y				PARK	
514.01_7_	3.6974	1.13	0.00	1.13	2.57	RAPC	Y				Cropwell Rd	Public Serv Elec & Gas Co	N	2.57	Utility	Y	0.00			Utility use	
515.01_1_	12.3392	1.72	3.05	3.31	9.03	IN	Y	Y	EZ	Unnamed Brick Road	Sandringham Rd	Twp Of Cherry Hill/Bd Of Education	Y			Y				PARK	
515.01_2_	2.7050	0.96	1.75	1.84	0.87	IN	Y	Y	EM	Surrey Place East Park	Sandringham Rd	Twp Of Cherry Hill	Y			Y				PARK	
515.08_11_	1.1968	0.00	0.00	0.00	1.20	R1	Y	Y	AT	Cropwell Estates	21 Branch Dr N	Twp Of Cherry Hill	Y			Y				PARK	
515.09_10_	1.8627	1.58	1.35	1.58	0.28	R1	Y	Y	E0X	Charles Ln	24 Charles Ln	Twp Of Cherry Hill	Y			Y				PARK	
515.21_1_	24.6245	6.17	9.96	1.84	22.79	IN	Y	Y	EC	Surrey Place East Open Space	Apley Rd-Rear	Twp Of Cherry Hill	Y			Y				PARK	
515.22_1_	5.7811	0.00	3.59	3.59	2.19	IN	Y	Y	72	Surrey Place East Park	Sandringham Rd	Twp Of Cherry Hill	Y			Y				PARK	
515.22_2_	3.6762	0.00	2.54	2.50	1.17	R1	Y				Marlowe Road	New Jersey Water Co	N	1.17		Y	1.17			DEVELOPED Subdivided into four lots	
518.01_11_	9.6355	0.00	0.00	0.00	9.64	IN	Y				Kresson Rd	Twp Of Cherry Hill	Y							ENVIRONMENTAL CONSTRAINTS	
518.01_9_	2.1076	0.00	0.00	0.00	2.11	R1	Y	Y	CQ	Kresson Road	Kresson Rd	Twp Of Cherry Hill	Y							PARK	
518.03_1_	0.6383	0.59	0.64	0.64	0.00	R1	Y	Y	AY	Cropwell Road	Cropwell Rd	Twp Of Cherry Hill	Y			Y				PARK	
518.1_54_	9.8398	0.00	7.28	7.28	2.56	IN	Y	Y	BA	Fox Hollow Woods	Kresson Rd	Twp Of Cherry Hill	Y			Y				PARK	
518.11_13_	3.3925	0.00	2.78	2.78	0.61	IN	Y	Y	BB	Partridge Ln	Partridge Ln	Twp Of Cherry Hill	Y			Y				PARK	
518.14_1_	3.0132	0.00	0.00	0.00	3.01	R1	Y	Y	ED	Rams Gate Open Space	Kresson Rd	Twp Of Cherry Hill	Y							PARK	
518.16_26_	2.3981	0.00	0.47	0.47	1.93	IN	Y	Y	BC	Fox Hollow Woods	Rear Brick Rd	Twp Of Cherry Hill	Y			Y				PARK	
518.16_27_	9.0884	5.77	5.70	6.87	2.22	IN	Y	Y	BD	Fox Hollow Woods	Brick Rd	Twp Of Cherry Hill	Y			Y				PARK	
518.21_28_	1.7344	0.00	1.33	1.33	0.40	R1	Y	Y	4	Rams Gate Open Space	Evesham Rd	Twp Of Cherry Hill	Y			Y				PARK	
518.24_2_	6.1870	0.99	4.87	4.88	1.31	IN	Y	Y	BG	Fox Hollow Woods	Cropwell & Kresson	Twp Of Cherry Hill	Y			Y				PARK	
519.01_35_	7.1042	0.00	0.00	0.00	7.10	IN	Y	Y	EF	Cherry Run Open Space	Brick Rd	Twp Of Cherry Hill	Y							PARK	
521.01_1_	12.5179	7.67	11.09	11.35	1.16	IN	Y	Y	74	Springbrook Park	Spring Rd	Twp Of Cherry Hill	Y			Y				PARK	
521.01_2.01_	2.6500	0.13	0.05	0.17	2.48	IN	Y				Evesham Rd	Twp Of Cherry Hill	Special	2.48		Y	2.48	10	4.96		
521.01_8.01_	12.3551	3.85	4.60	5.90	1.95	IN	Y				Evesham Rd	Twp Of Cherry Hill	Special	1.95		Y	1.95	10	3.90	BASIN	
523.01_6_	1.3509	0.00	0.00	0.00	1.35	R1	Y				1807 Kresson Rd	Chang Henry + Y-E Kao	N	1.35			1.35	8	2.16	Isolated in the middle of a single family detached development	
523.13_11_	6.8783	0.00	0.44	0.44	6.44	IN	Y				Springdale Rd	St Marys Catholic Home	N	6.44	Religious use	Y	6.44				Religious use
523.13_9_	9.1825	0.00	0.00	0.00	9.18	IN	Y				Springdale Rd	St Marys Catholic Home	N	9.18	Religious use		9.18				Religious use
524.01_7_	13.5637	0.00	12.57	12.57	0.99	IN	Y	Y	EG	Wilderness Acres Floodplain	Springdale Rd	Twp Of Cherry Hill	Y			Y				PARK	
524.1_29_	0.9116	0.00	0.00	0.00	0.91	IN	Y				Country Walk	Twp Of Cherry Hill	Y								BASIN
524.14_13_	1.2321	0.00	1.05	1.05	0.19	R1	Y				26 Southwood Drive	Twp Of Cherry Hill	Y			Y					BASIN
525.02_13_	1.7203	0.00	0.00	0.00	1.72	RA	N				1200 Kresson Rd	Dominique, Devanand	N	1.72			1.72				Dwelling constructed
525.09_14_	4.0758	0.00	0.10	0.10	3.97	IN	Y	Y	79	Oriole Lake Park	1101 Willowdale Dr	Twp Of Cherry Hill	Y			Y				PARK	
525.37_1_	1.0610	0.00	0.21	0.21	0.85	R2	Y				2 Exton Circle	K Hovnanian Southern New Jersey Llc	N	0.85	Open space	Y	0.00				Open space
525.37_4_	3.9613	0.00	2.46	2.46	1.50	R2	Y				8 Exton Circle	K Hovnanian Southern New Jersey Llc	N	1.50	Open space & basin	Y	0.00				Development open space & basin
525.38_12_	1.1314	0.00	0.00	0.00	1.13	RA	Y				22 Robin Lake Dr	Bloch, Jay L & Joan R	N	1.13			1.13	8	1.81	No Access to public road and the site is in the middle of a single family detached development.	
525.38_14_	5.3915	0.00	2.05	2.05	3.35	IN	Y	Y	82	Oriole Lake Park	Willits Lane	Twp Of Cherry Hill	Y			Y				PARK	
525.38_3_	1.3829	0.00	1.03	1.03	0.36	RA	Y				14 Robin Lake Drive	Naftulin, Richard	N	0.36		Y	0.36	8	0.57	Isolated in the middle of a single family detached development	
526.01_1_	84.3258	21.47	29.28	30.98	53.34	IN	Y	Y	83	Springdale & Kresson	Kresson Rd	Twp Of Cherry Hill	Y			Y				PARK	
526.03_16_	1.5905	0.00	0.00	0.00	1.59	RA	Y				1141 Winding Dr	Forman, Richard P & Donna R	N	1.59			1.59	8	2.54	Isolated in the middle of a single family detached development	
526.04_19_	1.5213	0.00	0.00	0.00	1.52	RA	Y				1140 Barbara Dr	Wachman, Barbara	N	1.52			1.52				New dwelling constructed
526.05_2_	1.3299	0.00	0.00	0.00	1.33	RA	Y				1140 Ann Dr	Siegel, Norman H & Carole	N	1.33	Property is not vacant		1.33				Property is not vacant
526.06_31_	1.9809	0.00	0.04	0.04	1.94	RA	Y				Rear-Kresson Rd	Greenberg, Adam D	N	1.94		Y	1.94				Site is a cemetary for a former church at Block 526.06 Lot 30 Site is landlocked.
526.07_5_	5.0580	0.00	4.03	4.03	1.03	IN	Y	Y	FF	Hillman School Site	1320 Kresson Rd	Twp Of Cherry Hill	Y	0.00		Y				PARK	
527.05_60_	7.7563	5.82	3.57	5.84	1.92	IN	Y	Y	EI	Woodcrest Open Space	Berlin Rd	Twp Of Cherry Hill	Y			Y				PARK	
527.05_61_	1.5340	0.77	0.31	0.79	0.75	IN	Y	Y	EJ	Woodcrest Open Space	Berlin Rd	Twp Of Cherry Hill	Y			Y				PARK	
527.06_4_	2.1968	0.82	1.29	1.47	0.72	IN	Y	Y	BK	Holly Swamp Run	Hdfld Berlin Rd	Twp Of Cherry Hill	Y			Y				PARK	
528.01_1_	1.3852	1.21	1.32	1.35	0.03	R1	Y	Y	BM	Holly Swamp Run	Berlin Rd	Twp Of Cherry Hill	Y			Y				PARK	

CHERRY HILL TOWNSHIP ROUND 2 VACANT LAND ANALYSIS
4/28/2009

PARCELID	ACRES	FLOOD-PLAIN	WET-LANDS	CONS. AREA	UPLAND	ZONE	VACANT PARCEL	ROSI LIST	ALPHA. KEY	PARK NAME	PROPERTY LOCATION	OWNER	GOVERN-MENT PROPERTY	VACANT LAND	CURERNT STATUS	ENVIRON-MENTAL CONSTRAINTS	DEVELOP. AREA	ASSIGNED DENSITY	RDP CALC.	REASONING
528.01_31	15.2923	0.00	1.34	1.35	13.95	R2	Y				800 Springdale Rd	Foulke, Charles & Marcia %Ch Dodge	N	13.95	RESIDENCE	Y	13.95			RESIDENCE
528.01_32	22.1021	6.36	8.57	9.72	12.38	R2	Y				350 Evesham Rd	Gilmour, Eva D	N	12.38	RESIDENCE & Farmland	Y	12.38	8	19.81	RESIDENCE & Farmland
528.05_46	1.2985	0.00	1.17	1.17	0.13	R2	Y				Rear Of Morris	Twp Of Cherry Hill	Y			Y				DRAINAGE AREA
528.62_12	4.2959	0.00	0.00	0.00	4.30	R2	Y	Y	88	Woodcrest East Park	Queen Anne Rd	Twp Of Cherry Hill	Y							PARK
529.01_1	6.5336	0.68	2.26	2.34	4.19	R2	Y	Y	BP	Cuffy's Run Wetlands-Stream Area	Evesham Rd	Twp Of Cherry Hill	Y			Y				PARK
529.11_16	0.9332	0.00	0.00	0.00	0.93	R2	Y	Y	90	Brafferton Manor-Simi Court	100 Simi Ct	Twp Of Cherry Hill	Y							PARK
529.12_54	0.7535	0.00	0.00	0.00	0.75	R2	Y				Burnt Mill Rd	Linville, Edgar & Elaine	N	0.75			0.75			Site does NOT FRONT PUBLIC STREET
529.25_5	0.4800	0.00	0.00	0.00	0.48	R2	Y				1955 Berlin Rd	Bulicki, Christopher & Megan	N	0.48			0.48	8	0.77	
53.01_1	1.4782	0.00	0.00	0.00	1.48	B2	N				1819 Rt 70 W	Diamantis Bros. Inc	N	1.48	Developed as a Walgreen's Drug Store		0.00			Site is developed
53.01_24	1.1168	0.00	0.00	0.00	1.12	B2	Y				1734 Park Blvd	Monday Night Corp % C H Dodge	N	1.12			1.12	8	1.79	
53.02_1	7.4552	6.68	3.77	6.68	0.78	IN	Y	Y			Park Blvd	Camden County Park Commission	Y			Y				CAMDEN COUNTY PARK COMM.
54.01_1	224.3100						N					Turnberry Ch Llc C/O R Voirath	N	0.00	Released for development		0.00		285.00	COURT ORDER
543.01_14	1.3909	0.02	0.28	0.30	1.10	R3	Y				107 Carolina Ave	Esposito, Dominick & Diane	N	1.10		Y	1.10	8	1.75	?
543.01_23	2.0584	0.00	0.00	0.00	2.06	R3	Y	Y	BQ	Rear Carolina Avenue	Rear Of Carolina Av	Twp Of Cherry Hill	Y	0.00						
546.01_18	2.5873	0.28	0.84	0.84	1.75	IN	Y	Y	92	Ashland Playground	300 Carolina Ave	Twp Of Cherry Hill	Y			Y				PARK
562.01_13	1.3686	0.00	0.00	0.00	1.37	B1	Y				Evesham Rd	Mehta, Sharad & Sudha	N	1.37			1.37	8	2.19	Increased denity over 8 du/a is questionable due to buffering between uses.
576.01_10	4.1486	0.00	0.00	0.00	4.15	O2	Y				100 Evesham Ave	Delaware River Port Authority	Y							PATCO
578.01_19	0.9895	0.60	0.38	0.60	0.39	R3	Y	Y	BR	Ashland Village	245A Morrill Terr	Twp Of Cherry Hill	Y			Y				PARK
578.01_20	1.0225	0.54	0.44	0.54	0.48	R3	Y	Y	BS	Ashland Village	251 Morrill Ave	Twp Of Cherry Hill	Y			Y				PARK
578.01_21	0.9746	0.45	0.33	0.45	0.53	R3	Y	Y	BT	Ashland Village	255 Morrill Terr	Twp Of Cherry Hill	Y			Y				PARK
578.01_34	1.2703	0.51	0.38	0.51	0.76	R3	Y	Y	BX	Ashland Village	286 Eleanor Terr	Twp Of Cherry Hill	Y			Y				PARK
578.01_59	1.1642	0.47	0.71	0.75	0.42	R3	Y				228 Evesham Ave	Tri Boro Sand & Stone C/O Morrissey	N	0.42		Y	0.42	8	0.67	
592.01_12	1.7437	0.86	0.10	0.88	0.86	IR	Y				Lakeside Ave	Higgins Thomas E Jr Et Al	N	0.86		Y	0.86	8	1.38	Site has limited access.
592.02_2	2.3209	2.32	1.62	2.32	0.00	IR	Y				Atlantic Ave	Buff, George C/O Penny Plate Inc	N	0.00		Y	0.00			Site is not developable
593.01_1	1.3289	1.33	0.84	1.33	0.00	IR	Y	Y	CO	Lakeside Avenue	Lakeside Ave	Twp Of Cherry Hill	Y			Y				PARK
594.02_1	17.2605	4.54	4.82	5.73	11.54	IN	Y	Y	CP	Burnt Mill Park	1703 Burnt Mill Rd	Twp Of Cherry Hill	Y			Y				PARK
595.02_3	9.0625	0.97	0.00	0.98	8.08	B3	Y				400 Rt 38	Camden Holding Llc	N	8.08	Vacant	Y	0.00			Part of WalMart shopping center site plan approved for 38,500 sq ft of retail. High traffic difficult access for residential.
596.02_2	1.1063	0.00	0.00	0.00	1.11	B2	N				302 Cuthbert Blvd	Kcs Diner-Restaurant Inc	N	1.11			1.11			Site is developed
65.01_2	1.3224	0.00	0.00	0.00	1.32	B4	Y				2372 Rt 70 W	Brind, Myrna % Brind Lindsay Inc	N	1.32			1.32			Industrial park area
68.01_2	8.6815	0.00	5.25	5.25	3.43	B4	Y				2370 Rt 70 W - Rear	Cherry Hill Rental Properties	N	3.43		Y	3.43			Industrial park area
7.02_1	4.0039	4.00	0.00	4.00	0.00	IN	Y				Park Blvd	Camden County Park Commission	Y			Y				CAMDEN COUNTY PARK
94.01_1_ & 68.01_3	3.4600	0.00	2.53	3.35	0.11	B4	Y				Harvard & Yale Aves	Cherry Hill Industrial Properties	N	0.11		Y	0.11	10	0.22	
95.01_1	2.7476	0.00	1.93	1.93	0.82	B4	Y				Harvard Ave S	Cherry Hill Industrial Properties	N	0.82		Y	0.82	10	1.64	
98.01_10	5.9401	0.00	5.47	5.47	0.47	R2	Y				650 Birch St	Cherry Hill Industrial Properties	N	0.47		Y	0.47	10	0.95	
98.01_12	0.5099	0.00	0.03	0.03	0.48	IN	N				Rear Of Rt. 70	N.J. Transit Corp.	Y			Y				NJ Transit property
232.00	1,605.33	294.20	617.55	679.78	696.74								228	214.63			145.01		436.69	

1 Q3 Flood Data, FEMA, September 28, 2007
2 Wetlands from NJDEP, Aerial M-caps
3 Conservation area is wetlands and flood plain

Appendix B

REHABILITATION CREDITS

Address	Unit / Apt Number	block	block suffix	lot	lot suffix	qualifer	rental / for-sale	income level	final inspection date	funds expended on hard costs	development fees expended	funds recaptured	major system(s) repaired	was unit below code and raised to code?	effective date of affordability controls	perpetual lien	length of affordability controls	date affordability controls removed	reason for removal of controls
							(select one)	(select one)	(mm/dd/yyyy)	(\$)	(\$)	(\$)	(select one)	(y/n)	(mm/dd/yyyy)	(N)	(years)	(mm/dd/yyyy)	(select one)
Highland Avenue	530	128	01	46			For Sale	Low		23109.18	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	4/16/2010	Yes			
Cherry Hill Blvd	335	285	13	5			For Sale	Low		14925.00	0.00	0.00	Plumbing/Wells	Yes	4/16/2010	Yes			
Grant Avenue	125	382	01	38			For Sale	Low		16930.00	0.00	0.00	Roof	Yes	12/7/2009	Yes			
Cuffy's Lane	112	529	01	24			For Sale	Mod	5/27/2008	26195.00	0.00	0.00	Roof	Yes	10/3/2008	Yes			
Bancroft Road	522	338	10	6			For Sale	Low		32780.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	6/12/2008	Yes			
Cardinal Lake Drive	1849	525	25	16			For Sale	Low	9/17/2008	35750.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	6/2/2008	Yes			
N Lincoln Avenue	342	188	01	15			For Sale	Low	12/5/2007	27595.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	5/22/2008	Yes			
Edison Road	83	397	02	16			For Sale	Low	5/14/2008	41544.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	5/14/2008	Yes			
Palmwood Avenue	307	546	01	15			For Sale	Low	3/18/2008	41250.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	4/23/2008	Yes			
Monroe Avenue	355	188	01	30			For Sale	Low	4/28/2008	26680.00	0.00	0.00	Heating	Yes	3/4/2008	Yes			
Stanford Road	48	397	04	23			For Sale	Low	2/21/2008	21406.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	10/8/2007	Yes			
Wisteria Avenue	137	109	01	28			For Sale	Low	1/16/2007	6320.00	0.00	0.00	Heating	Yes	11/28/2006	Yes			
Wisteria Avenue	137	109	01	28			For Sale	Low	2/5/2008	33475.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	11/28/2006	Yes			
Webster Avenue	9	365	01	20			For Sale	Low	4/27/2006	26950.00	0.00	26950.00	Roof	Yes	1/18/2006	Yes	4/2/2007	Repayment	
Saddle Lane	34	286	27	36			For Sale	Low	3/23/2006	43275.00	0.00	0.00	Roof	Yes	11/22/2005	Yes			
Charlann Circle	85	525	16	24			For Sale	Low	2/14/2006	19747.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	11/2/2005	Yes			
Bancroft Road	503	338	11	14			For Sale	Low	3/21/2005	11225.00	0.00	11225.00	Heating	Yes	5/3/2005	Yes	5/28/2010	Repayment	
Holden Road	19	462	04	25			For Sale	Mod	9/13/2005	16233.75	0.00	0.00	Electrical	Yes	12/15/2004	Yes			
Barlowe Avenue	211	201	01	15			For Sale	Low		17985.00	0.00	17985.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	11/16/2004	Yes	8/23/2006	Repayment	
Garden State Drive	410	265	01	4			For Sale	Low	6/9/2003	15000.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	6/2/2004	Yes			
Cooper Avenue	170	380	01	14			For Sale	Low	10/4/2004	28625.00	0.00	28625.00	Heating	Yes	4/4/2004	Yes	5/5/2010	Repayment	
Rose Lane	9	395	06	14			For Sale	Low	12/3/2003	26070.00	0.00	26070.00	Heating	Yes	8/14/2003	Yes	10/17/2005	Repayment	
Kingston Drive	831	339	24	1			For Sale	Low		25715.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	9/10/2002	Yes			
Russell Terrace	2	341	02	16			For Sale	Low	5/24/2002	27022.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	3/4/2002	Yes			
Chapel Avenue	1200	185	01	1			For Sale	Mod	2/7/2002	21505.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	12/24/2001	Yes			
Beideman Avenue	106	45	01	1			For Sale	Low		24700.00	0.00	24700.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	11/1/2001	Yes	8/8/2008	Repayment	
McPheln	14	428	01	11			For Sale	Mod	1/18/2002	29450.00	0.00	0.00	Heating	Yes	10/2/2001	Yes			
Harrison Avenue	39	387	01	27			For Sale	Low	3/27/2001	27795.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	8/29/2001	Yes			
Spruce Street	46	193	01	17			For Sale	Low	11/2/2001	19775.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	7/18/2001	Yes			
Rockingham Road	116	404	26	21			For Sale	Low	5/18/2001	5040.00	0.00	5040.00	Roof	Yes	4/25/2001	Yes			
Northwood Avenue	807	100	01	14			For Sale	Low		11150.00	0.00	0.00	Heating	Yes	4/18/2001	Yes			
Heartwood Drive	1133	525	11	21			For Sale	Low	5/14/2001	29795.00	0.00	0.00	Heating	Yes	4/2/2001	Yes			
Barlow Avenue	107	214	01	14			For Sale	Low	3/27/2001	18889.00	0.00	18889.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	3/26/2001	Yes	7/26/2004	Repayment	
Beaverbrook	1307	435	12	12			For Sale	Low	4/4/2000	19428.00	0.00	0.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	11/22/2000	Yes			
Church Road	501	224	07	2			For Sale	Low	12/20/2000	27605.00	0.00	0.00	Heating	Yes	11/17/2000	Yes			
Beechwood Avenue	814	100	01	6			For Sale	Low	12/4/2000	7128.00	0.00	7128.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	11/10/2000	Yes	4/14/2010	Repayment	
Church Road	312	199	01	1			For Sale	Low	9/13/2000	17065.00	0.00	17065.00	Weatherization (Insulation/Siding/Windows/Door)	Yes	3/7/2000	Yes	1/10/2006	Repayment	

Model Operating Manual

For the Administration of
REHABILITATION UNITS



Cherry Hill Township

Operating Manual Housing Rehabilitation Program

[This sample manual and the checklist of minimum topics provide the minimum criteria required for an Operating Manual for a housing rehabilitation program. Municipalities may tailor this sample manual to meet any local requirements and include all established policies, but shall not reduce the scope of this sample manual without permission from the Council on Affordable Housing (COAH). Municipalities must select an Administrative Agent experienced in the administration of a rehabilitation program. Only experienced municipal agencies or employees are acceptable if a municipality chooses in-house administration.]'

¹ **COAH, June 2008**

REHABILITATION PROGRAM OPERATING MANUAL CHECKLIST

Minimum Standards

At a minimum the Rehabilitation Program Operating Manual must clearly describe the procedures and policies for the following:

	Eligible Participants
<input type="checkbox"/>	Categories of Participants –Owners/Renters
<input type="checkbox"/>	Income Limits – The carrying costs of the unit should meet COAH criteria.
<input type="checkbox"/>	Certification of Substandard – List Major Systems
	Available Benefits
<input type="checkbox"/>	Program Financing – Owners/Renters
<input type="checkbox"/>	Program Affordability Controls
<input type="checkbox"/>	Program Affordability Controls – Owner-occupied - Lien
<input type="checkbox"/>	Program Affordability Controls – Renter-occupied – Deed and may include a lien
	Eligible Property Improvements
<input type="checkbox"/>	Eligible property improvements - Sample related work
<input type="checkbox"/>	Ineligible property improvements
<input type="checkbox"/>	Rehabilitation Standard
<input type="checkbox"/>	Certification of Standards required
	Overview of Administrative Procedures
<input type="checkbox"/>	Preliminary Application/Interview – Owners/Renters
<input type="checkbox"/>	Income Eligibility and Program Certification – Documents to be submitted Owners/Renters – period of eligibility
<input type="checkbox"/>	Housing Inspection/Substandard Certification
<input type="checkbox"/>	Ineligible Properties – The total debt must be less than the appraised price.
<input type="checkbox"/>	Work Write-up and Cost Estimate
<input type="checkbox"/>	Contractor Bidding Negotiations – Min 3 Bids/Max # Bids
<input type="checkbox"/>	Contractor Signing/Pre-Construction Conference – indicate # days to begin work and complete work
<input type="checkbox"/>	Progress Inspections
<input type="checkbox"/>	Change Orders
<input type="checkbox"/>	Payment Schedule
<input type="checkbox"/>	Appeal Process – Property Improvements
<input type="checkbox"/>	Final Inspection
<input type="checkbox"/>	Recorded Mortgage, Mortgage Note, Restricted Covenant
	Income Eligibility Certification
<input type="checkbox"/>	Verification documentation required
<input type="checkbox"/>	Eligible Income/Ineligible Income
<input type="checkbox"/>	Appeal Process – Income Eligibility
	Contractor Related Procedures
<input type="checkbox"/>	Standards for contractor selection – 3 recent job references, licenses, evidence of financial stability to secure performance bond, workmen’s compensation BI \$100,000/\$300,000 PD \$50,000 minimum
<input type="checkbox"/>	# of proposals required – minimum of 3 - # of days in which to submit bid – bids must fall within max of 10% of cost estimate – award to lowest bidder
<input type="checkbox"/>	Contractor Requirements – work schedule and agreement
<input type="checkbox"/>	List of Pre-qualified Contractors

	Maintenance of Records
<input type="checkbox"/>	List documents to be filed
<input type="checkbox"/>	Rehabilitation Log
<input type="checkbox"/>	Monitoring Information required
	Program Marketing
<input type="checkbox"/>	Notice of Public Hearing
<input type="checkbox"/>	Program Flyer
<input type="checkbox"/>	Program Brochure
	Rental Units
<input type="checkbox"/>	Include overview of local rental process
<input type="checkbox"/>	Affirmative Marketing
<input type="checkbox"/>	Approved Affirmative Marketing Plan included
<input type="checkbox"/>	How will re-rentals be marketed?
<input type="checkbox"/>	Will there be a regional preference?
<input type="checkbox"/>	Who will implement marketing re-rentals?
<input type="checkbox"/>	Prepare sample marketing materials, including a sample display ad and PSA
<input type="checkbox"/>	Random Selection & Applicant Pool
<input type="checkbox"/>	What level of verification will be completed before the lottery process – pre-application or full applications?
<input type="checkbox"/>	Will the pool of applicants be randomized each time a unit is available?
<input type="checkbox"/>	Will there be categories of applicant pools?
	Matching Households to Available Units
<input type="checkbox"/>	How will households be matched to available units? Will there be categories of applicant pools?
<input type="checkbox"/>	Household Certification
<input type="checkbox"/>	Standards for reviewing applicant household eligibility and certifying applicant households
<input type="checkbox"/>	Verification documentation required
<input type="checkbox"/>	Eligible Income/Ineligible Income
<input type="checkbox"/>	Maximum Monthly Payment
<input type="checkbox"/>	Housing Counseling
<input type="checkbox"/>	Basis for Dismissing Applications
<input type="checkbox"/>	Appeals – Income Eligibility
<input type="checkbox"/>	Determining Affordable Rents
<input type="checkbox"/>	Determining Initial Rents
<input type="checkbox"/>	Determining Rent Increases
<input type="checkbox"/>	Application Fees
<input type="checkbox"/>	Violations, Defaults and Remedies
<input type="checkbox"/>	Maintenance of Records for Rental Program
<input type="checkbox"/>	List documents to be filed
<input type="checkbox"/>	Monitoring information required
<input type="checkbox"/>	Appendices
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<input type="checkbox"/>	Deed (Rental Units)

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For Rental Program

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INTRODUCTION

This Rehabilitation Program Operating Manual has been prepared to assist in the administration of the *Cherry Hill Township* Rehabilitation Program. It will serve as a guide to the program staff and applicants.

This manual describes the basic content and operation of the program, examines program purposes and provides the guidelines for implementing the program. It has been prepared with a flexible format allowing for periodic updates of its sections, when required, due to revisions in regulations and/or procedures.

This manual explains the steps in the rehabilitation process. It describes the eligibility requirements for participation in the program, program criteria, funding terms and conditions, cost estimating, contract payments, record keeping and overall program administration.

The following represents the procedures developed to offer an applicant the opportunity to apply to the program.

A. Fair Housing and Equal Housing Opportunities



It is unlawful to discriminate against any person making application to participate in the rehabilitation program or rent a unit with regard to race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for mortgage or rental payments.

For more information on discrimination or if anyone feels they are a victim of discrimination, please contact the New Jersey Division on Civil Rights at 1-866-405-3050 or <http://www.state.nj.us/lps/dcr/index.html>.

SECTION I. ELIGIBLE PARTICIPANTS

A. Categories of Participants

Both owner-occupied and renter-occupied housing units are eligible to receive funding for rehabilitation provided that the occupants of the units are determined to be low- or moderate-income households and that the units are determined to be substandard. Owners of rental properties do not have to be low- or moderate-income households. If a structure contains two or more units and an owner, who is not income eligible, occupies one unit funding may be provided for the rehabilitation of the rest of the units if income-eligible households occupy those units. Rents must be affordable to low- or moderate-income households.

NOTE: Pursuant to N.J.A.C. 5:97-6.2(b)6 rental units may not be excluded from a municipal rehabilitation program. If a county administers the municipal rehabilitation program and the county program does not include rehabilitation of rental units, the municipality will need to

supplement the county program with its own rehabilitation program for rental units.

B. Income Limits for Participation

The occupants of the units must have incomes that fall within the income guidelines established for *Camden County* by the Council on Affordable Housing (COAH). These limits are revised annually as COAH figures become available and can be found in Appendix A.

For owner-occupied units, the carrying costs of the unit (taxes, mortgage, insurance [*, including the rehabilitation repayment mortgage*]) should meet COAH criteria (less than 33% of gross income for families, less than 40% of gross income for seniors).

NOTE: The program should strive to provide that low-income households occupy at least 50 percent of the units rehabilitated.

C. Program Area

This is a municipal-wide program. The rehabilitation property must be located in *Cherry Hill Township*.

D. Certification of Substandard

The purpose of the program is to bring substandard housing up to code. Substandard units are those units requiring repair or replacement of at least one major system. A major system is any one of the following:

1. Roof
2. Plumbing (including wells)
3. Heating
4. Electrical
5. Sanitary plumbing (including septic systems)
6. Load bearing structural systems
7. Lead paint abatement
8. Weatherization (building insulation for attic, exterior walls and crawl space, siding to improve energy efficiency, replacement storm windows and storm doors and replacement windows and doors)

Code violations will be determined by an inspection conducted by a licensed inspector.

SECTION II. AVAILABLE BENEFITS

A. Program Financing

Up to \$30,000.00 per unit may be available for improvements to eligible owner-occupied and renter-occupied units.

B. Owner-occupied Units

Program financing for owner occupied homes shall be secured by a deferred mortgage and mortgage note at 0% interest that is re-paid upon sale or transfer of ownership.

Funding sources for owner occupied units may come from the CDBG Program or the Housing Trust Fund (HTF).

C. Renter-occupied Units

Program financing for renter occupied homes shall be in the form of a mortgage and mortgage note at 5% interest that is forgiven after ten years of continuous occupancy by low or moderate income families.

Funding sources for renter occupied units may come from the CDBG Program or the Housing Trust Fund (HTF) however, there are restrictions to CDBG funds that do not apply to the HTF. Under CDBG regulations Davis-Bacon wage rates apply to all private multifamily projects with eight (8) units or more in a building.

NOTE: Municipal rehabilitation investment shall average at least \$10,000 per unit in hard costs. Administrative costs may be covered in conformance with N.J.A.C 5:97-8.9.

Financing of rehabilitation programs shall be structured to encourage rehabilitation and continued occupancy. Low interest rates and forgivable loans are encouraged. Leveraging of private financing is also encouraged if the result is low interest loans that encourage rehabilitation. If an owner-occupied housing unit is sold prior to the end of the controls on affordability, at least part of the loan shall be recaptured and used to rehabilitate another housing unit, unless the unit is sold to a low- or moderate-income household at an affordable price pursuant to N.J.A.C. 5:97:-9.3

D. Program Affordability Controls

Ten-year controls on affordability on both owner-occupied units and rental units are required.

E. Owner-occupied Affordability Controls

On owner-occupied units, the controls on affordability may be in the form of a lien.

F. Renter-occupied Affordability Controls

For rental units, the controls on affordability shall be in the form of a deed restriction and may also include a lien. If a unit is vacant upon initial rental subsequent to rehabilitation, or if a renter-occupied unit is re-rented prior to the end of controls on affordability, the deed restriction shall require the unit to be rented to a low- or moderate- income household at an affordable price and affirmatively marketed pursuant to the N.J.A.C. 5:97-9. Rents in rehabilitated units may increase annually based on the standards in N.J.A.C. 5:97-9.

G. Subordination

Cherry Hill Township may agree to subordination of a loan if the mortgage company supplies an appraisal showing that the new loan plus the balance on the old loan does not exceed 95% of the appraised value of the unit. Additionally, for an owner occupied unit, the household must be re-certified as low- or moderate-income.

SECTION III. ELIGIBLE PROPERTY IMPROVEMENTS

A. Eligible Improvements

Housing rehabilitation funds may be used only for repairs or system replacements necessary to bring a substandard unit into compliance with municipal health, safety and building codes, applicable code violations, as well as any other cosmetic work that is reasonable and deemed necessary or is related to the necessary repairs.

At least one major system must be replaced or included in the repairs, which include one of the following:

- Roof
- Plumbing (including wells)
- Heating
- Electrical
- Sanitary plumbing (including septic systems)
- Load bearing structural systems
- Lead paint abatement
- Weatherization (building insulation for attic, exterior walls and crawl space, siding to improve energy efficiency, replacement storm windows and storm doors and replacement windows and doors)

The related work may include, but not be limited to the following:

- Interior trim work,
- Interior and/or exterior doors
- Interior and/or exterior hardware
- Window treatment
- Interior stair repair

- Exterior step repair or replacement
- Porch repair
- Wall surface repair
- Painting
- Exterior rain carrying system repair

B. Ineligible Improvements

Work not eligible for program funding includes but is not limited to luxury improvements (improvements which are strictly cosmetic), additions, conversions (basement, garage, porch, attic, etc.), repairs to structures separate from the living units (detached garage, shed, barn, etc.), furnishings, pools and landscaping. If determined unsafe, stoves may be replaced. The replacement or repair of other appliances is prohibited. Rehabilitation work performed by property owners shall not be funded under this program.

C. Rehabilitation Standards

Upon rehabilitation, housing deficiencies shall be corrected and the unit shall comply with the New Jersey State Housing Code, N.J.A.C. 5:28. For construction projects that require the issuance of a construction permit pursuant to the Uniform Construction Code, the unit must also comply with the requirements of the Rehabilitation Subcode (N.J.A.C. 5:23-6). In these instances, the more restrictive requirements of the New Jersey State Housing Code or the Rehabilitation Subcode shall apply. For projects that require construction permits, the rehabilitated unit shall be considered complete at the date of final approval pursuant to the Uniform Construction Code.

D. Certification of Standard

All code deficiencies noted in the inspection report must be corrected and rehabilitated units must be in compliance with the standards proscribed in sub-section C above upon issuance of a certificate of completion or occupancy. The licensed inspector must certify any structure repaired in whole or in part with rehabilitation funds to be free of any code violations.

A municipality may provide for repairs in emergency situations if the conditions are stipulated in the Operating Manual.

E. Emergency Repairs

A situation relating to a safety and/or health hazard for the occupants would constitute an emergency. A municipal inspector will confirm the need for such work. In emergency cases, the formal solicitation process will not be followed. A minimum of three (3) estimates will be obtained when possible for the “emergency” work. However, eligibility, as stated in Section I, subsection B, must be determined prior to soliciting estimates. Application for additional non-emergency work may be made in accordance with the procedures outlined in this Operating Manual. The funding for the emergency work and any additional rehabilitation may not exceed the program financing provisions in Section II, sub-section A.

SECTION IV. OVERVIEW OF ADMINISTRATIVE PROCEDURES

A. Application/Interview

Property owners interested in participating in the housing rehabilitation program may submit preliminary applications to the program staff. Preliminary applications are available at the following locations:

*Department of Community Development
820 Mercer Street
Cherry Hill, NJ 08002*

(856) 488-7870

A request can also be made by email chhousing@chtownship.com

Upon request, the program staff will mail a preliminary application to an interested property owner.

If after the program staff reviews a preliminary application an owner-occupant appears to be income eligible, an interview will be arranged with the applicant for a formal application to the program. At the time of the interview, the applicant must present required documentation. Applicants for rental rehabilitation funding must provide a list of tenants and the rents paid by each. The program staff will contact the tenants to provide evidence of income eligibility of the occupants of the units.

Applications will be processed in the order of receipt.

B. Income Eligibility and Program Certification

For the households seeking a determination of income eligibility, both owner-occupants and renter-occupants, all wage earners 18 years of age or older in the household must submit appropriate documentation to document the household income, as further described below.

Property owners of both owner-occupied and renter-occupied units must submit the following documentation:

- Copy of the deed to the property.
- Proof that property taxes and water and sewer bills are current.
- Proof of property insurance, including liability, fire and flood insurance where necessary.

If after review of the income documentation submitted an applicant is determined to be ineligible, the applicant will receive a letter delineating the reasons for the determination of ineligibility. An applicant may be determined ineligible if the applicant's or each tenants' income exceeds COAH income limits **or, for owner occupied units, if the carrying costs of the unit (taxes, mortgage, insurance[;including the rehabilitation repayment mortgage]) exceed COAH's criteria (less than 33% of gross income for families, less than 40% of gross income for seniors).**

The program staff will arrange for a title search of all properties entering the program.

After the initial interview and the program staff has substantiated that the occupant is income-eligible, and the title search is favorable, the Eligible Certification Form will be completed and signed.

Upon confirmation of income eligibility of the applicant or the applicant's tenants, the program staff will send a letter, including the Eligible Certification Form, to the applicant certifying the applicant's and or tenant's eligibility. Eligibility will remain valid for six months. If the applicant has not signed a contract for rehabilitation within six months of the date of the letter of certifying eligibility, the applicant will be required to reapply for certification.

C. Housing Inspection/Substandard Certification

Once determined eligible, the program staff will arrange for a qualified, licensed, housing/building code inspector to inspect the entire residential property.

The licensed inspector will inspect the house, take photographs, and certify that at least one major system is substandard. All required repairs would be identified.

D. Ineligible Properties

If after review of the property documentation submitted and the inspection report and/or work write-up an applicant's property is determined to be ineligible, the program staff will send a letter delineating the reasons for the determination of ineligibility. An applicant's property may be determined ineligible for any one of the following reasons:

- Title search is unfavorable.
- Property does not need sufficient repairs to meet eligibility requirements.
- Real estate taxes are in arrears.
- Proof of property insurance not submitted.
- Property is listed for sale.
- Property is in foreclosure.
- Total debt on the property will exceed the value of the property.
- **This program will disqualify properties requiring excessive repairs to meet municipal housing standards. The estimated or bid cost of repairs must exceed \$30,000.00 for the municipality to exclude the property**

If after review of the property documentation submitted and the inspection report and/or work write-up an applicant's property is determined to be eligible, the inspector will then certify that the dwelling is substandard by completing and signing the Certificate of Substandard Form and submitting this to the program staff.

E. Cost Estimate

The program staff will prepare or cause to be prepared a Work Write-up and Cost Estimate. This estimate will include a breakdown of each major work item by category as well as by location in the house. It will contain information as to the scope and specifics on the materials to be used. A Cost Estimate will be computed and included within the program documentation. The program staff will review the Preliminary Work Write-up with the property owner.

Only required repairs to units occupied by income eligible households will be funded through the housing rehabilitation program. If the property owner desires work not fundable through the program, including work on an owner-occupied unit of a rental rehabilitation project, work on a non-eligible rental unit in a multi-unit building or improvements not covered by the program, such work may be added to the work write-up if the property owner provides funds to be deposited in the municipality's Housing Trust Fund prior to the commencement of the rehabilitation of the property equivalent to *(110 percent or a higher percentage)* of the estimated cost of the elective work. Such deposited funds not expended at the time of the issuance of a certificate of completion/occupancy will be returned to the property owner with accrued interest.

F. Contractor Bidding Negotiations

After the unit and the unit occupant have been certified as eligible, the program staff will provide a list of approved, pre-qualified trade contractors for bidding. The property owner reviews this list and selects a minimum of three and a maximum of five contractors from whom to obtain bids. The program staff and property owner will then review these bids. The lowest responsible trade contractor shall then be selected. If the property owner wishes to use a contractor other than the lowest responsible bidder, the property owner shall pay the difference between the lowest bid price and the bid price of the selected contractor.

The property owner may seek proposals from non-program participating contractors. However, the municipality must pre-approve the contractor prior to submitting a bid.

G. Contract Signing/Pre-Construction Conference

Program staff will meet with the property owner to review all bids by the various trades. This review will include a Final Work Write-up and Cost Estimate. The Contractor Agreement will be prepared by the program staff, as well as the Property Rehabilitation Agreement covering all the required terms and conditions.

The program staff will then call a Pre-Construction Conference. Documents to be executed at the Pre-construction Conference include: Contractors Agreement(s), Right of Entry Document, a Restricted Covenant, Mortgage and Mortgage Note. The property owner, program staff representative, contractor and bank representative will execute the appropriate documents and copies will be provided as appropriate. A staff member will outline project procedures to which property owner must adhere. **A Proceed to Work Order, guaranteeing that the work will commence within fifteen (15) calendar days of**

the date of the conference and be totally completed within ninety (90) days from the start of work, will be issued to each contractor at this Conference.

H. Progress Inspections

The program staff will make periodic inspections to monitor the progress of property improvements. This is necessary to ensure that the ongoing improvements are in accordance with the scope of work outlined in the work write-up. It is the contractor's responsibility to notify the Building Inspector before closing up walls on plumbing and electrical improvements.

I. Change Orders

If it becomes apparent during the course of construction that additional repairs are necessary or the described repair needs to be amended, the program staff will have the qualified professional(s) inspect the areas in need of repair and prepare a change order describing the work to be done. The applicant and the contractor will review the change order with the program staff and agree on a price. Once all parties approve of the change order and agree on the price, they will sign documents amending the contract agreement to include the change order. Additionally, if the applicant is not funding the additional cost, new financing documents will be executed reflecting the increase.

J. Payment Schedule

The contract will permit three progress payments if the project costs less than \$20,000 or four progress payments if the project costs more than \$20,000. For example: \$24,000 project has four payments, with the first payment of \$10,000 and the remaining payments are divided equally. First payment is made when the project is one-quarter completed. Second payment is made when the project is one-half completed. Third at three quarters completed. Fourth and final payment upon completion.

The contractor will submit a payment request. The applicant will sign a payment approval if both the applicant and housing/building inspector with *Cherry Hill Township Council approval* are satisfied with the work performed. The municipality will then release the payment.

Final payment will be released once all final inspections are made, a Certificate of Occupancy is issued (if applicable) and the program staff receives a Property Owner Sign-off letter.

The contractor's performance bond will be released within three (3) months after the final payment is made to the contractor.

Contractor waiver of contractor lien

K. Appeal Process

If an applicant does not approve a payment that the housing/building inspector has approved, the disputed payment will be appealed to the municipality's *Director of Community Development* for a hearing. The municipality's *Director of Community Development* will decide if the payment shall be released to the contractor or the contractor must complete additional work or correct work completed before the release of the payment. The municipality's *Director of Community Development* decision will be binding on both the applicant and the contractor

L. Final Inspection

Upon notification by the contractor that all work is complete and where required a Certificate of Occupancy has been issued, a final inspection shall be conducted and photographs taken. The program staff (or a representative), the property owner, and the necessary contractors shall be present at the final inspection to respond to any final punch list items.

M. Record Restricted Covenant and Mortgage Documentation

Program staff will file the executed Restricted Covenant and Mortgage with the County Clerk.

N. File Closing

After the final payment is made, the applicant's file will be closed by the program staff.

SECTION V. PROCEDURE FOR INCOME-ELIGIBILITY CERTIFICATION

A. Complete a Household Eligibility Determination Form

If the rehabilitation program is funded with state or federal funds, the regulations of these funding sources must be taken into consideration. Regarding income limits, use the lowest income limits. For the income qualifying process, use the regulations of the funding source and modify this Operating Manual accordingly.

The program staff shall require each member of an applicant household who is 18 years of age or older to provide documentation to verify their income, pursuant to the Uniform Housing Affordability Controls at N.J.A.C. 5:80-16.1 et seq. (except for the asset test).² Income verification documentation should include, but is not limited to the following for each and every member of a household who is 18 years of age or older:

- Four current consecutive pay stubs [including both the check and the stub], including bonuses, overtime or tips, or a letter from the employer stating the present annual income figure or if self-employed, a current Certified Profit & Loss Statement and Balance Sheet.
- Copies of Federal and State income tax returns for each of the preceding three tax years - A Form 1040 Tax Summary for the past three tax years can be requested from the local Internal Revenue Service Center or by calling 1-800-829-1040.
- A letter or appropriate reporting form verifying monthly benefits such as
 - Social Security or SSI – Current award letter or computer print out letter
 - Unemployment – verification of Unemployment Benefits

² Asset Test – N.J.A.C. 5:80-26.16(b)3 which provides that if an applicant household owns a primary residence with no mortgage on the property valued at or above the regional asset limit as published annually by COAH, a certificate of eligibility shall be denied by the administrative agent, unless the applicant's existing monthly housing costs ...exceed 38 percent of the household's eligible monthly income.

- Welfare -TANF³ current award letter
 - Disability - Worker's compensation letter or
 - Pension income (monthly or annually) – a pension letter
- A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony or child support – copy of court order or recent original letters from the court or education scholarship/stipends – current award letter.
 - Current reports of savings and checking accounts (bank statements and passbooks) and income reports from banks or other financial institutions holding or managing trust funds, money market accounts, certificates of deposit, stocks or bonds (In brokerage accounts – most recent statements and/or in certificate form – photocopy of certificates).
 - Evidence or reports of income from directly held assets, such as real estate or businesses.
 - Interest in a corporation or partnership – Federal tax returns for each of the preceding three tax years.
 - Current reports of assets – Market Value Appraisal or Realtor Comparative Market Analysis and Bank/Mortgage Co. Statement indicating Current Mortgage Balance. For rental property attach copies of all leases.

The following is a list of various types of wages, payments, rebates and credits. Those that are considered as part of the household's income are listed under Income. Those that are not considered as part of the household's income are listed under Not Income.

Income

1. Wages, salaries, tips, commissions
2. Alimony
3. Regularly scheduled overtime
4. Pensions
5. Social security
6. Unemployment compensation (verify the remaining number of weeks they are eligible to receive)
7. TANF
8. Verified regular child support
9. Disability
10. Net income from business or real estate
11. Interest income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds
12. Imputed interest (using a current average annual rate of two percent) from non-income producing assets, such as equity in real estate. Rent from real estate is considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance.
13. Rent from real estate is considered income
14. Any other forms of regular income reported to the Internal Revenue Service

Not Income

³ TANF – Temporary Assistance for Needy Families

1. Rebates or credits received under low-income energy assistance programs
2. Food stamps
3. Payments received for foster care
4. Relocation assistance benefits
5. Income of live-in attendants
6. Scholarships
7. Student loans
8. Personal property such as automobiles
9. Lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements
10. Part-time income of dependents enrolled as full-time students
11. Court ordered payments for alimony or child support paid to another household shall be deducted from gross annual income

To calculate income, the current gross income of the applicant is used to project that income over the next 12 months.

Student Income

Only full-time income of full-time students is included in the income calculation. A full-time student is a member of the household reported to the IRS as a dependent who is enrolled in a degree seeking program for 12 or more credit hours per semester; and part-time income is income earned on less than a 35-hour workweek.

Income from Real Estate

If real estate owned by an applicant for affordable housing is a rental property, the rent is considered income. After deduction of any mortgage payments, real estate taxes, property owner insurance and reasonable property management expenses as reported to the Internal Revenue Service, the remaining amount shall be counted as income.

If an applicant owns real estate with mortgage debt, which is not to be used as rental housing, the Administrative Agent should determine the imputed interest from the value of the property. The Administrative Agent should deduct outstanding mortgage debt from the documented market value established by a market value appraisal. Based on current money market rates, interest will be imputed on the determined value of the real estate.

B. Records Documenting Household Composition and Circumstances

The following are various records for documenting household information:

- Social Security records or cards. Either individual Social Security card or letter from Social Security Administration
- Adoption papers, or legal documents showing adoption in process
- Income tax return
- Birth Certificate or Passport
- Alien Registration Card

C. Certify the income eligibility of low- and moderate-income households by completing the application form. Provide the household with the original and keep a copy in the project files.

SECTION VI. CONTRACTOR RELATED PROCEDURES

A. Contractor Selection

Contractors must apply to the program staff to be placed on the pre-approved contractors list. Contractors seeking inclusion on the list must submit references from at least three recent general contracting jobs. Contractors also must submit documentation proving financial stability and the ability to obtain performance bonds, as performance bonds will be required on every rehabilitation project. If it is ever necessary for the municipality or *[insert name of administrative agent]* to access the performance bond in order to complete a project, the contractor will be removed from the pre-approved contractors list. Contractors must carry workmen's compensation coverage and liability insurance of at least \$100,000/\$300,000 for bodily injury or death and \$50,000 for property damage. Only licensed tradesmen will be permitted to perform specialty work such as plumbing, heating and electrical.

B. Number of Proposals Required

The property owner will select a minimum of three general contractors from a list of pre-approved contractors. Property owners may not select contractors who do not appear on the list.⁴ The approved work write-up will be submitted to the selected contractors by the program staff. Contractors must visit the property and submit bids within *[insert number of days, minimum 14]* days. The contract will be awarded to the lowest bidder⁵, provided that the housing/building inspector or the professional who drafted the work write-up certify that the work can be completed at the price bid and that the bid is reasonably close to the cost estimate. Bids must fall within *[insert percent, maximum of 10]* percent of the cost estimate.

C. Contractor Requirements

Upon notification of selection, the contractor shall submit all required insurance certification to the program staff. A contract signing conference will be called by the program staff to be attended by the property owner and contractor. At the time of Agreement execution, the contractor shall sign a Certification of Work Schedule prepared by the program staff.

⁴ The program may permit a property owner to seek proposals from non-program participating contractors. However, the municipality must pre-approve the contractor prior to submitting a bid.

⁵ If the property owner wishes to use a contractor other than the lowest responsible bidder, the property owner shall pay the difference between the lowest bid price and the bid price of the selected contractor.

SECTION VII. MAINTENANCE OF RECORDS

A. Files To Be Maintained on Every Applicant

The program staff will maintain files on every applicant. All files will contain a preliminary application. If an applicant's preliminary application is approved, and the applicant files a formal application, the file will contain at a minimum:

- Application Form
- Tenant Information Form (Rental Units Only)
- Income Verification
- Letter of Certification of Eligibility or Letter of Determination of Ineligibility

B. Files of applicants approved for the program will also contain the following additional documentation:

- Housing Inspection Report
- Photographs - Before
- Certification of Property Eligibility or Determination of Ineligibility
- Proof of Homeowners Insurance
- Copy of Deed to Property

C. For properties determined eligible for the program where the applicants choose to continue in the program, the files shall contain the following:

- Work Write-Up/Cost Estimate
- Copies of Bids
- Applicant/Contractor Contract Agreement
- Recorded Mortgage/Lien Documents
- Copies of All Required Permits
- Contractor Requests for Progress Payments
- Progress Payment Inspection Reports
- Progress Payment Vouchers
- Change Orders (If needed)
- Final Inspection Report
- Photographs - After
- Certification of Completion
- Release of Contractor's Lien

Individual files will be maintained throughout the process [*insert if applicable: and submitted to the municipality upon termination of the program*].

D. Rehabilitation Log

A rehabilitation log will be maintained by the program staff that depicts the status of all applications in progress.

E. Monitoring

For each unit the following information must be retained to be reported annually:

- Street Address
- Block/Lot/Unit Number
- Owner/Renter
- Income: Very Low/Low/Mod
- Final Inspection Date
- Funds expended on Hard Costs
- Development Fees expended
- Funds Recaptured
- Major Systems Repaired
- Unit Below Code & Raised to Code
- Effective date of affordability controls
- Length of Affordability Controls (yrs)
- Date Affordability Controls removed
- Reason for removal of Affordability Controls

SECTION VIII. PROGRAM MARKETING

The municipality will conduct a public meeting announcing the implementation of the housing rehabilitation program. For the term of the program, the municipality will include information at least once a year with the quarterly prepared *Cherry Hill Township Community Magazine*. Program information will be available at the municipal building, library and on the municipal website <http://www.cherryhill-nj.com/government/departments/community-dev/rehabilitation.asp>. Posters regarding the program will be placed in retail businesses throughout the municipality.

Prior to commencement of the program and periodically thereafter, the municipality will hold informational meetings on the program to all interested contractors. Each contractor will have the opportunity to apply for inclusion of the municipal contractor list.

RENTAL PROCEDURES
SECTION IX

SECTION IX. RENTAL PROCEDURES

Rental units are subject to the Uniform Housing Affordability Controls (UHAC) at N.J.A.C. 5-80:26.1 et. seq. once the rental units are rehabilitated.

A. Fair Housing and Equal Housing Opportunities



It is unlawful to discriminate against any person making application to participate in the rehabilitation program or rent a unit with regard to race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression or source of lawful income used for mortgage or rental payments.

For more information on discrimination or if anyone feels they are a victim of discrimination, please contact the New Jersey Division on Civil Rights at 1-866-405-3050 or <http://www.state.nj.us/lps/dcr/index.html>.

B. The Affordable Housing Administration Process for Rental Units will follow the Market to Affordable Program Procedures and are incorporated by reference.

Rehabilitation Program Audit Checklist

	UP-TO-DATE OPERATING MANUAL	Comments
<input type="checkbox"/>	Income Limits	
<input type="checkbox"/>	List of Pre-Qualified Contractors	
<input type="checkbox"/>	Sample Forms and Letters	
	MAINTENANCE OF RECORDS	
	Files To Be Maintained on Every Applicant	
<input type="checkbox"/>	Preliminary Application	
<input type="checkbox"/>	Application Form	
<input type="checkbox"/>	Income Verification	
<input type="checkbox"/>	Letter of Certification of Eligibility or	
<input type="checkbox"/>	Letter of Determination of Ineligibility.	
	Files to be Maintained on Every Property	
<input type="checkbox"/>	Housing Inspection Report.	
<input type="checkbox"/>	Photographs – Before Certification of Property	
<input type="checkbox"/>	Homeowner’s Insurance	
<input type="checkbox"/>	Property Deed	
<input type="checkbox"/>	Eligibility or Determination of Ineligibility	
<input type="checkbox"/>	Work Write-Up/Cost Estimate.	
<input type="checkbox"/>	Applicant/Contractor Contract Agreement.	
<input type="checkbox"/>	Mortgage/Lien Documents.	
<input type="checkbox"/>	Copies of All Required Permits.	
<input type="checkbox"/>	Contractor Requests for Progress Payments.	
<input type="checkbox"/>	Progress Payment Inspection Reports.	
<input type="checkbox"/>	Progress Payment Vouchers.	
<input type="checkbox"/>	Change Orders (If Needed).	
<input type="checkbox"/>	Final Inspection Report.	
<input type="checkbox"/>	Photographs - After	
<input type="checkbox"/>	Certification of Completion.	
<input type="checkbox"/>	Certification of Release of Contractor’s Bond.	
<input type="checkbox"/>	Rehabilitation Log	
	MONITORING INFORMATION	
<input type="checkbox"/>	Complete Monitoring Reporting Forms	
	PROGRAM MARKETING	
<input type="checkbox"/>	Annual Public Hearing Notice on Program	
<input type="checkbox"/>	Program Flyer	
<input type="checkbox"/>	Program Brochure	
<input type="checkbox"/>	Flyer mailed Annually to All Property Owners	
<input type="checkbox"/>	Program information available in municipal building, library and senior center.	
<input type="checkbox"/>	Program information posted on municipal website.	
<input type="checkbox"/>	Program posters placed in retail businesses throughout the municipality.	

Rehabilitation Program Audit Checklist For Rental Units

<input type="checkbox"/>	UP-TO-DATE OPERATING MANUAL	Comments
<input type="checkbox"/>	Income Limits	
<input type="checkbox"/>	Sample Forms and Letters	
	AFFIRMATIVE MARKETING	
<input type="checkbox"/>	Copies of Ads	
<input type="checkbox"/>	Copies of PSA Requests	
<input type="checkbox"/>	Copies of Marketing Requests	
	RANDOM SELECTION	
<input type="checkbox"/>	Log of Applications Received	
<input type="checkbox"/>	Log of Random Selection Results	
<input type="checkbox"/>	Database of Referrals	
	MAINTENANCE OF RECORDS	
	Files To Be Maintained on Every Applicant	
<input type="checkbox"/>	Preliminary Application.	
<input type="checkbox"/>	Application Form.	
<input type="checkbox"/>	Tenant Information Form	
<input type="checkbox"/>	Income Verification	
<input type="checkbox"/>	Letter of Certification of Eligibility or	
<input type="checkbox"/>	Letter of Determination of Ineligibility	
	Files To Be Maintained on Every Rental Unit	
<input type="checkbox"/>	Base rent	
<input type="checkbox"/>	Identification as low- or moderate-income	
<input type="checkbox"/>	Description of number of bedrooms and physical layout	
<input type="checkbox"/>	Floor plan	
<input type="checkbox"/>	Application materials, verifications and certifications of	
<input type="checkbox"/>	all present tenants, pertinent correspondence	
<input type="checkbox"/>	Copy of lease	
<input type="checkbox"/>	Appendix K	
	Files To Be Maintained on Every Property	
	Deed	

Appendix C

REDEVELOPMENT SITES



Golden Triangle
2230-2240 RT 70 W
Block 55.02, Lots 1, 1.01, & 1.02

50
Feet





KIMCO
1437-39 & 1445 BRACE RD
Block 409.01, Lots 18, 18.01, & 19

30
Feet





Woodcrest Shopping Center
1490 BERLIN RD
Block 433.01, Lot 2

30 Feet

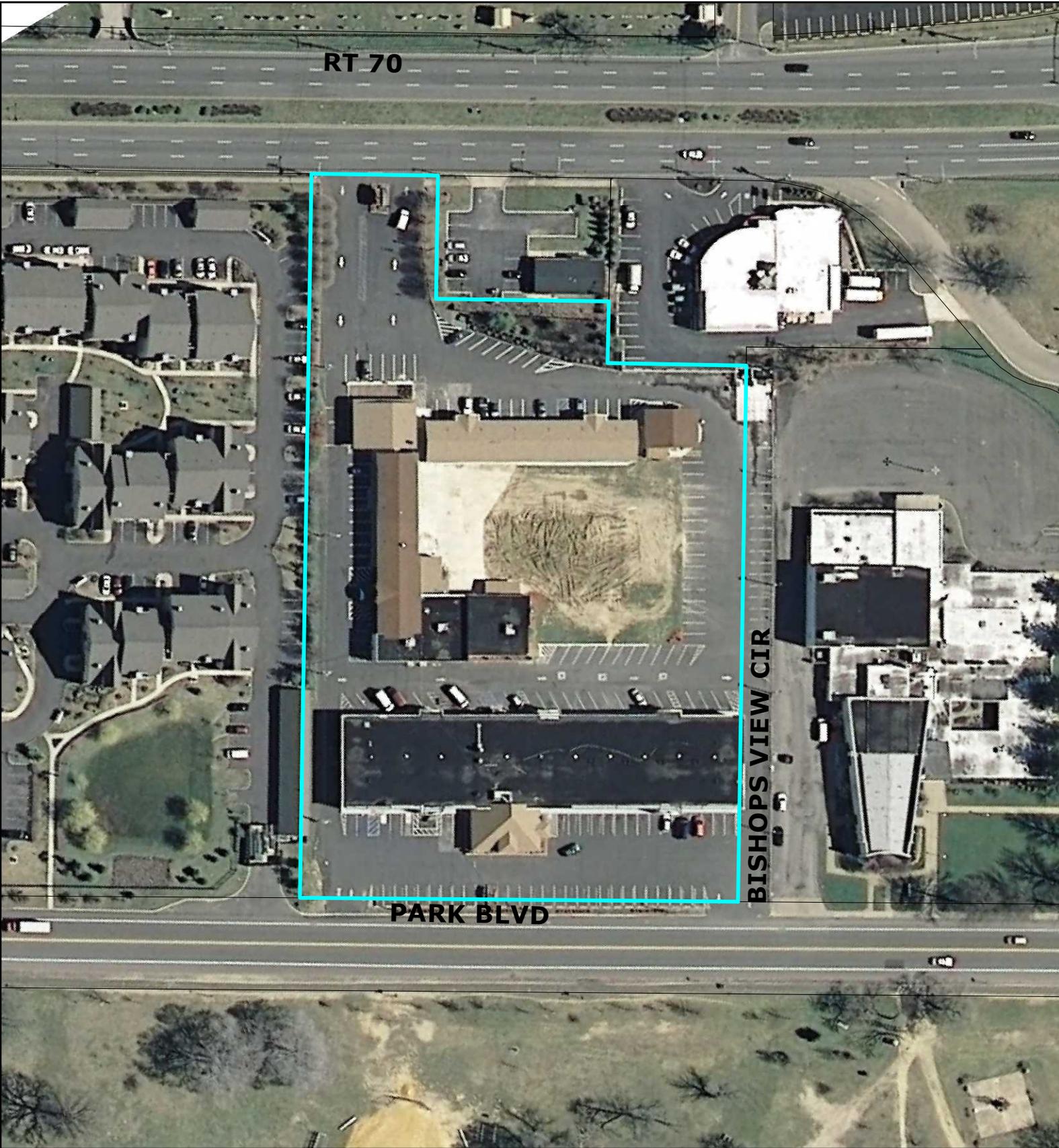




Clover
2005 RT 70 E
Block 512.01, Lot 1

25
Feet





RT 70

BISHOPS VIEW CIR

PARK BLVD

0 30 60 120 180 240 Feet

Aerial

America's Best Value Inn
Block 1.01/Lot 3





0 62.5125 250 375 500
Feet

Aerial

**Woodcrest - PATCO Station
Block 583.01/Lot 2**

