

CHAPTER 93

**SUBSTANTIVE RULES OF THE NEW JERSEY
COUNCIL ON AFFORDABLE HOUSING FOR
THE PERIOD BEGINNING JUNE 6, 1994**

Authority

N.J.S.A. 52:27D-301 et seq.

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Chapter 93, Substantive Rules of the New Jersey Council on Affordable Housing for the Period Beginning June 6, 1994, expires on May 5, 2004.

Chapter Historical Note

Chapter 93, Substantive Rules of the New Jersey Council on Affordable Housing for the Period Beginning June 6, 1994, was adopted as R.1994 d.290, effective June 6, 1994. See: 25 N.J.R. 5763(a), 26 N.J.R. 2300(a).

Pursuant to Executive Order No. 66(1978), Chapter 93, Substantive Rules of the New Jersey Council on Affordable Housing for the Period Beginning June 6, 1994, was readopted as R.1999 d.171, effective May 5, 1999. See: Source and Effective Date.

Law Review and Journal Commentaries

Ruling Could Trigger New Mount Laurel Skirmishes. Ann Snider, 146 N.J.L.J. No. 6, 477 (1996).

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. GENERAL PROVISIONS

- 5:93-1.1 Short title; purpose; scope
- 5:93-1.2 Severability clause
- 5:93-1.3 Definitions

**SUBCHAPTER 2. MUNICIPAL DETERMINATION OF
PRESENT AND PROSPECTIVE NEED**

- 5:93-2.1 General provisions
- 5:93-2.2 Indigenous need—1993
- 5:93-2.3 Distribution of need 1993; 1993–1999
- 5:93-2.4 Reallocated present need—1993
- 5:93-2.5 Present need—1993
- 5:93-2.6 Prospective need: 1993–1999
- 5:93-2.7 Total need—1993; 1993–1999
- 5:93-2.8 Prior-cycle prospective need: 1987–1993
- 5:93-2.9 Demolitions
- 5:93-2.10 Filtering
- 5:93-2.11 Residential conversion
- 5:93-2.12 Spontaneous rehabilitation
- 5:93-2.13 Pre-credited need: 1987–1999
- 5:93-2.14 Reduction
- 5:93-2.15 Prior-cycle credits
- 5:93-2.16 Twenty-percent (20%) cap
- 5:93-2.17 Calculated need: 1987–1999
- 5:93-2.18 Vacant land adjustment communities; prior cycle
- 5:93-2.19 Calculation of indigenous need: selected urban aid cities
- 5:93-2.20 Low- and moderate-income split

SUBCHAPTER 3. CREDITS/REDUCTIONS

- 5:93-3.1 General
- 5:93-3.2 Credits for units constructed between April 1, 1980 and December 15, 1986
- 5:93-3.3 Credits for housing activity subsequent to December 15, 1986
- 5:93-3.4 Rehabilitation subsequent to the 1990 census
- 5:93-3.5 Reductions for unbuilt housing
- 5:93-3.6 Reductions for substantial compliance

SUBCHAPTER 4. MUNICIPAL ADJUSTMENTS

- 5:93-4.1 Purpose and background
- 5:93-4.2 Lack of land
- 5:93-4.3 Lack of water and sewer
- 5:93-4.4 Application for grants
- 5:93-4.5 Waivers

SUBCHAPTER 5. PREPARING A HOUSING ELEMENT

- 5:93-5.1 Overview of a housing element
- 5:93-5.2 Rehabilitation
- 5:93-5.3 New construction; site criteria and general requirements
- 5:93-5.4 New construction; conformance with the State Development and Redevelopment Plan (SDRP)
- 5:93-5.5 Municipally sponsored construction and gut rehabilitation
- 5:93-5.6 Zoning for inclusionary development
- 5:93-5.7 Regional contribution agreements (RCAs)
- 5:93-5.8 Alternative living arrangements
- 5:93-5.9 Accessory apartments
- 5:93-5.10 Purchase of housing units that have never been occupied and vacant housing units
- 5:93-5.11 Write-down/buy-down of previously owned units
- 5:93-5.12 ECHO (elder cottage housing opportunities) housing units
- 5:93-5.13 Status of sites addressing the 1987–1993 municipal obligation
- 5:93-5.14 Age restricted housing
- 5:93-5.15 Rental housing

**SUBCHAPTER 6. REGIONAL CONTRIBUTION
AGREEMENTS (RCA)**

- 5:93-6.1 General provisions
- 5:93-6.2 Terms
- 5:93-6.3 Credits
- 5:93-6.4 RCA recipient certification
- 5:93-6.5 Amount and duration of contributions
- 5:93-6.6 Monitoring and enforcement

SUBCHAPTER 7. INCLUSIONARY DEVELOPMENTS

- 5:93-7.1 Purpose and scope
- 5:93-7.2 Distribution of low and moderate income units
- 5:93-7.3 Bedroom distribution
- 5:93-7.4 Establishing rents and prices of units

SUBCHAPTER 8. DEVELOPMENT FEES

- 5:93-8.1 Purpose
- 5:93-8.2 Basic requirements
- 5:93-8.3 Urban aid municipalities
- 5:93-8.4 Municipalities that collected fees and received certification
- 5:93-8.5 Municipalities that collected fees and are proceeding toward certification
- 5:93-8.6 Municipalities that have not imposed or collected fees that have received substantive certification, or are proceeding toward substantive certification
- 5:93-8.7 Other municipalities that have not imposed or collected fees
- 5:93-8.8 Development fee ordinance review
- 5:93-8.9 Content of plans to spend development fees
- 5:93-8.10 Development fees; residential
- 5:93-8.11 Development fees; non-residential
- 5:93-8.12 Eligible exactions, ineligible exactions and exemptions

- 5:93-8.13 Collection of fees
- 5:93-8.14 Contested fees
- 5:93-8.15 Housing trust fund
- 5:93-8.16 Use of money
- 5:93-8.17 Monitoring
- 5:93-8.18 Penalties
- 5:93-8.19 Designation of entities to receive development fees
- 5:93-8.20 Ongoing collection of fees
- 5:93-8.21 Severability

SUBCHAPTER 9. CONTROLS ON AFFORDABILITY

- 5:93-9.1 Purpose and scope
- 5:93-9.2 Length of controls
- 5:93-9.3 General provisions concerning uniform deed restriction liens and enforcement through certificates of occupancy or reoccupancy on sales units
- 5:93-9.4 Option to buy sales units
- 5:93-9.5 Municipal option; sales units
- 5:93-9.6 State option; sales units
- 5:93-9.7 Non-profit option; sales units
- 5:93-9.8 Seller option; sales units
- 5:93-9.9 Municipal rejection of repayment option; sales units
- 5:93-9.10 Continued application of options to create, rehabilitate or maintain low and moderate income units; sales units
- 5:93-9.11 Eligible capital improvements prior to the expiration of controls; sales units
- 5:93-9.12 Subsidy to ensure affordability prior to the expiration of controls; sales units
- 5:93-9.13 Impact of foreclosure on resale while controls are in place; sales units
- 5:93-9.14 Excess proceeds upon foreclosure; sales units
- 5:93-9.15 Annual indexed increases while controls are in place; sales and rentals
- 5:93-9.16 Procedures for initial sales, resale prior to the expiration of controls, and rentals

SUBCHAPTER 10. COST GENERATION

- 5:93-10.1 Purpose and scope
- 5:93-10.2 Standards
- 5:93-10.3 Special studies/escrow accounts
- 5:93-10.4 Relief subsequent to substantive certification
- 5:93-10.5 Revocation of substantive certification

SUBCHAPTER 11. AFFIRMATIVE MARKETING

- 5:93-11.1 The affirmative marketing plan; definition and contents
- 5:93-11.2 Training and general responsibilities
- 5:93-11.3 Marketing program
- 5:93-11.4 Marketing for initial sales and/or rent up; composition of marketing pool
- 5:93-11.5 Continuing marketing activities
- 5:93-11.6 Monitoring and reporting requirements
- 5:93-11.7 Residency preference

SUBCHAPTER 12. MONITORING

- 5:93-12.1 Completion of monitoring forms

SUBCHAPTER 13. SITE SPECIFIC RELIEF AND THE STATE DEVELOPMENT AND REDEVELOPMENT PLAN (SDRP)

- 5:93-13.1 Purpose and scope
- 5:93-13.2 Site-specific relief in Planning Areas 1 and 2
- 5:93-13.3 Site-specific relief in Planning Area 3
- 5:93-13.4 Site-specific relief in Planning Areas 4 and 5

SUBCHAPTER 14. ONE THOUSAND UNIT LIMITATION

- 5:93-14.1 General

SUBCHAPTER 15. WAIVER PROVISIONS

- 5:93-15.1 Waiver

APPENDIX A METHODOLOGY

APPENDIX B ESTIMATING UNDEVELOPED LAND IN NEW JERSEY USING THEMATIC MAPPER SATELLITE DATA, 1990 CENSUS DATA AND THE TIGER FILES

APPENDIX C STRUCTURAL CONDITIONS SURVEY

APPENDIX D THE COST OF PROVIDING INFRASTRUCTURE

APPENDIX 1 DATA SOURCES

APPENDIX 2 DATA DEFINITIONS

APPENDIX E DEED RESTRICTION AND LIEN

APPENDIX F STATE PLANNING COMMISSION MEMORANDUM OF UNDERSTANDING AND FLOW CHARTS

APPENDIX G REGIONAL CONTRIBUTION AGREEMENT COUNTY REVIEW CHECKLIST

APPENDIX H AFFORDABLE HOUSING AGREEMENT—RENTAL PROPERTIES

SUBCHAPTER 1. GENERAL PROVISIONS

5:93-1.1 Short title; purpose; scope

(a) The provisions of this chapter shall be known as the "Substantive Rules of the New Jersey Council on Affordable Housing for the Period Beginning June 6, 1994."

(b) The purpose of this chapter will be the provision of criteria to be used by municipalities in addressing their constitutional obligation to provide a fair share of affordable housing for moderate and low income households.

(c) All municipalities within the jurisdiction of the Council are subject to evaluation, in accordance with the provisions of this chapter, for the period beginning on June 6, 1994.

5:93-1.2 Severability clause

If any part of this chapter shall be held invalid, the holding shall not affect the validity of remaining parts of these rules. If a part of these rules is held invalid in one or more of their applications, the rules shall remain in effect in all valid applications that are severable from the invalid application.

5:93-1.3 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise.

"Accessory apartment" means a self-contained residential dwelling unit with a kitchen, sanitary facilities, sleeping quarters, and a private entrance, which is created within an existing home, or through the conversion of an existing attached accessory structure on the same site, or by an addition to an existing home or accessory building.

"Act" means the Fair Housing Act of 1985, P.L. 1985, c.222 (N.J.S.A. 52:27D-301 et seq.).

"Active recreation" means leisure time activities usually of a more formal nature and performed with others, often requiring equipment and taking place at prescribed places, sites or fields. Active recreation sites include swimming areas; playgrounds; tot lots; play fields; and tennis and other court game facilities. Active recreation shall not include areas designated for bike riding, hiking, walking and picnicking.

"Adjustment" means a modification and/or deferral of the municipal low and moderate income housing obligation, pursuant to N.J.S.A. 52:27D-307(c)(2) and N.J.A.C. 5:93-4.

"Affordable" means a sales price or rent within the means of a low or moderate income household as defined in N.J.A.C. 5:93-7.4.

"Agency" means the New Jersey Housing and Mortgage Finance Agency established by P.L. 1983, c.530 (N.J.S.A. 55:14K-1 et seq.).

"Alternative living arrangement" means a structure in which households live in distinct bedrooms, yet share kitchen and plumbing facilities, central heat and common areas. Alternative living arrangement includes, but is not limited to: transitional facilities for the homeless, Class A, B, C, D, and E boarding homes as regulated by the New Jersey Department of Community Affairs; residential health care facilities as regulated by the New Jersey Department of Health; group homes for the developmentally disabled and mentally ill as licensed and/or regulated by the New Jersey Department of Human Services; and congregate living arrangements.

"Approvable site" means a site that may be developed for low and moderate income housing in a manner consistent with the rules or regulations of all agencies with jurisdiction over the site. A site may be approvable although not currently zoned for low and moderate income housing.

"Areawide plan" or "areawide Water Quality Management (WQM) plan" means any water quality management plan adopted pursuant to Sections 208 and 303 of the Federal Clean Water Act, 33 U.S.C. §§ 1251 et seq., and Section 5 of the New Jersey Water Quality Planning Act, N.J.S.A. 58:11A-1 et seq.

"Available site" means a site with clear title, free of encumbrances which preclude development for low and moderate income housing.

"Calculated need" means the low and moderate income housing obligation resulting from the procedures in N.J.A.C. 5:93-2. It is the result of subtracting adjustments, reductions, credits, bonuses, prior cycle credits and the 20 percent cap from the precredited need. To the extent that the Council has knowledge of prior cycle credits and eligible reductions, these credits and reductions have been applied to the municipal housing obligation.

"Census subregion" means a geographic subdivision of the State as determined by the United States Bureau of the Census.

"Center" means a compact form of development with a core or node (focus of residential, commercial and service development) and a community development area that ranges in scale from an urban center to a regional center, town, village, and hamlet. This definition is in accord with and derived from the State Development and Redevelopment Plan.

"Certified household" means a household determined to be income eligible for a low or a moderate income housing unit by a municipal authority after the authority has verified the household's gross annual income, credit history and compared the household's family size to the occupancy requirements delineated in N.J.A.C. 5:93-9.1(b)14.

"Community capacity" means an estimate based on 20 percent of a municipality's existing 1993 housing stock, pursuant to N.J.A.C. 5:93-2.17.

"Conversion" means the conversion of existing commercial, industrial or residential structures for low and moderate income housing purposes.

"Council" means the New Jersey Council on Affordable Housing established under the Act and which has primary jurisdiction for the administration of housing obligations in accordance with sound regional planning considerations in the State.

"DCA" means the New Jersey Department of Community Affairs.

"DEP" means the New Jersey Department of Environmental Protection.

"Developable site" means a site that has access to appropriate water and sewer infrastructure, and is consistent with the applicable areawide water quality management plan (including the wastewater management plan) or is included in an amendment to the areawide water quality management plan submitted to and under review by DEP.

"Development fees" means money paid by an individual, person, partnership, association, company or corporation for the improvement of property as permitted in N.J.A.C. 5:93-8.

"DOT" means the New Jersey Department of Transportation.

"Durational adjustment" means a deferral of the municipal low and moderate income housing obligation based on the lack of infrastructure pursuant to N.J.S.A. 52:27D-307(c)(2) and N.J.A.C. 5:93-4.

"Elder cottage housing opportunities (ECHO) units" means modular, self-contained units erected on sites containing an existing dwelling. ECHO units are restricted to senior citizens and/or the disabled and are moved to another site when the unit is vacated.

"Environ" means that area of a municipality outside the development boundaries of a center. This definition is in accord with and derived from the State Development and Redevelopment Plan.

"Equalized assessed value" means the value of a property determined by the municipal tax assessor through a process designed to ensure that all property in the municipality is assessed at the same assessment ratio or ratios required by law. Estimates at the time of building permit may be obtained by the tax assessor utilizing estimates for construction cost. Final equalized assessed value will be determined at project completion by the municipal assessor.

"Exempt sales" means and shall include the transfer of ownership between husband and wife; the transfer of ownership between former spouses ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; the transfer of ownership between family members as a result of inheritance; the transfer of ownership through an executor's deed to a class A beneficiary; and the transfer of ownership by court order.

"Fair market value" means the unrestricted price of a low or moderate income housing unit if sold at a current real estate market rate.

"Fair Share Plan" means that plan or proposal, which is in a form that may readily be converted into an ordinance, by which a municipality proposed to satisfy its obligation to create a realistic opportunity to meet its fair share of low and moderate income housing needs of its region and which details the affirmative measures the municipality proposes to undertake to achieve its fair share of low and moderate income housing, as provided in sections 9 and 14 of the Act, addresses the development regulations necessary to implement the housing element, and addresses the requirements of N.J.A.C. 5:93-7 through 11.

"Gross density" means the total number of dwelling units existing or permitted on a housing site divided by the total area of the tract. The result is expressed as dwelling units per acre.

"Gut rehabilitation" means the rehabilitation of vacant residential units or buildings where the cost exceeds 50 percent of the physical value of the unit or structure as determined in accordance with per square foot construction cost guides such as those published by W.S. Means and Company, and F.W. Dodge Company, or where the electrical, plumbing and heating systems of the unit or structure have been totally replaced.

"Head of household" means a person under whose name a housing unit is owned or rented.

"Household" means the person or persons occupying a housing unit.

"Housing element" means that portion of a municipality's master plan consisting of reports, statements, proposals, maps, diagrams and text designed to meet the municipality's fair share of its region's present and prospective housing needs, particularly with regard to low and moderate income housing and which contains at least those items identified in section 10 of the Act.

"Housing market area" means the geographic region from which it is likely that buyers or renters would be drawn for inclusionary development. The housing market area is the "housing region" as determined by the Council, in which an inclusionary development is located.

"Housing Region" means a geographic area, determined by the Council, of no less than two nor more than four contiguous, whole counties, which exhibit significant social, economic and income similarities and which constitute, to the greatest extent practicable, the Primary Metropolitan Statistical Areas (PMSA) as last defined by the United States Census Bureau.

"Inclusionary component" means the result of subtracting the rehabilitation component, credits (granted pursuant to N.J.A.C. 5:93-3), the impact of the 20 percent cap (pursuant to N.J.A.C. 5:93-2.16) and the impact of the 1,000 unit limitation (pursuant to N.J.A.C. 5:93-14) from the precredited need, provided the result shall not be less than zero. For a municipality that receives a vacant land adjustment pursuant to N.J.A.C. 5:93-4, the inclusionary component shall be initially synonymous with the realistic development potential.

"Inclusionary development" means a development containing low and moderate income units. This term includes, but is not necessarily limited to, new construction, the conversion of a non-residential structure to a residential structure and the creation of new low and moderate income units through the gut rehabilitation of a vacant residential structure.

"Indigenous need" means deficient housing units occupied by low and moderate income households within a municipality and is a component of present need. Municipal indigenous need, as a percentage of the total 1993 occupied housing stock, shall not exceed the percentage derived from dividing the deficient housing units occupied by low and moderate income households by the total 1993 occupied housing stock for the housing region in which the municipality is located.

"Initial occupancy" means the period beginning with the date on which the developer is granted permission by the local government to begin occupancy and ending on the date 95 percent occupancy is attained.

"Inventory" means that calculation undertaken by a municipality in accordance with the Fair Housing Act, N.J.S.A. 52:27D-329, in developing its housing element which accounts for its housing stock by age, condition, purchase or rental value, occupancy characteristics and type, including the number of units affordable to low and moderate income households in substandard housing capable of being rehabilitated, as provided for in section 10a of the Act.

"Judgment of repose" means a judgment issued by the Superior Court approving a municipality's plan to satisfy its fair share obligation.

"Landsat" means a satellite that maps land cover by interpreting spectral information reflected from the earth's surface.

"Low income housing" means housing affordable according to Federal Department of Housing and Urban Development or the standards included in this chapter for home ownership and rental costs, occupied or reserved for occupancy by households with a gross household income equal to 50 percent or less of the median gross household income for households of the same size within the housing region in which the housing is located, and which is subject to affordability controls promulgated by the Council.

"Low income tax credit" means an income tax credit granted for investing in a Federal program designed to produce low and moderate income rental units.

"Market rate units" means housing within an inclusionary development, not restricted to low and moderate income households, that may sell at any price determined by a willing seller and a willing buyer.

"Median aggregate household income above the floor" means the result of multiplying the number of households in the municipality as of 1990 by the 1989 municipal median household income above the floor.

"Median household income above the floor" means the result of subtracting the regional household floor income from the 1989 median municipal household income.

"Minority" means an individual who is a member of one of the following racial or ethnic groups:

1. Black: An individual having origins in any of the black racial groups of Africa, but not of Hispanic origin;

2. American Indian or Alaskan Native: An individual having origins in any of the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition;

3. Hispanic: An individual of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race; or

4. Asian or Pacific Islander: An individual having origin in any of the original peoples of the Far East, southeast Asia, and the Indian subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

"Moderate income housing" means housing affordable according to Federal Department of Housing and Urban Development or the standards in this chapter for home ownership and rental costs, occupied or reserved for occupancy by households with a gross household income in excess of 50 percent but less than 80 percent of the median gross household income for households of the same size within the housing region in which the housing is located, and which is subject to the Council affordability controls in this chapter.

"Multifamily unit" means a structure containing five or more dwelling units.

"Municipal estimated land capacity" means an estimate based on Landsat data, tax data and assumptions pertaining to density and set-asides used in developing the undeveloped land cap pursuant to N.J.A.C. 5:93-2.16 and assumptions pertaining to density and set-asides.

"Municipal need for new construction" means a calculation used to determine the 20 percent cap pursuant to N.J.A.C. 5:93-2.16.

"Municipal present need" means the sum of indigenous need and the municipal share of reallocated present need.

"Net density" means the total number of dwelling units within a designated portion of a tract divided by the total land area of the designated portion of the tract, including the open-space, roadways, parking areas and common facilities devoted exclusively to that portion of the tract. The result is expressed as dwelling units per acre.

"Non-conforming use" means a use or activity which was lawful prior to the adoption, revision or amendment of a zoning ordinance, but which fails to conform to the requirements of the zoning district in which it is located by reasons of such adoption, revision or amendment.

"Open-space" means any parcel or area of water or land essentially unimproved and set aside, dedicated, designated or reserved for public or private use or enjoyment or for the use and enjoyment of owners and occupants of land adjoining or neighboring such open space; provided that such areas may be improved with only those buildings, structures, streets and offstreet parking and other improvements that are designed to be incidental to the natural openness of the land.

"Overlay zone" means a zoned area of a municipality in which low and moderate income housing may be built as a matter of right in addition to another use. In approving such a zone, the Council may allow the existing use to continue and expand as a conforming use, but provide that when the prior use on the site is changed, the site shall produce low and moderate income housing or a development fee.

"Petition for Substantive Certification" means that petition which a municipality files, or is deemed to have filed, which engages the Council's mediation and review process.

"Planning area" means an area defined by a set of common criteria which focus on the degree and type of development or natural resources. Planning areas serve as organizing mechanisms for growth and development planning throughout the State. This definition is in accord with and derived from the State Development and Redevelopment Plan.

"Pre-credited need" means the municipal low and moderate income housing obligation resulting from subtracting filtering, residential conversion and spontaneous rehabilitation from the sum of indigenous need, reallocated present need, prior cycle prospective, prospective need and demolitions.

"Present need" means the sum of indigenous need and reallocated present need as determined by N.J.A.C. 5:93-2.5.

"Price differential" means the difference between the controlled unit sale price and the fair market value as determined at the date of a proposed contract of sale, after reasonable real estate broker fees have been paid.

"Prior cycle credits" means credits granted by the Council for low and moderate income units constructed after April 1, 1980 as part of granting substantive certification for the 1987-1993 housing obligation. Prior cycle credits may be requested for eligible units, except for rehabilitated units, constructed between April 1, 1980 and December 15, 1986 in petitioning to address the 1987-1999 obligation.

"Prior cycle fair share" means the responsibility for low and moderate income housing established by the Council when the Council granted substantive certification for the 1987-1993 housing obligation.

"Prior cycle prospective need" means that portion of the 1987-1993 prospective need included in the 1987-1999 low and moderate income housing need calculations.

"Priority" means a system of selecting applicants.

"Prospective need" means a projection of low and moderate housing needs based on development and growth which is reasonably likely to occur in a region or a municipality. See N.J.S.A. 52:27D-304(j).

"Qualified non-profit" means an organization granted non-profit status in accordance with section 501(c)(3) of the Internal Revenue Service code.

"RCA recipient certification" means the determination of the Council that a receiving municipality in an RCA has met the criteria in N.J.A.C. 5:91-11.4 in at least one of four housing categories established in N.J.A.C. 5:91-11.4(b).

"Realistic development potential" (RDP) means the municipal obligation as calculated pursuant to N.J.A.C. 5:93-4.2 (f).

"Reallocated present need" means that portion of a housing region's present need that is redistributed throughout the housing region.

"Receiving municipality" means, for purposes of an RCA, a municipality which agrees to assume a portion of another municipality's fair share obligation.

"Reduction" means a one for one deduction of precredited need based on a fair share plan to construct low and moderate income units, transfer low and moderate income units via a regional contribution agreement and/or zone for low and moderate income housing that implements a housing element that has been certified by the Council or the Superior Court. A reduction also includes bonus rental credits.

"Regional aggregate weighted median household income above the floor" means the result of adding the median aggregate household income above the floor for municipalities in the housing region.

"Regional contribution agreement" (RCA) means the transfer pursuant to N.J.S.A. 52:27D-312 of up to 50 percent of a municipality's fair share obligation to another municipality within its housing region by means of a contractual agreement into which two municipalities voluntarily enter.

"Regional household floor income" means 100 dollars less than the lowest municipal median household income in the housing region.

“Regional median household income above the floor” means the result of adding the median household income above the floor for each municipality in the housing region.

“Rehabilitated unit” means a previously deficient housing unit which has undergone significant renovation to meet municipal or other applicable housing code standards as further described in N.J.A.C. 5:93-5.2(b).

“Rehabilitation component” means the result of subtracting spontaneous rehabilitation from indigenous need. For a municipality where filtering and conversions exceed reallocated present, prior cycle prospective need, prospective need and demolitions, the rehabilitation component equals calculated need.

“Repayment clause” means the obligation of a seller exercising a repayment option to pay 95 percent of the price differential to a municipality at closing for use in the municipal housing plan.

“Repayment option” means the option of a seller of a low or moderate income unit to sell a unit pursuant to N.J.A.C. 5:93-12.7 at fair market value subject to compliance with the terms of a repayment clause.

“Resolution of Participation” means a resolution adopted by a municipality in which the municipality chooses to prepare a fair share plan and housing element in accordance with the Act.

“Section 8 income limits” means a schedule of income limits that define 50 percent and 80 percent of median income by household size. When used herein, Section 8 income limits shall refer to the “uncapped” schedule as published by the Council, in accordance with its rules.

“Sending municipality” means, for purposes of an RCA, a municipality which transfers a portion of its fair share obligation to another willing municipality.

“Set-aside” means the percentage of housing units devoted to low and moderate income households within an inclusionary development.

“State Development and Redevelopment Plan (SDRP)” means the State plan for development promulgated by the State Planning Commission pursuant to P.L. 1985, c.398 (N.J.S.A. 52:18A-196 et seq.).

“Substandard housing unit” means a housing unit with health and safety code violations that require the repair or replacement of a major system. A major system includes weatherization, a roof, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems) and/or a load bearing structural system.

“Substantial compliance” means a municipality has actually constructed or issued building permits for at least 70 percent of the new units that were part of the municipal 1987-1993 housing obligation.

“Substantive certification” means a determination by the Council approving a municipality’s housing element and fair share plan in accordance with the provisions of the Act and the rules and criteria as set forth in this chapter. A grant of substantive certification shall be valid for a period of six years in accordance with the terms and conditions contained therein, in accordance with N.J.S.A. 52:27D-322.

“Suitable site” means a site that is adjacent to compatible land uses, has access to appropriate streets and is consistent with the environmental policies delineated in N.J.A.C. 5:93-4.

“Surrogate” means a census indicator of deficient housing used in the calculation of present need as defined in N.J.A.C. 5:93-2.

“Survey” means that independent determination of need undertaken by a municipality in preparing its housing element, which is developed and produced in a manner and in such form as is required by this chapter.

“Target group” means identifiable organizations that may aid in attracting low and moderate income households to inclusionary developments. Examples of target groups include: public housing authorities, non-profit organizations, departments of aging, Section 8 programs, religious organizations, urban community action groups and personnel departments of local employers.

“Total need” means the sum of present and prospective need.

“Utility allowance” means those expenses that are in addition to the base rent, such as heat, electricity and cooking fuel that are included in the 30 percent utility allowance as outlined in the lease.

“Vacant land” means undeveloped and unused land area.

“Water quality management plans” or “WQM plans” means the plans prepared pursuant to Sections 208 and 303 of the Clean Water Act, 33 U.S.C. §§ 1251 et seq., and the Water Quality Planning Act, N.J.S.A. 58:11A-1 et seq., including the Statewide, areawide and county WQM plans.

“Weatherization” means building insulation (for attic, exterior walls, crawl space), replacement storm windows, replacement storm doors, replacement windows and replacement doors and is considered a major system for rehabilitation.

Amended by R.1995 d.491, effective September 5, 1995.

See: 27 N.J.R. 2134(a), 27 N.J.R. 3329(a).

Amended by R.1998 d.21, effective January 5, 1998.

See: 29 N.J.R. 3665(a), 30 N.J.R. 194(b).

Amended "Calculated need", "Developable site", "Gut rehabilitation", "Realistic development potential", "Receiving municipality", and "Sending municipality"; deleted "Authority" and "Senior citizen"; inserted "Elder cottage housing opportunities (ECHO) units", "RCA recipient certification", and "Regional contribution agreement".

Amended by R.1999 d.107, effective April 5, 1999.

See: 30 N.J.R. 3719(a), 31 N.J.R. 868(a).

Inserted "Areawide plan"; rewrote "Developable site"; in "Sub-standard housing unit", inserted "weatherization" in the second sentence; and added "Water quality management" or "WQM plans" and "Weatherization".

SUBCHAPTER 2. MUNICIPAL DETERMINATION OF PRESENT AND PROSPECTIVE NEED

5:93-2.1 General provisions

(a) Municipal present need and prospective need shall be calculated by summing municipal indigenous need and the municipal share of the appropriate housing region's reallocated present need and prospective need. The resulting total shall be modified by: prior-cycle prospective need; secondary sources of supply and demand; reduction for 1987-1993 housing activities; prior-cycle credits; and the 20-percent cap (see Appendix A, incorporated herein by reference). The end product of this process is the determination of municipal calculated need. This is the figure municipalities shall address in their housing elements. An example for a hypothetical municipality in the Southwest Region (Region 5)—Johnsonville—is provided to illustrate each of the individual calculations. The following flow diagram summarizes the sequence of calculations en route to the determination of calculated need.

FLOW DIAGRAM FOR THE CALCULATION OF LOW- AND MODERATE-INCOME HOUSING NEED

Using the Johnsonville Example					
INDIGENOUS NEED 33	+	REALLOCATED PRESENT NEED 95	=	PRESENT NEED 128	
PRESENT NEED 128	+	PROSPECTIVE NEED 568	=	TOTAL NEED 695	
TOTAL NEED 695	+	PRIOR-CYCLE PROSPECTIVE NEED 248	+	DEMOLITIONS 9	
(-) FILTERING 89	(-)	RESIDENTIAL CONVERSION 16	(-)	SPONTANEOUS REHABILITATION 8	= PRE-CREDITED NEED 839
(-) REDUCTION 439	(-)	PRIOR-CYCLE CREDITS 101	(-)	20% CAP 0	= CALCULATED NEED * 299

* Prior-cycle vacant land adjustment communities are indicated by "VL" even though their number is calculated. This indicates that although there is not much vacant land left in these communities, the affordable housing number may be met in other ways and is retained as part of overall Calculated Need.

(b) Exhibit 1 in the Technical Appendix A provides municipal-specific base data that may be employed to determine municipal Present and Prospective Need. Data for a hypothetical municipality, "Johnsonville," precedes the municipal base data for illustrative purposes in both Exhibits 1 and 3. Exhibit 2 in Appendix A duplicates the base data for each housing region that is presented in Columns A through L herein. Exhibit 3 is included for the convenience of the user of this guide. It provides a variety of data for each community, often from the 1990 Census, which would otherwise have to be researched in the process of undertaking this calculation.

(c) Selected municipalities receiving State aid (urban aid cities) pursuant to P.L. 1978, c.14 (N.J.S.A. 52:270-178 et seq.) as refined by the criteria in N.J.A.C. 5:93-2.3(b) shall calculate municipal calculated need as per the procedures delineated in N.J.A.C. 5:93-2.17.

5:93-2.2 Indigenous need—1993

(a) Indigenous need in a municipality is actual or capped deficient housing occupied by low- and moderate-income households as further defined in N.J.A.C. 5:93-1.3. Municipal indigenous need shall be determined from the total of deficient housing units occupied by low- and moderate-income households for the U.S. Census subregion in which the municipality is located. The data, derived from a multiple-index approach, are not available at the municipal level. To determine the municipal share of need from the U.S. Census subregion total, it is necessary to employ a single-index approach using surrogates of deficient housing available at both the municipal and U.S. Census subregion level. To calculate municipal indigenous need:

1. Locate the appropriate municipality in Exhibit 1 in Appendix A. Example: Johnsonville in Region 5 (Southwest).

2. Divide Column 2 (municipal single-index need) by Column 3 (subregional single-index need). The resulting percentage yields the municipal share of the U.S. Census subregion's total of deficient housing units occupied by low- and moderate-income households.

Example:

$$\frac{\text{Johnsonville single index need (Column 2)}}{\text{Subregional single index need (Column 3)}} = 410 \div 4544 = .090$$

(Municipal Share
of Regional Need)

3. Multiply the result of the quotient obtained in (a)2 above by the number in Column 1 (subregional multiple index need).

Example:

Subregional Multiple Index Need (Column 1)	×	Municipal Share of Regional Need	=	33
364		.090		

This is the count of estimated low- and moderate-income deficient units in a municipality.

4. Column A from Appendix A, Exhibit 2, reproduced below displays the percentage for each housing region that is obtained by dividing the actual deficient housing units occupied by low- and moderate-income households in the region by the estimated total of 1993 occupied housing units in the region.

TABLE 1

(COLUMN A, FROM APPENDIX A, EXHIBIT 2)
1993 REGIONAL AVERAGE PERCENT
DEFICIENT HOUSING

Region	Percent Deficient
1. Northeast	.0290

Region	Percent Deficient
2. Northwest	.0250
3. West Central	.0180
4. East Central	.0120
5. Southwest	.0150
6. South-Southwest	.0220

Multiply this percentage by the municipal projection of 1993 occupied housing stock in Exhibit 1, Column 4.

Example:

Johnsonville Total 1993% %*	Region 5 Percentage of Low- and Moderate-Income Deficiency (Column A)	×	=	190
Occupied Housing Estimate (Column 4) 12,695	.015			

* Estimate as of July 1, 1993

5. Municipal Indigenous Need shall be the smaller number resulting from the calculations in (a)3 and 4 above.

Example: Johnsonville's Indigenous Need = 33.

6. If the calculation in (a)3 above is larger than (a)4 above, the difference between the two shall be distributed throughout the housing region as Reallocated Present Need as per N.J.A.C. 5:93-2.3 and 5:93-2.4. The results of this calculation are displayed for each housing region in Column B.

(b) Municipal indigenous need may also be determined through a survey of the municipality's housing stock as indicated in Appendix C incorporated herein by reference, when such survey is deemed adequate and accepted by the Council for identifying deficient housing units occupied by low- or moderate-income households.

(e) A municipality that chooses to administer a rehabilitation program shall maintain files on each program applicant. The files may be used in responding to monitoring requests and to protect the municipality against charges of irregularity. The files shall include:

1. The name of each applicant;
2. If the applicant is not approved, the reasons for the disapproval; and
3. If the applicant is approved:
 - i. Proof of income eligibility (Federal tax return);
 - ii. The initial inspection by the building inspector;
 - iii. Bids by contractors;
 - iv. The final contract to do the work;
 - v. Progress reports;
 - vi. A copy of the final inspection; and
 - vii. The lien on the property.

(f) Rental units may not be excluded from a municipal rehabilitation program.

(g) The Council shall require six year controls on affordability on owner-occupied units and 10 year controls on affordability on rental units. The controls on affordability may be in the form of a lien filed with the appropriate property's deed. Rents in rehabilitated units may increase annually based on the standards in N.J.A.C. 5:93-9.15.

(h) A municipality that chooses to rehabilitate its rehabilitation component shall be responsible for funding its program. This requirement includes administrative and actual rehabilitation activities. A municipality shall provide \$2,000 per unit of its rehabilitation component towards administration and \$8,000 per unit for rehabilitation activity to total \$10,000 per unit of its rehabilitation component. Given this requirement:

1. Municipalities shall provide sufficient dollars to fund one-third of the municipal rehabilitation component within one year of substantive certification. In each subsequent year of the substantive certification period, the municipality shall provide sufficient dollars to fund one-sixth of the municipal rehabilitation component.
2. Municipalities may rehabilitate substandard units that require less than \$8,000 of work, provided they also rehabilitate substandard units that require more than \$8,000 of work. Municipal rehabilitation activity shall average at least \$8,000 per unit for each two year period of substantive certification.

3. The Council may waive part or all of the funding required for administration if there is an agreement with an agency to administer the program at reduced cost.

4. Municipalities that seek a waiver from the \$8,000 rehabilitation standard may do so by presenting case studies documenting local housing conditions.

(i) 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 a 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.

(j) If the municipality structures a loan program to recapture money, recaptured money shall be used for another low and moderate income housing purpose or to repay a municipal bond issued to finance a low and moderate income housing activity.

(k) The municipality shall submit a rehabilitation manual that complies with COAH's rules and summarizes the administration of the rehabilitation program. The manual shall include a copy of the lien to be used and shall describe:

1. The rehabilitation program's staff and their responsibilities;
2. Procedures for program marketing;
3. Eligible repairs and improvements;
4. The amount of money available for rehabilitation;
5. Financing terms;
6. Income qualification criteria;
7. Procedures for application intake;
8. Procedures for review and approval of work (such procedures should require interim inspection of work); and
9. The length of affordability controls.

(l) Municipalities that administer rehabilitation programs shall complete annual monitoring reports required by the Council (see N.J.A.C. 5:93-12). After reviewing the progress of rehabilitation activity, the Council may require technical assistance meetings to identify implementation techniques designed to increase rehabilitation activity. Failure to submit monitoring reports or respond to direction designed to increase rehabilitation activity may result in further Council action.

(m) A municipality receiving State aid pursuant to P.L. 1978, c.14 (N.J.S.A. 52:27D-178 et seq.) may seek a waiver from addressing its entire rehabilitation component in one six year period of substantive certification. A municipality seeking such a waiver shall demonstrate that it cannot rehabilitate the entire rehabilitation component in six years and/or that an extraordinary hardship exists, related to addressing the entire rehabilitation component in six years.

Amended by R.1995 d.491, effective September 5, 1995.

See: 27 N.J.R. 2134(a), 27 N.J.R. 3329(a).

Amended by R.1998 d.21, effective January 5, 1998.

See: 29 N.J.R. 3665(a), 30 N.J.R. 194(b).

Substituted reference to "Appendix C" for "Appendix D"; inserted last sentence in (b).

Amended by R.1999 d.107, effective April 5, 1999.

See: 30 N.J.R. 3719(a), 31 N.J.R. 868(a).

In (b), inserted "weatherization," in the third sentence.

5:93-5.3 New construction; site criteria and general requirements

(a) Municipalities may create new low and moderate income units within their borders by sponsoring their construction, with or without a non-profit corporation, or by zoning sites for inclusionary development.

(b) Municipalities shall designate sites that are available, suitable, developable and approvable, as defined in N.J.A.C. 5:93-1. In reviewing sites, the Council shall give priority to sites where infrastructure is currently or imminently available. All sites designated for low and moderate income housing shall be consistent with the applicable areawide water quality management plan (including the wastewater management plan) or be included in an amendment application filed prior to the grant of final substantive certification. If there is a denial by DEP or at the end of two years if there is no DEP determination, then COAH shall revisit the site and housing plan to determine if it provides a realistic opportunity.

(c) For each site designated for new construction of low and moderate income units, the municipality shall provide the following minimum documentation:

1. A general description of each site to be used for inclusionary development, including, but not limited to, the following: acreage, current zoning, surrounding land uses, and street access. Maps shall be submitted showing the location of all sites;

2. A description of any environmental constraints, including steep slopes, wetlands and flood plain areas. The municipality shall include calculations of the amount of acreage that is environmentally constrained and any remaining buildable acreage. Documentation shall include the appropriate wetland and flood plain maps required pursuant to N.J.A.C. 5:93-5.1;

3. Information shall be submitted regarding location, size and capacity of lines and facilities within the service area, as well as the status of the applicable areawide water quality management plan including the wastewater management plan. Documentation shall include maps showing the location of the sewer and water facilities; and

4. For each site, the total number of housing units; the gross and net density of the proposed development; the total number of low and moderate income units; and the number of low and moderate income units that will be for sale and for rent.

(d) Municipalities shall structure plans for new construction, conversion and gut rehabilitation (including new construction, conversion and gut rehabilitation that is part of an RCA) that conform to the Council's rules pertaining to bedroom mix, age restriction, price stratification, rental housing, controls on affordability and affirmative marketing.

(e) Unless otherwise permitted, the Council shall not provide credit for housing that is restricted in occupancy to any specific group.

Amended by R.1998 d.21, effective January 5, 1998.

See: 29 N.J.R. 3665(a), 30 N.J.R. 194(b).

Amended by R.1999 d.107, effective April 5, 1999.

See: 30 N.J.R. 3719(a), 31 N.J.R. 868(a).

Rewrote (b); and in (c)3, substituted "applicable areawide water quality management plan including the wastewater management plan" for "201/208 plans" at the end of first sentence.

5:93-5.4 New construction; conformance with the State Development and Redevelopment Plan (SDRP)

(a) In Planning Areas 1 and 2, as designated in the SDRP, the Council shall encourage inclusionary development within centers. However, municipalities may locate inclusionary developments within the environs as defined in the SDRP.

(b) In Planning Area 3, the Council shall encourage inclusionary development within centers. Where a municipality proposes an inclusionary site within Planning Area 3 outside of a center, the Council may permit such a site if infrastructure is available or can be easily extended from Planning Area 2.

(c) In Planning Areas 4 or 5, as designated in the SDRP, the Council shall require inclusionary development to be located in centers. Where the Council determines that a municipality has not created a realistic opportunity within the development boundaries of a center to accommodate that portion of the municipal inclusionary component that the municipality proposes to address within the municipality, the Council shall require the municipality to identify an expanded center(s) or a new center(s) and submit the expanded or new center(s) to the State Planning Commission for designation.

(d) In municipalities that are divided by more than one Planning Area, the following principles shall apply:

1. The Council shall encourage and may require the use of sites in Planning Areas 1 and 2 prior to approving inclusionary sites in Planning Areas 3, 4 and 5 that lack sufficient infrastructure;