

# MCOSAP Process Checklist

Mercer County Open Space Assistance Program  
Mercer County Planning Department  
640 South Broad Street | PO Box 8068 | Trenton, NJ 08650  
Phone: 609-989-6545 | Fax: 609-278-8154



- Application:** Complete the application as provided on the County website. Application must be approved by the County Open Space Preservation Board. The Board meets every other month on the first Tuesday of the month. Applications must be received three (3) weeks before the date of a meeting to be considered at that meeting. Please note that the Open Space Preservation Board approval is a recommendation to the County Administration and is contingent upon approval by the Mercer County Board of Commissioners.
- Grant Agreement:** If the application is approved by the Board and Administration, the applicant will receive a Grant Agreement for the applicant's signature. The applicant must execute and return the agreement to the County for Commissioner Board consideration. The County requires three (3) original copies of the agreement, signed in blue ink. Please be advised that the Board of County Commissioners' meetings are every two to four weeks depending on the schedule, and the process to place an item on the agenda can take several weeks.
- Commissioner Resolution and Final Approval:** After the grant is approved by the Commissioner Board and executed by the County, a final approval letter will be sent informing the applicant and will include a copy of the fully executed agreement and resolution.
- Survey and Written Metes & Bounds Description:** A final survey (including associated CAD files) must be sent to the County before a check can be requested.
- Purchase Order and Invoice:** The County will send the applicant a Purchase Order that must be signed and returned with an invoice to receive the check.
- Check Request:** Please be advised that a 30-day notice is required to receive a check.
- Check Received**
- Closing Complete**
- Recorded Deed Language/Transmittal to County:** The Grantee must send the County copies of the Recorded Deed and Deed of Conservation Restriction, if applicable. The Deed must contain the language specified in the agreement.

Please contact Cindy Taylor, Land Protection Coordinator, with questions at [ctaylor@mercercounty.org](mailto:ctaylor@mercercounty.org).