

5. Rehabilitation Program

- Program Funding Schedule
- Rehabilitation Program Manual
- Township's 2022 CDBG Program

Parsippany-Troy Hills Rehabilitation Program Funding Schedule

The Township's program has been funded through Community Development Block Grants ("CDBG") from the New Jersey Department of Community Affairs for many years. As identified in the Third-Round, the CDBG funding only provides for the rehabilitation of owner-occupied units. The Township's most recent Small Cities award was in 2025 for \$195,551. The Township will continue to apply for Small Cities grants to fund its program. To address the rehabilitation of renter-occupied units, the program as in the Third-Round, will continue to be funded in part by the Township's Affordable Housing Trust Funds. Should these funding sources be insufficient to address Parsippany's Rehabilitation Share, the Township will address the funding shortfall as noted in its Resolution of Intent to Fund (see Fair Share Plan Appendix).

Based on the Township's 2023 homeownership rate of 58% (rounded up to 60% to account for vacancies), the Township anticipates an owner-occupied rehabilitation program of 83 units (138-unit Rehabilitation Share x 60% = 83). As such, the Township estimates the potential costs of the homeowner component of the program to be \$1,660,000 (83 x \$20,000 = \$1,660,000) assuming a rehabilitation cost of \$14,000 per unit (\$14,000 hard costs and \$6,000 administration). As discussed earlier, the Township will continue to apply for CDBG grants to fund this program.

Approximately 39% (rounded to 40% to account for vacancies identified) of the Township's occupied housing units were renter-occupied. Based on this (adjusted) renter occupancy rate, the Township anticipates a renter-occupied rehabilitation program of 55 units (138-unit remaining Rehabilitation Share x 40% = 55). As such, the Township estimates the potential costs of the rental portion of the program to be \$1,100,000 (55 x \$20,000 = \$1,100,000) assuming a rehabilitation cost of \$20,000 per unit (\$14,000 hard costs and \$6,000 administration).

Both the ownership at \$1,660,000 and rental program at \$1,100,000 will amount to \$2,760,000 in funding which is allocated from the Township's Trust Fund for this rehabilitation program.

N.J.A.C. 5:93-5.2(h)1 requires one-third of the total rental rehabilitation program cost to be available within one (1) year of the Court's issuance of a Judgment of Compliance and Repose and one-sixth for each subsequent year. The Township will adhere to the following schedule:

By Winter 2026: \$910,800

By Each Winter from 2027 through 2035: \$205,466

Although the Township will ensure the financing of both the renter- and owner-occupied portions of this program, the required funding will also be based on homeowner and tenant demand for the program.

Home Improvement Program

Policies and Procedures Manual

Township of Parsippany-Troy Hills

Created October 1, 2019

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Home Improvement Program

Policies & Procedures Manual

I. INTRODUCTION

The purpose of this document is to establish policies, guidelines and procedures which will govern the Home Improvement Program (HIP). The HIP was created by the Township to assist properties occupied by very low, low and moderate-income households to correct all existing interior and exterior health, safety and code violations in conformity with the standards of the New Jersey State Housing Code, N.J.A.C. 5:28 and the Rehabilitation Subcode, N.J.A.C. 5:23-6. Additionally, the HIP was designed to fulfill Parsippany-Troy Hills's rehabilitation portion of the Parsippany-Troy Hills's Fair Share Plan as submitted to and approved by the Court Master. The HIP is guided by N.J.A.C. 5:93-5.2 and is subject to all laws, regulations, ordinances, and codes of the New Jersey Department of Community Affairs (DCA) and the Township of Parsippany-Troy Hills¹. The Township of Parsippany-Troy Hills has contracted with Community Grants, Planning & Housing LLC (CGP&H), a private consulting firm specializing in the implementation of publicly-funded housing rehabilitation programs, to manage and administer the HIP. The Program's funding source will be municipal housing trust funds. If the funding source changes, the manual will be updated to reflect the change as well as changes to regulation requirements, if any.

A. Fair Housing and Equal Housing Opportunities

It is unlawful to discriminate against any person making application to participate in the housing rehabilitation/home improvement programs 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>. Fair Housing and Equal Housing Opportunities apply to both owner and tenant applications.

¹ The HIP is guided by N.J.A.C. 5:93 except for the length of affordability controls for both owner- and renter-occupied (10 years, not six (6) years) and except for the required average hard cost expenditure (\$10,000, not \$8,000).

II. ELIGIBLE PARTICIPANTS

A. Program Area

The HIP is a Township wide program currently aimed at scattered site housing rehabilitation of housing occupied by very low, low and moderate-income households throughout the Township of Parsippany-Troy Hills.

B. 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 income eligible, the units are determined to be substandard and for primary residency only. Owners of rental properties do not have to be income eligible 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.

C. Income Limits

Household income is defined as the combined annual income of all family members over 18 years of age including wages, Social Security, disability insurance, unemployment insurance, pensions, dividend/interest income, alimony, etc. Each unit's total household income must fall within or below the State's moderate-income limits based on family size.

Since the 2015 NJ Supreme decision declaring COAH nonfunctioning, it is now left to the local court vicinages to approve income, sales and rental increases using similar methodologies that were employed by COAH.

The income limits and applicable methodology are in Appendix B, and the plan for properly amending median incomes and rental increases every year going forward until or unless COAH or another state entity becomes functional again is also included in Appendix B at the end of this manual. The Program Administrator will ensure that the annual chart in Appendix B is updated whenever updates become available.

If at any time, COAH (or a successor administrative agency duly empowered by an amendment to the Fair Housing Act) begins to issue updated annual income limits and rules for increasing sales prices and rent levels each year, said updated income limits and rules for increasing sales prices and rent levels each year may be used instead of the methodology set forth herein.

D. Application Selection

At program start-up, and if and when the homeowner intake demand exceeds the number of openings, applications will be prioritized based on the reported income of the household as a percentage of the maximum allowable income for households of that size. This will give priority to the lowest income applicants and assist the municipality in reaching its goal of providing assistance to a minimum of 50% of the properties comprising of low income households. Otherwise, the Program will process new applicants added to the waiting list/applicant pool on a first-come, first served basis, to qualified applicants. If and when there is a waiting list, priority will be given to homeowners with less than \$200,000 in liquid assets. Assets in federally recognized retirement accounts do not apply to the liquid asset limit. The HIP will establish the waiting list from the program marketing efforts identified in Section IX of this manual.

Emergency Processing Order

Properties with safety and/or health hazards, confirmed/certified as an emergency by the municipal Construction Official or Health Department, can by-pass the first-come, first served process however they must meet all the other program requirements including income eligibility and bringing the unit up to code.

The Program Administrator shall determine that an emergency situation exists based on the following:

- A. The repair problem is an immediate and serious threat to the health and safety of the building's residents
- B. The problem has been inspected and the threat verified by the appropriate local building inspector and/or health official

Depending on the type and extent of the emergency and with the homeowner's permission, the Program may by-pass the standard bid process outlined in *Section V sub-section N* to expedite the bid/contractor selection process. Instead the Program may have a proven qualified contractor familiar with the Program present at the initial property inspection with the homeowner to count as the contractor's site visit. This will allow for a quick turn-around on emergency scope of work to be contracted on a single quote basis. To be awarded the emergency work, the contractor's quote must be determined to be a reasonable cost based on the Program Inspector's cost estimate and the contractor must commit to a tight timeline to resolve the emergency situation. This emergency process may apply to heavily leaking roofs, inoperable heating systems during the winter months, immediately hazardous electrical systems and/or blocked sewer lines unresolvable to unclog via a simple service call for under \$1,000.

Please note that the loan agreement will state that if the homeowner takes the emergency funds to abate the safety/health hazards and then subsequently decides to voluntarily remove themselves from participation in the Township's Home Improvement Program to complete the non-emergency substandard code violation components of their project, essentially negating any opportunity for the municipality to gain credit for a fully rehabilitated home for this unit, those public funds used for the emergency shall be immediately due and payable back to the Township.

To address this potential, any homeowner receiving emergency funds will also be required to execute a statement indicating that the Township will place a lien on the property assisted for the Township to recapture the emergency funds, to be repaid with interest, based on the monthly average mortgage loan commitment rates at the time of closing in the event of noncompliance.

III. ELIGIBLE ACTIVITIES

A. Eligible Improvements

The purpose of the program is to bring substandard housing up to code. In order to qualify for participation in the program, the condition of each home must be certifiable as being "substandard" as defined in N.J.A.C. 5:93-1.3.

In other words, at least one of the following major systems must be in need of replacement or substantial repair:

- Roof
- Plumbing (including wells)
- Heating
- Electrical
- Sanitary plumbing (including septic systems)
- Load bearing structural systems
- 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:

- Lead paint remediation
- 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 upgrades/higher than mid-grade and/or strictly cosmetic), carpets, additions, conversions (basement, garage, porch, attic, etc.), repairs to structures separate from the living units (detached garage, shed, barn, etc.), furnishings, pools, landscaping, solar panels and generators. 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

Funds are to be used for work and repairs required to make the unit standard and abate all interior and exterior violations of the New Jersey State Housing Code, N.J.A.C. 5:28, the Rehabilitation Subcode, N.J.A.C. 5:23-6, and Chapter 213 of the Township housing and property maintenance code (of which the more restrictive requirements will apply), conserve energy and remove health and/or safety hazards; and any other work or repairs, including finishing and painting, which are directly related to the above listed objectives. 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.

Municipal rehabilitation investment for hard costs shall average at least \$10,000 per unit, and include the rehabilitation of at least one major system, as previously defined under eligible improvements.

D. Certifications of Substandard/Standard

The Program Building Inspector will inspect the property to determine which systems, if any, are substandard in accordance with sub-section A above and issue a Certification of Substandard. Upon program construction completion, 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 municipal certificate of completion/approval.

IV. FUNDING TERMS FOR OWNER OCCUPIED AND INVESTOR OWNED UNITS

Funding will be provided on the following terms:

A. Terms and Conditions for Owner Occupied Units

Table 1 Owner-Occupied Single Family Home Terms & Conditions

Owner-Occupied Single Family Unit Terms and Conditions of Loan	
Minimum Loan Amount	The municipality may rehabilitate substandard units that require less than \$10,000 of work, provided the municipal rehabilitation activity shall average at least \$10,000 per unit.
Maximum Loan Amount	\$24,000 per unit
Interest Rate	0% (No monthly payments)
Payment Terms:	100% forgivable if homeowner maintains occupancy and title during the 10-year period. Original Principal is due if house is sold and/or title/occupancy changes years 1 through 10 except for <i>Exceptions to Loan Repayment Terms</i> section below.
Mechanism for Securing Loan	Mortgage and Mortgage Note recorded against property

If the owner decides to sell the property, transfer title, or if the owner should die before the terms of the lien expire, the owner, heirs, executors or legal representatives must repay 100% of the original loan per the schedule above upon a title change. Rental of house is allowable under certain conditions subject to approval by the Administrative Agent.

Exceptions to Loan Repayment Terms above during the lien period:

1. If the loan transfers due to inheritance by a Class A beneficiary who will take occupancy upon death of Program mortgagee/Borrower and assume the lien (income eligibility not a requirement); or if by inheritance by a qualified income eligible non-Class A beneficiary, or
2. If the house is sold at an affordable price pursuant to UHAC to someone who can be qualified as income eligible, takes occupancy and agrees to assume the program lien, or
3. If the house is sold at an affordable price pursuant to UHAC to an investor who assumes the lien and also signs a deed restriction for the remaining duration of the affordability period to rent the dwelling at the affordability controls restricted rental rate and according to the affirmative marketing requirements for re-rentals. When this occurs, the Township's Administrative Agent will be responsible for monitoring compliance over that unit.

B. Terms and Conditions on Owner-Occupied Multi-Family Rental Units

Table 2 Owner-Occupied Multi-Family Home Terms & Conditions

Owner-Occupied Multi-Family Including Tenant Unit(s) Terms and Conditions of Loan	
Minimum Loan Amount	The municipality may rehabilitate substandard units that require less than \$10,000 of work, provided the municipal rehabilitation activity shall average at least \$10,000 per unit.
Maximum Loan Amount	\$18,000 per unit
Interest Rate	0% (No monthly payments)
Payment Terms	100% forgivable if homeowner maintains occupancy and title during the 10 year period. Original Principal is due if not in compliance with affordability controls. Rental restrictions transfer with property. See Restrictions below.
Mechanism for Securing Loan	Mortgage, Mortgage Note and Deed Restriction recorded on property

The assisted housing unit(s) must be occupied by and affordable to a household that is certified as an income eligible household as per either the latest Income Limits by Region, or in compliance with the municipality's Settlement Agreement and Court Order, whichever is applicable

The owner will execute a Mortgage, Mortgage Note, and Deed Restriction, the latter which guarantees the continued availability of the rental unit to low or moderate-income households for the terms of the ten-year deed restricted affordability period. The affordability terms for the rental units do not expire even if the owner sells the property, transfers title to the property, or dies within the ten-year program deed restricted affordability period.

Moreover, if Program funds were expended on the owner-occupied unit, and the homeowner sells, transfers title, dies or is not in compliance during the ten-year deed restricted affordability period, unless ownership is transferred to another low or moderate-income homeowner, any Program funds expended on work done on the owner's individual unit along with a pro-rata portion of the shared improvements must be fully repaid to the Township and used to rehabilitate another housing unit.

Additionally, for rental units in a multi-family owner-occupied home:

For tenant units, the maximum permitted rent is pursuant to UHAC and subject to annual adjustment. 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 rental price and will be affirmatively marketed by the Township designated Administrative Agent, in accordance with the Township of Parsippany-Troy Hills' Affordable Housing Affirmative Marketing Plan. Landlords are responsible to pay income certification fees and affirmative marketing cost for re-rentals.

For information regarding future rental increases: Please refer to Section VIII C of this manual.

C. Terms and Conditions on Investor-Owned Multi-Family Rental Units

Table 3 Investor-Owned Terms & Conditions

Investor-Owned Multi-Family Unit Terms and Conditions of Loan	
Minimum Loan Amount	Per N.J.A.C. 5:93-5.2, the municipality may rehabilitate substandard units that require less than \$8,000 of work, provided the municipal rehabilitation activity shall average at least \$10,000 per unit.
Maximum Loan Amount	\$17,000 per unit of credit
Interest Rate	0% (No monthly payments)
Payment Terms	Owner pays 25% of rehab cost at construction agreement signing. 75% balance forgiven if in compliance with rental restrictions. Rental restrictions transfer with property. See restrictions below. The 25% rehab cost is waived for non-profit corporation rentals, including group homes.
Mechanism for Securing Loan	Mortgage, Mortgage Note and Deed Restriction recorded against property

The ten-year affordability controls against the property will be recorded in a Deed Restriction. The property owner agrees to abide by the rental affordability controls for the life of the Deed Restriction. Additionally, the following conditions apply:

The assisted housing unit(s) must be occupied by and affordable to a household that is certified as an income eligible household as per either the latest Income Limits by Region, or in compliance with the municipality's Settlement Agreement and Court Order, whichever is applicable and as designated by unit in the Deed Restriction. The maximum permitted rent is determined by the Township's Administrative Agent and is pursuant to UHAC and subject to annual adjustment. A copy of the income figures for 2018, and the methodology for going forward, until the reinstatement of COAH or another state entity performing this function is included in Appendix B of this document.

Throughout the ten year affordability controls, if a rental 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(as designated by unit in the Deed Restriction) at an affordable price and will be affirmatively marketed in accordance with the Township of Parsippany-Troy Hills Affordable

Housing Affirmative Marketing Plan by the Townships' current Administrative Agent at the rates and terms defined within that Agreement. Landlords are responsible to pay income certification fees and affirmative marketing costs for re-rentals.

The owner will execute a Mortgage, Mortgage Note and Deed Restriction, the latter which will guarantee the continued availability of the unit to income eligible households for the terms of the ten-year lien affordability period.

Throughout the ten-year deed restrictive period, the affordability terms do not expire even if the owner sells the property, transfers title to the property, dies, or rents to other than low or moderate-income renters, before the terms of the lien expire.

D. Special Needs Waivers for Higher Cost Rehabilitation Projects

In cases of housing rehabilitation costs exceeding the program maximum loan amounts listed in applicable Tables 1, 2 and 3 above:

- The Program will get confirmation of whether or not the homeowner can contribute personal funding.
- If needed, the Program will attempt to partner with other possible funding sources such as the Low Income Home Energy Assistance Program (LIHEAP) and/or the municipality's CDBG Housing Rehabilitation Program (HRP).
- The Program reserves the right to make an exception and allow the expenditure of up to an additional \$3,000 per unit to address code violations. The Township will consider other situations for special needs waivers. Individual files will be reviewed on a case-by-case basis. Upon Program and Township approval, a Special Needs Funding Limit Waiver may be issued.
- If no viable options, the case will have to be terminated.

E. Use of Recaptured Program Funds

All recaptured funds will be deposited into a Parsippany-Troy Hills Township affordable housing trust fund in accordance with N.J.A.C. 5:93-8.15

V. IMPLEMENTATION PROCESS

A. Application/Interview

For each prospective applicant, this process starts with a homeowner either submitting an online preliminary application or the Case Manager pre-qualifies the interested homeowner by phone, whichever is the homeowner's preference. The information is entered in the program applicant

pool/waiting list. Preliminary applications for owner-occupied single-family homes will be forwarded to the Township's Purchasing Department to first be assisted via the Township's CDBG funded Housing Rehabilitation Program prior to the HIP's assistance. Preliminary applications for rental properties will be processed via the HIP only.

If the homeowner passes the preliminary criteria review, program information, guidelines, and an application package will be mailed or emailed to the applicant when their name is reached in the program's waiting list. Each prospective applicant is to complete the application and return it to the Case Manager, along with the required verification documents. Upon receipt of the completed application package, a case file will be opened for the applicant and a case file number will be assigned to the unit. The Case Manager will be available via a direct phone line to assist applicants during this and all other phases of the process. Additionally, as needed, a Case Manager will be available for face to face prescheduled appointments. Once a case is assigned a number, the cases are processed in the order of receipt of completed applications.

B. Eligibility Certification

To be eligible for assistance, households in each unit to be assisted must be determined to be income eligible. All adult members, 18 years of age and older, of both the owner household and tenant household (if any) must be fully certified as income-eligible before any assistance will be provided by the Program. The HIP will income qualify applicant, and when applicable tenant, households in accordance with N.J.A.C. 5:93-9 and the Uniform Housing Affordability Controls (UHAC) at N.J.A.C. 5:80-16.1 et seq., except for the asset test.

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.

C. What is Considered Income

The following income sources are considered income and will be included in the income eligibility determination:

- Wages, salaries, tips, commissions
- Alimony
- Regularly scheduled overtime
- Pensions
- Social security
- Unemployment compensation (verify remaining eligible number of weeks)
- TANF (Temporary Assistance For Needy Families)
- Verified regular child support

- Disability
- Net income from business or real estate
- Interest income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds
- 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.
- Rent from real estate is considered income
- Any other forms of regular income reported to the Internal Revenue Service

D. What is Not Considered Income

The following income sources are not considered income and will not be included in the income eligibility determination:

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

E. How to Verify Income

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

1. Four current consecutive pay stubs, 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.
2. A signed copy of regular IRS Form 1040 (Tax computation form), 1040A or 1040EZ (as applicable) and state income tax returns filed for the last three years prior to the date of interview or notarized tax waiver letter for respective tax year(s)- 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.
3. If applicable, a letter or appropriate reporting form verifying monthly benefits such as:
 - Social Security or SSI – Current award letter or computer printout letter
 - Unemployment – verification of Unemployment Benefits
 - Welfare -TANF current award letter
 - Disability - Worker’s compensation letter or
 - Pension income (monthly or annually) – a pension letter
4. 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 (includes separation agreement or divorce papers) or education scholarship/stipends – current award letter;
5. Reports from the last two consecutive months that verify income from assets to be submitted by banks or other financial institutions managing savings and checking accounts (bank statements and passbooks), trust funds, money market accounts, certificate of deposit, stocks or bonds (In brokerage accounts – most recent statements and/or in certificate form – photocopy of certificates), whole life insurance. Examples include copies of all interest and dividend statements for savings accounts, interest and non-interest bearing checking accounts, and investments;
6. Evidence or reports of income from directly held assets, such as real estate or businesses owned by any household member 18 years and older.
7. Interest in a corporation or partnership – Federal tax returns for each of the preceding three tax years.
8. 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.

F. Additional Income Verification Procedures

1. 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.

2. 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 Program Case Manager should determine the imputed interest from the value of the property. The Program Case Manager 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.

G. Other Eligibility Requirements

Applicant to submit the following in the application package:

- Copy of current Homeowner's insurance declarations page (not the policy or receipt);
- Proof of flood insurance, if property is located in a flood zone;
- Copy of recorded deed to the property to be assisted;
- If deed co-holder resides at another location, provide proof of same (driver's license, etc);
- If widow or widower, copy of spouse's Death Certificate;
- Receipt for paid property taxes;
- Proof that all mortgage payments and, when applicable, Homeowner Association (HOA) Fees are paid current;
- Copy of any and all other liens recorded against the property;
- Personal identification (a copy of any of the following: Driver's License, Passport, Birth Certificate, Social Security Card, Adoption Papers, Alien Registration Card, etc.); and
- Original of signed Eligibility Release form.

Properties for sale are ineligible for program assistance as well as any property the homeowner plans to sell within the next two years.

H. Requirements of Property Taxes and Municipal Utilities Account Paid Current

All applicants' property tax as well as municipal water and sewer accounts must be paid current. The Program reserves the right to make an exception to the requirement of paid up municipal accounts. Individual files will be reviewed on a case-by-case basis. Upon approval by the appropriate municipal officials and the Program, a Special Needs Eligibility Requirements Waiver may be issued.

I. Sufficient Equity and Carrying Cost

Additionally, to be determined eligible, there must be sufficient equity in the home to cover the program lien. In other words, the market value of the house must be greater than the total of the existing liens and anticipated program lien combined. For the sake of this rule, the market value of the home will be calculated using the municipality's assessed value divided by the equalization ratio. All existing property liens (mortgage, home equity loan, etc.) are then deducted from the calculated house value to determine the current property equity. The Township may consider a Special Needs Waiver approved by the municipality on a case-by-case basis for limited equity, but not for negative equity. Additionally, the applicant's income shall be sufficient to meet the carrying costs of the unit or the homeowner is to demonstrate how the unit's carrying costs are funded. This will be reviewed on a case-by-case basis.

J. House Conditions:

All areas of the house must be readily accessible, uncluttered, and clean. This is in anticipation of the Program Inspector and contractors needs of proper and sanitary access for inspections and construction work progress.

If there are any repairs or renovations currently being undertaken on the home by others or the homeowner or done within the last few years that require or required municipal permits, the work must be completed and the permits closed out prior to the homeowner applying to the Program.

K. Eligibility Scenarios of Multi-Family Structures

Several possibilities exist concerning the determination of eligibility in a multi-family structure.

Scenario 1. The Program Administrator determines that the owner is income eligible and the renters in each unit are income eligible. In this case, all of the units are eligible for rehabilitation.

Scenario 2. The Program Administrator determines that the owner is income eligible, but the renters are not. In this case, only the landlord's unit is eligible for rehabilitation. If a home improvement is undertaken which affects all the units in the house (e.g., replacement of a roof), the HIP will only cover a prorated percentage of the cost. For example, in a two-family home with units of approximately equal size, only 50% of the cost of roof replacement will be covered. Where

units differ by more than 10% in size, the proration should be based on percentage of square footage within each unit compared to the total interior square footage of all other units in the structure. Shared common areas should not be counted in the denominator for the pro rata calculation.

Scenario 3. The Program Administrator determines that the owner is not income eligible, but the renters are. In this case, the rental units are eligible for rehab, but the owner's is not. If a rehab activity is undertaken which affects all of the units in the house (e.g., replacement of roof), the HIP will only cover a prorated percentage of the cost. For example, in a four-family home, only 75% of the cost of roof replacement would be covered. Where units differ in size, the proration is based on percentage of square footage.

If any of the conditions above apply to a particular applicant's case, CGP&H sends a letter that explicitly identifies which of the units is eligible for rehabilitation, as well as specifies any applicable percentage of the hard costs of rehabilitation between the Program and the homeowner. The homeowner's monetary contribution is to be paid prior to the start of construction at the preconstruction conference in the form of a money order or certified check made payable to the contractor. The payment is held by the Program until the work is satisfactorily completed, at which time the Program will release the payment to the contractor.

L. Eligibility Certification

After the Program Administrator has determined that the household is income eligible and meets all other eligible requirements, the Program Manager will complete and sign the Eligibility Certification. This certification is valid for 180 days starting from date of eligibility certification. A Construction Agreement must be signed within this time period. If not, the Program Administrator must reevaluate the household's eligibility.

After the household is certified as income eligible, the Homeowner/Program Agreement will be executed between the owner and the program.

If an applicant is determined ineligible, for any reason, the Program will issue a Notice of Ineligibility explaining the reason for the ineligibility determination and case termination.

M. Housing Inspection/Substandard Certification/Work Write Up/Cost Estimate

The Program Inspector will perform a comprehensive inspection to determine what work items are necessary to bring the home up to code, as identified in section III C. Photos will be taken at the comprehensive inspection to document existing conditions. As a result of the comprehensive inspection, the Program Inspector will prepare a work write-up and cost estimate. All repairs

needed to bring the home up to code will be identified. To the extent that the budget may permit, home weatherization will also be included. This work write-up will include a breakdown of each work item by category and by location in the house. The work write-up will contain information as to the scope of work and specifics on materials such as type, quantity and cost. A total cost estimate will be calculated for each housing unit. Improvements approved under the Program shall be based on the cost of mid-grade fixtures and materials. No upgrades from this standard shall be allowed. Only eligible rehab work will be funded by the Program. In the event that not all items can be accomplished due to program funding caps, the Program Inspector will establish a priority repair system which addresses the code violations before the non-code violations. The HIP's policy is to create Work Write-Ups and Cost Estimates that fall within the HIP funding caps. In unusual hardship cases and when the cost to correct all code violations exceeds the program funding limit, the HIP will seek the homeowner's monetary contribution. If the homeowner is unable to contribute funds or obtain funds from another funding source, the HIP will request additional funds from Parsippany-Troy Hills.

For houses built prior to 1978, refer to Section VII Lead Base Paint (LBP).

N. Contractor Selection

The homeowner, with the approval of the Program Inspector, will select the contractor. The Case Manager will provide the homeowner with a copy of the work write up and the Program Contractor List. The homeowner will complete the Work Write-Up Review Form indicating review and approval of the work write-up and advising of any contractors currently on the Program Contractor List that the homeowner does not wish to have notified of the availability of the bid package. If the homeowner wishes to solicit a bid from a contractor not currently on the Program Contractor List, the homeowner will provide the contractor's name, address and telephone number on the Work Write-Up Review Form. Any contractors that have not been previously qualified are eligible to participate but must submit their qualifications as well as their bid in the bid package.

The Case Manager will notify at least three (3) currently active contractors that a bid package for the property is available. Each contractor must contact the Case Manager to obtain a full bid package and the contractor must submit a bid to the Case Manager by the submission deadline (usually within three (3) weeks of the date of the bid notification letter). All submitted bids will be opened and recorded by the Program Administrator at a meeting open to all interested parties.

The submitted bids will be reviewed by the homeowner and the Program Inspector. Generally, the lowest responsible bid from a qualified contractor will be chosen. If the homeowner selects a higher bid, he/she must pay the difference between the chosen and the lowest responsible bid.

O. Pre-Construction Conference/Contract Signing

The Program Inspector will conduct a pre-construction conference with the homeowner and contractor. Prior to the pre-construction conference the homeowner will be provided with copies of the loan documents and the Construction Agreement and the contractor will be provided with a copy of the Construction Agreement for review. At the time of the pre-construction conference, the scope of work will once again be reviewed. The homeowner and contractor responsibilities will also be reviewed, as well as the Program's construction procedures and program limitations. The homeowner and contractor will each sign the Construction Agreement and receive copies. The homeowner will sign and receive copies of the Mortgage and Mortgage Note in the amount of the HIP subsidy. For rental properties, the property owner will also sign the Deed Restriction (COAH form Appendix E-3).

If the homeowner is providing any funds for the rehabilitation of his/her home, those funds must be provided at the time of the pre-construction conference in the form of a certified check or money order made payable to the contractor. The check will be held by the Program and will be applied towards the contractor's first progress payment.

The contractor will be provided with information regarding the Lead-Based Paint Poisoning Prevention Act (4a.USC 483 1 (b)). The homeowner will be advised of the hazards of lead base paint in houses built prior to 1978 and provided with the EPA booklet Renovate Right. Both contractor and homeowner will each sign the respective Certifications. Additionally, for houses built prior to 1978, Section VII Lead Base Paint (LBP) applies.

Following the pre-construction conference, the Case Manager will provide the Township with a copy of the Construction Agreement which includes an itemized price list of the work.

It is the contractor's responsibility to ensure all required permits are applied for prior to the start of construction and, if applicable, at the time of any change orders.

The construction permitting process is handled by the municipality's Construction office.

P. Initiate Township Voucher

Upon contractor award decision, the Township will provide the Case Manager with a blanket purchase order to create two purchase orders for each case for the contractor to sign at the pre-construction conference at time of contract signing. The contractor's signed purchase orders will be held by the Case Manager until construction progress is sufficient to submit to the municipality.

The Township voucher will be separated into two potential payments. The Program staff will match the payment request up with the Township voucher issued at the pre-construction conference and adjust the payment amount as per the inspection results. Ultimately upon construction completion, the payments will equal the full voucher amount plus or minus any change orders.

For each contractor's first award in a calendar year, the Case Manager will provide the municipal applicable staff with the awarded contractor Business Registration Certificate (BRC) and W-9 form.

Q. Progress Inspections

The Program Inspector will make the necessary inspections of the progress of property improvements. Inspections are necessary to ensure that the ongoing improvements coincide with the scope of work outlined in the work write-up. It is the contractor's responsibility to notify the Program Inspector when a minimum of 40% of the total contract work is completed. The Program Inspector will schedule the inspection with the homeowner, at which time the Program Inspector will also obtain verbal confirmation from the homeowner that the work is ready for inspection.

If work passes the satisfactory progress inspection, the Case Manager will follow the procedures spelled out in Section V subsection T *Payment Structure and Process* to process a contractor's progress payment request.

The Program Inspector will notify the contractor and the homeowner in writing of any work deficiencies discovered during the progress inspection. Work deficiencies must be corrected prior to the contractor's request for the next inspection.

For houses built prior to 1978, a work item marked EPA RRP Rule cannot be paid for until the contractor provides a post renovation report to the Program. Refer to Section VII Lead Base Paint (LBP) for the EPA regulation.

R. Change Orders

If it is determined during rehabilitation that a change from the original work write-up is required, a Program Change Order Authorization form must be completed and approved by the homeowner, the contractor, and the Program. The Case Manager will forward the executed change order to the Township.

The contractor will be notified by the Case Manager of the results, and no change order work should be undertaken by the contractor until he has received a copy of the fully executed Change Order Authorization or the contractor risks non-payment for the change order work.

S. Final Inspection

Prior to requesting a final inspection, it is the contractor's responsibility to:

- Properly close out all the permits and to provide proof of closed out permits to the Case Manager via the municipal Certificate of Approval;
- Deliver to the homeowner a complete release of all liens arising out of the Construction Agreement, a receipt in full covering all labor, materials and equipment for which a lien could be filed or a bond satisfactory to the owner indemnifying owner against any lien; and;
- Provide the homeowner with all applicable warranties for items installed and work completed during the course of the rehabilitation.

Once the contractor has provided the Case Manager with all required job closeout forms, the contractor will be responsible to request the Program's final inspection. The Program Inspector will schedule the final inspection with the homeowner, at which time the Program Inspector will also obtain verbal confirmation from the homeowner that the rehabilitation work has been completed and is ready for inspection. The Program Inspector will then conduct a final inspection to certify that the required property improvements are complete. The homeowner will be present during the final inspection and the contractor will be present if there are issues to resolve.

Construction progress on work line items will be inspected and considered for payment. If the work passes satisfactory final inspection, the Case Manager will follow the procedures spelled out in Section V subsection T. *Payment Structure and Process* to process the contractor's final payment request.

For houses built prior to 1978, a work item marked EPA RRP Rule cannot be paid for until the contractor provides a post renovation report to the program. Refer to Section VII Lead Base Paint (LBP) for the EPA regulation.

If the Program Inspector identifies any work deficiencies during the final inspection, the Program Inspector will notify the contractor and the homeowner of the deficiencies in writing and the value of said deficiencies will be deducted from the final payment request. Work deficiencies discovered during the final inspection will require the Program Inspector to conduct a subsequent inspection upon contractor's correction of deficiencies. The Rehabilitation Program reserves the right to hold the contractor responsible to pay the cost of any additional inspections beyond the final inspection at a rate of \$350 per inspection for prematurely requesting the final inspection with the work not 100% completely done in a workman-like manner. Additional inspections are

those in excess of the one progress inspection and the final inspection which are needed to inspect corrected deficiencies. The contractor must issue the failed final inspection penalty payment directly to CGP&H via a check prior to the Program Inspector scheduling and repeating the final inspection process. CGP&H will notify the municipality each time a penalty is levied.

The Program lien period will commence upon satisfactory completion of the final inspection. Photographs will be taken of the rehabilitated housing unit by the Program Inspector at the time of the satisfactory final inspection.

T. Payment Structure and Process

The Township will issue all payments, which will be made according to the following schedule:

One progress payment (representing a minimum of 40% of total contract work completed) will be paid. Upon completion of one hundred percent (100%) of the rehabilitation work, the contractor is eligible for final payment of the contract price.

Upon a satisfactory program inspection, and confirmation from the Case Manager that all contractor's documents have been submitted according to program procedures, the Case Manager will submit to the Township:

- Program's Request for Payment form with Owner's and Program's written approval
- The Township voucher signed by the contractor and adjusted to match the current payment amount
- Copy of change order, if one occurred

The Township retains the right to make payments to the contractor without homeowner approval should the homeowner become unavailable to sign the Program contractor payment form due to illness or absence. In such instance, the Program shall make reasonable attempts to contact the homeowner. If such efforts are not successful within a two-week period from the final inspection date, the Program shall advise the Township, provide documentation of efforts to obtain homeowner approval, and may authorize contractor payment without homeowner sign-off, to not hold up payment rightfully due to the contractor.

The Case Manager is to submit the contractor payment request to the Township's Chief Financial Officer (CFO) and, if acceptable, the payment request will be placed on the upcoming Bill List agenda. The Township will forward to the Case Manager a copy of the executed payment to the contractor for case file records.

Upon job completion, the combined Township payments will total the Construction Agreement, including all applicable change order(s) if any, and minus owner contribution, if any. The

combined Township payments will also match the final Township Voucher amount. Progress and final payments will be made payable to the contractor.

U. Standard Certification

A Certificate of Approval issued by the municipal construction official at the time the contractor closes out the rehabilitation construction permits, will confirm the scope of rehabilitation work has been completed and that the housing unit is now up to code standard. The contractor is to provide the Certificate of Approval to the Case Manager when requesting the final inspection. The Case Manager will ensure that a copy of the Certificate of Approval is placed in the case file.

V. Record Mortgage Documentation

At construction completion, the Case Manager will forward the executed mortgage to the Township for recording. The Township will immediately file the mortgage with the County Clerk. For rental properties, the Deed Restriction will also be recorded.

W. File Closing

The Case Manager will close the homeowner's file after the final payment is made and the mortgage, and when applicable, Deed Restriction is/are returned from the County with recorded date, book and page.

The Case Manager will send the homeowner a case closeout letter explaining the warranty period, importance of program documents for personal record keeping, explaining the homeowner's responsibility to continue to maintain the home, providing the homeowner with a home maintenance checklist as guidance, thanking the owner for program participation, and encouraging him/her to recommend the program to other households in the community and, when applicable, reminding owner of the affordable housing rental requirements listed in the program lien documents and deed restriction.

X. Requests for Subordination or Program Loan Payoff

Parsippany-Troy Hills may agree to subordination of its lien if the mortgage company supplies an appraisal showing that the new loan plus the balance(s) on all unpaid loans (including the value of the rehabilitation assistance) does not exceed ninety-five (95%) of the appraised value of the unit. If the homeowner is simply refinancing their primary mortgage to a lower interest rate and not "cashing out" any equity, Parsippany-Troy Hills will subordinate up to 100% of the appraised value.

The fee to process program loan subordination requests will be paid by the homeowner directly to the Program Administrator in accordance with the fee set forth in the yearly program administration contract.

VI. CONTRACTOR REQUIREMENTS AND RECRUITMENT

A. Marketing

The Program will coordinate with the Township to advertise the availability of construction work on the Township's website and display a contractor outreach poster and handouts in the municipal building, including the local construction office. Additionally, CGP&H will reach out to home improvement contractors registered with Consumer Affairs who are geographically near or in Parsippany-Troy Hills. If determined needed, additional outreach will be conducted in the local newspapers and through the posting of community notices. As necessary, the Program will advertise the availability of construction work by posting information at local building supply dealers. All interested contractors will have the opportunity to apply for inclusion on the Program Contractor List, which will be made available for the homeowner's use in selecting rehabilitation contractors. The contractor outreach material will also be posted on CGP&H's website.

B. Contractor Qualifications

To qualify, contractors must meet the following minimum requirements:

- Contractors must carry at least \$1,000,000 in general liability insurance. The Contractor shall carry full workmen's compensation coverage including Employer's Liability limits of at least \$500,000 and statutory state coverage for all his/her employees and those of his/her subcontractors engaged in program rehab work. The Contractor must provide the Case Manager with a certificate of insurance naming the Program as Certificate Holder, and naming the Municipality and CGP&H as additional insureds at time of Program job award; and
- At least three favorable references on the successful completion of similar work; and
- A reference of permit compliance from a municipal inspector (building inspector, code official, etc.); and
- The Contractor's State Business Registration Certificate; and
- Current Consumer Affairs Home Improvement Contractor license; and

- Applicable lead certifications for contractors working on houses built prior to 1978. As identified in the scope of work, the contractor must comply with the EPA Renovation, Repair and Painting (RRP) Rule regarding certification; and
- If claiming prior experience with local, state or federally funding housing rehabilitation programs, a record of satisfactory performance in a neighborhood rehabilitation program or other federal/state programs; and
- Appropriate licenses; e.g. plumbing, electrical.

Contractors must also complete a Contractor Qualification Form. The contractor's qualifications will be reviewed and the references cited will be checked by the Program Inspector before the contractor is awarded a job.

VII. Lead Based Paint (LBP):

For houses built prior to 1978, contractors must comply with the Environmental Protection Agency Renovation, Repair and Painting Rules (40 CFR Part 745) when any work item is marked with (EPA-RRP Rule) in the work specifications. The requirements are spelled out in the General Conditions of the work specifications.

VIII. 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. In addition to the mortgage and mortgage note, the controls on affordability shall be in the form of a deed restriction.

- 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 be rented to an income eligible household at an affordable rent and affirmatively marketed pursuant to UHAC.
- If a unit is renter-occupied, upon completion of the rehabilitation, the maximum rate of rent shall be the lesser of the current rent or the maximum permitted rent pursuant to UHAC.
- Rental Increases: See section VIII C, below.

The municipality's Administrative Agent will administer the rental affordability controls during the 10 year affordability period for each rental property assisted. Landlords are responsible to pay income certification fees for re-rentals.

A. Determining Initial Affordable Rents

The initial maximum affordable rent for a rehabilitated unit is determined by the program staff based on several NJ rules and regulations. The Administrative Agent will make every attempt to price initial rents to average fifty-two percent (52%) of the median income for the household size appropriate to the sized unit within each individual project (N.J.A.C. 5:80-26.3 (d)). Thirty percent (30%) (N.J.A.C. 5:80-26-12 (a)) of that figure is considered the "maximum base rent." Subtracted from the maximum base rent is the cost of all tenant-paid utilities as defined and calculated by the HUD Utilities Allowance figures (updated annually). The remainder becomes the maximum initial rent for that unit. The Home Improvement Program staff can provide potential applicants/landlords with a reasonable estimate of what the maximum base rent will be on their rental unit if they elect to participate in the program.

B. Pricing by Household Size

Initial rents are based on the number of legal bedrooms in each unit. Initial rents must adhere to the following rules.

Table 4 Initial Rental Pricing by Housing Size

Size of Unit	Household Size Used to Determined Max Rent
Studio/Efficiency	1
1 Bedroom	1.5
2 Bedrooms	3
3 Bedrooms	4.5
4 Bedrooms	6

- A studio shall be affordable to a one-person household;
- A one-bedroom unit shall be affordable to a one- and one-half person household;
- A two-bedroom unit shall be affordable to a three-person household;
- A three-bedroom unit shall be affordable to a four- and one-half person household; and
- A four-bedroom unit shall be affordable to a six-person household.

The above rules are only to be used for setting initial rents.

C. Determining Rent Increases

Rents for rehabilitated units may increase annually based on the standards in Appendix B, entitled "Approved Calculation of Annual Increases to Income Limits, Resale Prices and Rents" and only upon written notification from the Administrative Agent.

In addition, the Township's Administrative Agent must be used by the Landlord to ensure that all appropriate affirmative marketing and all other affordable housing compliance procedures are followed and will continually oversee compliance for these affordable rental units throughout their restrictive term.

These increases must be filed with and approved by the Administrative Agent. Property managers or landlords who have charged less than the permissible increase may use the maximum allowable rent with the next tenant with permission of the Administrative Agent. Rents may not be increased more than once a year, may not be increased by more than one approved calculated increment at a time, and may not be increased at the time of new occupancy if this occurs less than one year from the last rental. No additional fees may be added to the approved rent without the express written approval of the Administrative Agent.

IX. MARKETING STRATEGY

In coordination with the Township, the Program Administrator will employ a variety of proven strategies to advertise the program within Parsippany-Troy Hills to establish the Program's applicant pool/waiting list. The marketing strategy/plan possibilities include but are not limited to:

- Creation and distribution of Program homeowner outreach posters, flyers and handouts
- Place Program outreach material on the Township's website
- Place Program outreach material on CGP&H's website
- Municipal E-newsletter and paper newsletter (if available)
- Appending announcements and/or flyers to other municipal mailings as they become available (tax, etc.) or direct mailing, if approved by the municipality
- Municipal email blasts and Twitter communication (if available)

- Program marketing will be distributed to local community organizations and major employers including religious organizations, civic groups, senior group, ethnic organizations, etc.
- Free local cable TV advertising (when available)
- Periodic Press releases
- Program group presentations to community organizations or at the Township Municipal Building to prospective homeowners and even to local contractors
- Paid newspaper advertisements (last resort) when deemed necessary and appropriate
- The order of method used will be analyzed to implement the most effective combination of strategies. Extensive marketing efforts are essential for all successful housing rehabilitation programs to meet their productivity objectives.

Available rental units assisted via the HIP will be affirmatively marketed in accordance with the Township of Parsippany-Troy Hills Affordable Housing Affirmative Marketing Plan.

X. MAINTENANCE OF RECORDS AND CLIENT FILES

A. Programmatic Recording

The Program files will include:

- The policies and procedures manual, which will also be updated when applicable.
- An applicant pool will be maintained by the Program staff to track intake of the people interested in the program and the corresponding outgoing application invites.
- A rehabilitation log will be maintained by the Program staff that depicts the status of all applications in progress.

B. Participant Record Keeping

The Program will be responsible for ensuring that individual files for each unit are established, maintained and then submitted to the municipality upon completion. Each completed file will contain a minimum of the following:

- Checklist
- Application form

- Tenant Application form (Rental Units Only) including rental lease
- Proof of ownership
- Income verification (for all households)
- Proof of currency of property tax and water/sewer accounts
- Proof of homeowner extended coverage/hazard insurance (Declaration Page)
- Proof that the municipal lien plus the total of other liens does not exceed the market value of the unit.
- Certification of Eligible Household or Notice of Ineligible Household (whichever is applicable)
- Homeowner/Program Agreement
- Certificate of Substandard
- Work Specifications/Cost Estimate aka Work Write-Up
- Bid Notice
- Contractor bids
- Bid Tabulation
- Construction Agreement
- Mortgage and Mortgage Note, and for rental properties, Deed Restriction
- Notice of Right of Rescission
- Homeowner Confirmation of Receipt of EPA Lead Information Pamphlet
- Contractor Confirmation of Receipt of Lead Paint Notice
- Copies of all required permits
- Change orders, if any
- Work progress and final inspection reports
- Copies of contractor payment documentation

- Photographs (Before and After)
- Close-out documents
- Certification of Approval

C. State Reporting

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

- Street Address
- Block/Lot/Unit Number
- Owner/Renter
- Income: Low/Mod
- Final Inspection Date
- Funds expended on Hard Costs
- 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

The Program Administrator will enter each completed unit's data into the State's online CTM system, if available access

D. Financial Recordkeeping

Financial recordkeeping is the responsibility of the Municipal Housing Liaison, with assistance from the Administrative Agent, as may be requested from time to time.

XI. HOUSING ADVISORY COMMITTEE AND APPEALS PROCESS

The Program staff is skilled in effectively achieving resolution of homeowner/contractor disputes, in a fair and documented manner.

If a homeowner refuses to pay the contractor and work has been done to work specification and to the satisfaction of the Program, it may authorize payment to the contractor directly. However, the Program will make a reasonable attempt to resolve the differences before taking this step.

However, on the rare occasion if a homeowner or contractor decides to dispute a Program staff decision, the Program will refer the matter to the Township for further resolution. It is recommended the Township forms a Housing Advisory Committee to mediate and resolve the differences. Homeowners or contractors involved in a dispute will be instructed to submit their concerns in writing. The homeowner or contractor may request a hearing conducted by the Housing Advisory Committee. All Housing Advisory Committee decisions are final. The Housing Advisory Committee formation may occur when the first need arises.

XII. CONCLUSION

If the procedures described in this manual are followed, the Township of Parsippany-Troy Hills' Home Improvement Program should operate smoothly and effectively. Where it is found that a new procedure will eliminate a recurring problem, that procedure may be incorporated into the program operation. In addition, this manual may be periodically revised to reflect changes in local, state and federal policies and regulations relative to the Home Improvement Program.

APPENDIX A - LIST OF PROGRAM FORMS

- Application Transmittal Letter
- Program Information Handout
- Application for Assistance- Homeowner
- Application for Assistance- Landlord (Investor)
- Application for Assistance- Tenant
- Eligibility Release Form
- Checklist
- Special Needs Waiver (Eligibility Requirements)
- Special Needs Waiver (Exceed Program Limit)
- Certification of Eligible Household
- Eligibility Determination Form
- Notification of Eligibility
- Notification of Ineligibility
- Homeowner/Program Agreement
- Certificate of Substandard
- Certificate of Substandard – Emergency Situation
- Letter: forward work write-up and contractor list to homeowner
- Work Write-Up Review form
- Request for Rehabilitation Bid
- Affidavit of Contractor
- Subcontractor Bid Sheet
- Bid Tabulation/Contractor Selection
- Construction Agreement
- Mortgage
- Mortgage Note – single family, multi family, investor versions
- Notice of Right of Rescission
- COAH Deed Restriction (when applicable)
- Homeowner Confirmation of Receipt of EPA Lead Information Pamphlet
- Contractor Confirmation of Receipt of Lead Paint Notice
- Notice to Proceed
- Contractor's Request for Final Inspection
- Change Order Authorization
- Certificate and Release
- Closeout Statement

APPENDIX B – Approved Calculation of Annual Increases to Income Limits, Resale Prices and Rents

Methodology for Calculating Regional Income Limits and Rental Increase:

Income limits for all units that are part of the municipality's Housing Element and Fair Share Plan and for which income limits are not already established through a federal program exempted from the Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26.1 shall be updated by the municipality annually within 30 days of the publication of determinations of median income by HUD as follows:

- a. Regional income limits shall be established for the region that the municipality is located within, based on the median income by household size, which shall be established by a regional weighted average of the uncapped Section 8 income limits published by HUD. To compute this regional income limit, the HUD determination of median county income for a family of four is multiplied by the estimated households within the county according to the most recent decennial Census. The resulting product for each county within the housing region is summed. The sum is divided by the estimated total households from the most recent decennial Census in the municipality's housing region. This quotient represents the regional weighted average of median income for a household of four. The income limit for a moderate-income unit for a household of four shall be 80 percent of the regional weighted average median income for a family of four. The income limit for a low-income unit for a household of four shall be 50 percent of the HUD determination of the regional weighted average median income for a family of four. The income limit for a very low-income unit for a household of four shall be 30 percent of the regional weighted average median income for a family of four. These income limits shall be adjusted by household size based on multipliers used by HUD to adjust median income by household size. In no event shall the income limits be less than those for the previous year.
- b. The income limits attached are the result of applying the percentages set forth in paragraph (a) above to HUD's determination of median income for the most recent year and shall be utilized until the municipality updates the income limits after HUD has published revised determinations of median income for the next fiscal year.
- c. If at any time, COAH (or a successor administrative agency duly empowered by an amendment to the Fair Housing Act) begins to issue updated annual income limits and

rules for increasing sales prices and rent levels each year, said updated income limits and rules for increasing sales prices and rent levels each year may be used instead of the methodology set forth herein.

In establishing sale prices and rents of affordable housing units, the Administrative Agent shall follow the procedures set forth in UHAC, utilizing the regional income limits established pursuant to the process defined above:

The rent levels of very-low-, low- and moderate-income units may be increased annually based on the percentage increase in the Housing Consumer Price Index for the Northeast Urban Area, upon its publication for the prior calendar year. This increase shall not exceed nine percent in any one year. Rents for units constructed pursuant to low income housing tax credit regulations shall be indexed pursuant to the regulations governing low income housing.

Prepared by Affordable Housing Professionals of New Jersey (AHPNJ) - May 2019
2019 AFFORDABLE HOUSING REGIONAL INCOME LIMITS BY HOUSEHOLD SIZE

Income limits not officially adopted by the State of New Jersey. Contact your municipality to see if applicable in your jurisdiction. Additional information about AHPNJ income limits is posted on AHPNJ.org

		1 Person	*1.5 Person	2 Person	*3 Person	4 Person	*4.5 Person	5 Person	6 Person	7 Person	8+ Person	Max Increase Rents** Sales***	Regional Asset Limit****
Region 1	Median	\$66,607	\$71,365	\$76,122	\$85,637	\$95,153	\$98,959	\$102,765	\$110,377	\$117,989	\$125,602		
	Moderate	\$53,286	\$57,092	\$60,898	\$68,510	\$76,122	\$79,167	\$82,212	\$88,302	\$94,391	\$100,481	2.6%	\$183,994
	Low	\$33,303	\$35,682	\$38,061	\$42,819	\$47,576	\$49,479	\$51,382	\$55,189	\$58,995	\$62,801	4.73%	
	Passaic and Sussex	\$19,982	\$21,409	\$22,837	\$25,691	\$28,546	\$29,688	\$30,829	\$33,113	\$35,397	\$37,680		
Region 2	Median	\$70,537	\$75,576	\$80,614	\$90,691	\$100,767	\$104,798	\$108,829	\$116,890	\$124,952	\$133,013		
	Moderate	\$56,430	\$60,460	\$64,491	\$72,553	\$80,614	\$83,838	\$87,063	\$93,512	\$99,961	\$106,410	2.6%	\$193,321
	Low	\$35,269	\$37,788	\$40,307	\$45,345	\$50,384	\$52,399	\$54,414	\$58,445	\$62,476	\$66,506	5.67%	
	Union and Warren	\$21,161	\$22,673	\$24,184	\$27,207	\$30,230	\$31,439	\$32,649	\$35,067	\$37,485	\$39,904		
Region 3	Median	\$82,810	\$88,725	\$94,640	\$106,470	\$118,300	\$123,032	\$127,764	\$137,228	\$146,692	\$156,155		
	Moderate	\$66,248	\$70,980	\$75,712	\$85,176	\$94,640	\$98,426	\$102,211	\$109,782	\$117,354	\$124,925	2.6%	\$225,261
	Low	\$41,405	\$44,363	\$47,320	\$53,235	\$59,150	\$61,516	\$63,882	\$68,614	\$73,346	\$78,078	9.64%	
	Somerset	\$24,843	\$26,618	\$28,392	\$31,941	\$35,490	\$36,910	\$38,329	\$41,168	\$44,008	\$46,847		
Region 4	Median	\$72,165	\$77,319	\$82,474	\$92,783	\$103,092	\$107,216	\$111,340	\$119,587	\$127,834	\$136,082		
	Moderate	\$57,732	\$61,855	\$65,979	\$74,226	\$82,474	\$85,773	\$89,072	\$95,670	\$102,268	\$108,865	2.6%	\$193,919
	Low	\$36,082	\$38,660	\$41,237	\$46,392	\$51,546	\$53,608	\$55,670	\$59,794	\$63,917	\$68,041	3.91%	
	Ocean	\$21,649	\$23,196	\$24,742	\$27,835	\$30,928	\$32,165	\$33,402	\$35,876	\$38,350	\$40,825		
Region 5	Median	\$63,070	\$67,575	\$72,080	\$81,090	\$90,100	\$93,704	\$97,308	\$104,516	\$111,724	\$118,932		
	Moderate	\$50,456	\$54,060	\$57,664	\$64,872	\$72,080	\$74,963	\$77,846	\$83,613	\$89,379	\$95,145	2.6%	\$166,981
	Low	\$31,535	\$33,788	\$36,040	\$40,545	\$45,050	\$46,852	\$48,654	\$52,258	\$55,862	\$59,466	3.09%	
	Gloucester	\$18,921	\$20,273	\$21,624	\$24,327	\$27,030	\$28,111	\$29,192	\$31,355	\$33,517	\$35,680		
Region 6	Median	\$53,714	\$57,550	\$61,387	\$69,061	\$76,734	\$79,803	\$82,873	\$89,011	\$95,150	\$101,289		
	Moderate	\$42,971	\$46,040	\$49,110	\$55,248	\$61,387	\$63,843	\$66,298	\$71,209	\$76,120	\$81,031	2.6%	\$143,713
	Low	\$26,857	\$28,775	\$30,694	\$34,530	\$38,367	\$39,902	\$41,436	\$44,506	\$47,575	\$50,644	5.15%	
	and Salem	\$16,114	\$17,265	\$18,416	\$20,718	\$23,020	\$23,941	\$24,862	\$26,703	\$28,545	\$30,387		

Moderate income is between 80 and 50 percent of the median income. Low income is 50 percent or less of median income. Very low income is 30 percent or less of median income.

* These columns are for calculating the pricing for one, two and three bedroom sale and rental units as per N.J.A.C. 5:80-26.4(a).

** This column is used for calculating the pricing for rent increases for units (as previously calculated under N.J.A.C. 5:97-9.3). The increase for 2015 was 2.3%, the increase for 2016 was 1.1%, the increase for 2017 was 1.7%, and the increase for 2018 was 2.2%. The increase for 2019 is 2.6% (Consumer Price Index for All Urban Consumers (CPI-U); Regions by expenditure category and commodity and service group). Landlords who did not increase rents in 2015, 2016, 2017, or 2018 may increase rent by up to the applicable combined percentage including 2019 or 9.0% whichever is less in accordance with N.J.A.C. 5:97-9.3(c). In no case can rent for any particular apartment be increased more than one time per year.

*** This column is used for calculating the pricing for resale increases for units (as previously calculated under N.J.A.C. 5:97-9.3). The price of owner-occupied low and moderate income units may increase annually based on the percentage increase in the regional median income limit for each housing region. In no event shall the maximum resale price established by the administrative agent be lower than the last recorded purchase price.

Low income tax credit developments may increase based on the low income tax credit regulations.

**** The Regional Asset Limit is used in determining an applicant's eligibility for affordable housing pursuant to N.J.A.C. 5:80-26.16(b)(3).

**PUBLIC NOTICE
PARSIPPANY TROY-HILLS
ANNUAL ACTION PLAN FY 2024**

Notice is hereby given that in accordance with the Federal regulations at 24 CFR, Part 91 and the Township's Citizen Participation plan, the Township of Parsippany-Troy Hills has prepared the FY 2024 Annual Action Plan for the Community Development Block Grant Program. The Township anticipates a grant of \$243,764. One hundred percent (100%) of the funds will be used to benefit low- and moderate-income persons.

ACTIVITY	ADDRESS	AMOUNT
Public Infrastructure and Facilities Improvements	Township-wide	\$106,475
Housing Rehabilitation	Township-wide	\$106,475
Administration	1001 Parsippany Boulevard Parsippany-Troy Hills, NJ 07054	\$30,814
TOTAL		243,764

Though unexpected, any program income received in 2024 will be used to provide additional resources for the Housing Rehabilitation Program.

DISPLACEMENT POLICY

The Township of Parsippany-Troy Hills has established a policy on Displacement and Benefits. This policy applies to all involuntary, permanent displacement resulting from CDBG Activities. As a Policy, the Township will minimize displacement by limiting activities to those that do not require displacement. If displacement is required, the Township will provide reasonable benefits including prompt notification of possible relocation, referral assistance and advice and counseling if needed.

PUBLIC COMMENT

Citizens have an opportunity to comment on the proposed use of funds through July 8, 2024. The FY 2024 Annual Plan identifies the activities that will be undertaken to address priority needs and local objectives. The Plan may be reviewed at the Municipal Building and Parsippany Senior Community Center from June 7, 2024, through July 8, 2024. Comments and questions may be directed to Suzanne Taylor, Director of Purchasing, Parsippany-Troy Hills Municipal Building, 1001 Parsippany Boulevard, Parsippany NJ 07054 or at: staylor@parsippany.net.

PUBLIC HEARING

A public hearing regarding the Township of Parsippany-Troy Hills 2024 Annual Plan will be held on June 20, 2024, at 10:00 a.m. in the Municipal Building, Council Chambers, 1001 Parsippany Boulevard, Parsippany NJ 07054. Comments and questions will be entertained at this meeting. The location is fully accessible to persons with disabilities. If translation or sign language assistance is needed, please call Suzanne Taylor at 973-263-4377 (TDD: 7-1-1)

The Township is part of the Morris County Consortium. The plan will be submitted to the U.S. Department of Housing and Urban Development by the County before July 9, 2024.

La información será proporcionada en español a petición.

6. Market to Affordable Program

TOWNSHIP OF PARSIPPANY

MARKET TO AFFORDABLE PROGRAM MANUAL

Created 10/24/2019

INTRODUCTION

This manual has been prepared to assist in the administration of a Market to Affordable (M2A) Program for rental units in the Township of Parsippany. This manual will serve as a guide to the CGP&H program staff and is available upon request for public review.

This manual describes the basic content and operation of the M2A program elements, examines program purpose 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, funding allocations and/or procedures.

The manual explains the steps in the M2A program. It describes the requirements for Landlord, applicant, and tenant participation in the program. It also addresses record keeping and overall program administration. Implementation of any procedure, even if it is not specifically mentioned in these Guidelines, must always be in accordance with the federal fair housing laws and policies, including, inter alia, the Federal Fair Housing Act and other Equal Opportunities laws¹, the New Jersey Uniform Housing Affordability Controls (UHAC) N.J.A.C. 5:80-26.1 et seq.² and the affordable housing regulations of the Township of Parsippany (hereafter referred to as the "Regulations") as found in the Township's Ordinances, Chapter 430 Article XLIX. See also Appendix B of the Administrative Agent Operating Manual for a copy of the Township's Affordable Housing Ordinance.



The Federal Fair Housing Act and Equal Opportunities laws prohibit discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

¹ A copy may be viewed at: <http://www.hud.gov/offices/fheo/FHLaws/index.cfm>

² A copy may be viewed at: <http://www.nj.gov/dca/services/lps/hss/uhac.html>

Process

Parsippany Township, along with its Administrative Agent, CGP&H, will market the M2A program to property owners and landlords and work with owners of existing market rate rental units to reduce the rent of one or more units in a rental property or properties to an affordable level. Landlords will be offered a subsidy in exchange for deed restricting specific units in a development so that the households renting the unit(s) will be paying an affordable rent as determined under this Program for a period of at least 30 years. This will be done through a lump sum subsidy payment up front to the landlord. The arrangement for payment of the subsidy will be documented in the program's Landlord Agreement.

Subsidy Amounts & Unit Breakdown

The Township will spend \$50,000 to subsidize a moderate-income unit, \$75,000 to subsidize a low-income, and \$125,000 to subsidize a very-low income unit to write down the rent of the unit to an affordable price. Market to affordable subsidies will be used to permanently write down the cost of the unit for a minimum of 30 years and until released by the Township in accordance with UHAC.

The Township will comply with the Settlement Agreement's requirement that the M2A units comply with the UHAC requirements for income and bedroom distribution. The required distribution for the 35 units is illustrated in the table below:

Income Level	Studio/ Efficiency	1-Bedroom	2-Bedroom	3-Bedroom	Total
Very-low (30%)	2	2	1	-	5
Low (44%)	-	-	9	4	13
Moderate (60%)	1	2	11	3	17
Total	3	4	21	7	35

The current goal between 2018 and 2025 is to create at least thirty-five (35) affordable units via this program before July 1, 2025, half of which are to be completed by the end of 2022. Given the distribution of units above and the proposed subsidy costs, the program cost is budgeted to be \$2,450,000 plus program administrative costs. If additional funding is available or if other program areas are not meeting their production expectations, additional units may be considered for inclusion into this program. While typical UHAC income and bedroom distribution requirements will be observed for the above mentioned 35 units, any additional units will not be subject to UHAC income and bedroom distribution requirements.

The maximum rent for a restricted rental unit, including all utilities, shall be calculated so as not to exceed:

- 60 percent (moderate income) or
- 44 percent (low income), or
- 30 percent (very low income)

of the eligible monthly income of the appropriate household size. The Administrative Agent will work with the Landlords and provide feedback to help them in the decision-making process regarding which rents to charge for which units. The Township will attempt to be as flexible as practicable when setting the initial rents with the Landlords.

The number of bedrooms in a unit shall be a factor in the determination of whether to include a unit in the Program in order to comply with the terms of the Settlement Agreement. The Administrative Agent shall maintain a list of bedroom and income-limits that are “available” and shall inform interested parties as to what combination (i.e. 1-bedroom low, 2 bedroom moderate, etc) is available to participate in the program. If all the available units in a particular category have been exhausted, a landlord will be required to choose another category to subsidize. For example, if a landlord wanted to deed restrict a 1-bedroom moderate units, but two other units had previously been deed restricted through this program, the landlord would have to choose another bedroom & income type to continue participating in the program.

The landlord will retain ownership and oversight of the building and the affordable units and may conduct standard credit and background checks. However, affirmative marketing and maintenance of the waiting list will be completed according to UHAC by Parsippany Township’s Administrative Agent, CGP&H, in accordance with Chapter III of the Township’s Affordable Housing Operating Manual.

New affordable housing renters may also benefit from the Township’s first month’s rental assistance program whenever affordability assistance funding is appropriated for that purpose. That funding would need to be from a separate line item in the Township’s affordable housing spending plan. When available, it will help tenants more easily come up with the rent escrow, and therefore increase affordability for income eligible households.

Inspection Requirement

Landlords will be required to identify specific units to be deed restricted. Parsippany Township will perform an inspection of the unit prior to a transfer of funds and the Landlord renting it as an affordable unit to determine if any work is required to make the unit habitable and bring it up to code. If it is determined that improvements are necessary, funding for the work may come from the Township's Affordability Assistance account, if:

1. that funding is available via an affordability assistance program, and
2. if determined necessary to complete the Agreement with the Landlord. This will be determined by the Township Council on a case by case basis.

Following the initial inspection as an affordable unit, the unit will thereafter conform to the Township's regular inspection schedule if applicable and set forth in the township code.

In order to expend as few of the Township's Trust Fund dollars as possible, the objective will be to favor units that do not require rehabilitation work, or to have the Landlord address all renovation/rehabilitation requirements at their own cost prior to receiving the subsidy. While this is of no consequence to either Landlords or Tenants, it needs to be noted for the record that if affordability assistance funds are provided to assist with renovations, the unit will not be eligible for a rehabilitation credit in addition to the new construction credit. Once code related issues are addressed, and/or optional renovations are completed, the unit will be made available to an income-eligible applicant and rented pursuant to UHAC regulations and the Parsippany Township Affordable Housing Operating Manual.

Rental Restrictions

Once the owner agrees to deed restrict the designated units as affordable housing, a 30-year deed restriction in the form of Appendix E in UHAC will be recorded, specifying each applicable unit. The deed restriction will specifically identify the unit addresses that are restricted. The deed restriction will clearly state that the unit(s) will be administered by Parsippany-Troy Hills Township and/or its designated township-wide Administrative Agent. Identification and placement of an income-eligible household in the unit will conform to UHAC regulations and the Parsippany Township Affordable Housing Operating Manual for Rental Units.

Administration

The Township of Parsippany's Affordable Rental Program will be administered by Parsippany Township and its designated township-wide Administrative Agent. Once units are deed restricted as affordable units, all aspects of administering these units including marketing for both initial rent-up and all subsequent activities will follow the policies and procedures laid out in the Township's Administrative Agent Operating Manual, to which this document is appended to, as Appendix C.

Interested landlords should contact Dan Levin, Project Coordinator, at CGP&H at dlevin@cgph.net, or via his direct line at 609-642-4857.

7. Affordable Housing and Development Fee Ordinance

8. Affirmative Marketing Plan

TOWNSHIP OF PARSIPPANY-TROY HILLS
MORRIS COUNTY; NEW JERSEY

RESOLUTION

**R2026-063: RESOLUTION ADOPTING THE AFFIRMATIVE FAIR HOUSING
 MARKETING PLAN FOR AFFORDABLE HOUSING IN REGION 2**

WHEREAS, the Borough Council of the Township of ParsIPPany-Troy Hills, County of Morris, State of New Jersey have reviewed and approved the amended 2026 Housing Element and Fair Share Plan and 2026 Spending Plan; and

WHEREAS, the Borough Council has also adopted various redevelopment plans and Ordinances to implement and permit the development of affordable Housing within the Township; and

WHEREAS, the Township desires to adopt an Affirmative Marketing Plan for the advertisement and promotion of affordable housing within the Township; and

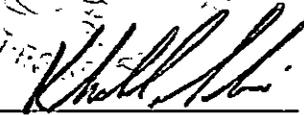
WHEREAS, CGP&H at the request of the Township has developed an Affirmative Marketing Plan for all developments and programs within the Township.

NOW THEREFORE BE IT RESOLVED by the Council of the Township of ParsIPPany-Troy Hills, County of Morris, that the Township does hereby adopt the Affirmative Marketing Plan prepared by CGP&H; and

BE IT FURTHER RESOLVED that copy of the Affirmative Marketing Plan shall remain on file with the Township clerk and the Township Planning Board.

COUNCIL MEMBER	Aye	Nay	Abstain	Absent	Motion	Second
Mr. Carifi	X					
Ms. Hernández	X					X
Mr. Kavanagh	X					
Mr. McGrath	X					
Ms. Patel	X				X	

THIS IS TO CERTIFY THAT THE ABOVE IS A TRUE AND LAWFUL COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF PARSIPPANY-TROY HILLS, COUNTY OF MORRIS, STATE OF NEW JERSEY AT ITS MEETING OF MARCH 3, 2026.


 KHALED MADIN TOWNSHIP CLERK


 COUNCIL PRESIDENT JUDY HERNANDEZ

AFFIRMATIVE FAIR HOUSING MARKETING PLAN For Affordable Housing in Region 2

I. APPLICANT AND PROJECT INFORMATION

(Complete Section I individually for all developments or programs within the municipality.)

1a. Administrative Agent Name, Address, Phone Number CGP&H 1249 South River Road, Suite 301 Affordablehomesnewjersey.com 609-664-2769 ext 19		1b. Development or Program Name, Address	
1c. Number of Affordable Units: Number of Rental Units: Number of For-Sale Units:	1d. Price or Rental Range From: \$ To: \$	1e. State and Federal Funding Sources (if any)	
1f. <input type="checkbox"/> Age Restricted <input type="checkbox"/> Non-Age Restricted	1g. Approximate Starting Dates Advertising: Occupancy:		
1h. County: Morris County		1i. Census Tract(s):	
1j. Managing/Sales Agent's Name, Address, Phone Number			
1k. Application Fees (if any):			

II. RANDOM SELECTION

<p>2. Describe the random selection process that will be used once applications are received.</p> <p>The Administrative Agent will assign random numbers to each applicant through a computerized random number generator.</p> <p>After the list of applications submitted during the initial lottery period is exhausted, the priority of preliminary applications is established by the date the household submitted their preliminary application (Interest Date).</p> <p>In addition to the random number assigned to the household and/or the interest date, there are other factors impacting waiting priority which are described below.</p> <ul style="list-style-type: none"> • Regional Preference: Applicants that indicated that they lived or work in the Affordable Housing Region will be contacted first. Once those applicants are exhausted, applicants outside the region will be contacted. • Household Size: Whenever possible, there will be at least one person for each bedroom. If the waiting list is exhausted and there are no in or out region households with a person for each bedroom size, units will be offered to smaller sized households that do not have a person for each bedroom. The Administrative Agent cannot require an applicant household to take an affordable unit with a greater number of bedrooms, as long as overcrowding is not a factor. A household can be eligible for more than one unit category.
--

III. MARKETING

<p>3a. Direction of Marketing Activity: (indicate which group(s) in the housing region are least likely to apply for the housing without special outreach efforts because of its location and other factors)</p> <p> <input type="checkbox"/> White (non-Hispanic) <input type="checkbox"/> Black (non-Hispanic) <input checked="" type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native <input checked="" type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other group: </p>
--

3b. Commercial Media (required) (Check all that applies)			
	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL NEWSPAPER(S)	CIRCULATION AREA
TARGETS ENTIRE REGION 2			
<input checked="" type="checkbox"/>	At beginning of Initial marketing and as needed	DIGITAL: Star Ledger	Regions 2
<input checked="" type="checkbox"/>	At beginning of Initial marketing and as needed	PRINT: Daily Record	Region 2
<input checked="" type="checkbox"/>	Once at start of affirmative marketing period	HMFA's Housing Resource Center (njhrc.gov)	Regions 1-6
<input checked="" type="checkbox"/>	Once at start of affirmative marketing period	HOUSNG SEARCH WEBSITE: Affordable Homes Jersey (CGP&H) www.affordablehomesnewjersey.com	Regions 1-6
<input checked="" type="checkbox"/>	At beginning of Initial marketing and as needed	RADIO / TV AD: WKXW-FM 101.5 (to replace Comcast)	Regions 2
<input checked="" type="checkbox"/>	At beginning of Initial marketing and as needed	SOCIAL MEDIA: X.com, Instagram, Facebook	Regions 1-6
TARGETS PARTIAL REGION 2			
<input checked="" type="checkbox"/>	Once at start of affirmative marketing period	The Township of Parsippany Troy Hills Website https://www.parsippany.net/	Morris County

3c. Community Contacts (names of community groups/organizations throughout the housing region that can be contacted to post advertisements and distribute flyers regarding available affordable housing)			
Name of Group/Organization	Outreach Area	Racial/Ethnic Identification of Readers/Audience	Duration & Frequency of Outreach
Fair Share Housing Center	Statewide	Various	At beginning of affirmative marketing period and as needed
NJ State Conference of the NAACP	Statewide	African American	At beginning of affirmative marketing period and as needed
The Latino Action Network	Statewide	Latino	At beginning of affirmative marketing period and as needed
East Orange NAACP	Region 2	African American	At beginning of affirmative marketing period and as needed
Newark NAACP	Region 2	African American	At beginning of affirmative marketing period and as needed
Morris County NAACP	Region 2	African American	At beginning of affirmative marketing period and as needed
Housing Partnership for Morris County	Region 2	Various	At beginning of affirmative marketing period and as needed
Community Access Unlimited	Region 2	Various	At beginning of affirmative marketing period and as needed
NORWESCAP	Region 2	Various	At beginning of affirmative marketing

			period and as needed
Homeless Solutions of Morristown	Region 2	Various	At beginning of affirmative marketing period and as needed
Supportive Housing Association	Statewide	Various	At beginning of affirmative marketing period and as needed

ADDITIONAL NON-DIGITAL REGIONAL MAILING: REGION 2			
3d. Regional Mailing			
See attached list of businesses, social service agencies, libraries, and community contacts	Throughout region	Various	At beginning of affirmative marketing period and as needed

IV. APPLICATIONS

Applications for affordable housing for the above units will be available at the following locations:			
4a. County Administration Buildings and/or Libraries for all counties in the housing region (list county building, address, contact person) (Check all that applies)			
See attached list of businesses, social service agencies, libraries, and community contacts	Throughout region	Various	At beginning of affirmative marketing period and as needed
Morris County Administration	PO Box 900 Morristown, NJ 07963 (973)285-6000	Various	At beginning of affirmative marketing period and as needed
Morris County Library	30 East Hanover Avenue, Whippany, NJ 07981 (973)285-6930	Various	At beginning of affirmative marketing period and as needed
Warren County Administration	165 County Route 519 South, Belvidere, New Jersey 07823 (908)475-6200	Various	At beginning of affirmative marketing period and as needed
Warren County Library Administrative Offices	2 Shotwell Dr., Belvidere, NJ 07823 (908) 818-1280	Various	At beginning of affirmative marketing period and as needed
Essex County/Hall of Records	465 Dr. Martin Luther King, Jr. Blvd, Newark, NJ 07102 (973)621-4400	Various	At beginning of affirmative marketing period and as needed
Essex County Library	303 University Avenue, Newark, NJ 07102 (973) 877-3233	Various	At beginning of affirmative marketing period and as needed
Union County/Administration Building	10 Elizabethtown Plaza, Elizabeth, NJ 07202 (908)527-4100	Various	At beginning of affirmative marketing period and as needed

Union County Library	1980 Morris Avenue, Union, NJ 07083 (908) 851-5450	Various	At beginning of affirmative marketing period and as needed
4b. Municipality in which the units are located (list municipal building and municipal library, address, contact person)			
Township of Parsippany, 1001 Parsippany Blvd, Parsippany, NJ 07054			
Parsippany Library, 449 Halsey Road, Parsippany NJ, 07054			
4c. Sales/Rental Office for units (if applicable)			

V. CERTIFICATIONS AND ENDORSEMENTS

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that knowingly falsifying the information contained herein may affect the (select one: Municipality’s COAH substantive certification or DCA Balanced Housing Program funding or HMFA UHORP/MONI funding).

Sarah Carbone

Name (Type or Print)

Administrative Agent

Title/Municipality



Signature

2/25/2026

Date

9. Appointment of Municipal Affordable Housing Liaison

March 25, 2008

RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF PARSIPPANY-TROY HILLS APPOINTING JENNIFER COLLINS AS THE MUNICIPAL HOUSING LIAISON OF THE AFFORDABLE HOUSING PROGRAM FOR THE TOWNSHIP OF PARSIPPANY-TROY HILLS

WHEREAS, the Township Council of the Township of Parsippany-Troy Hills petitioned the Council on Affordable Housing (COAH) for substantive certification of its Housing Element and Fair Share Plan on December 16, 2005; and

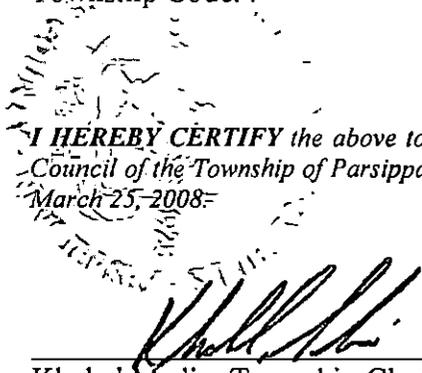
WHEREAS, the Township of Parsippany-Troy Hills' Fair Share Plan promotes an affordable housing program pursuant to the Fair Housing Act (N.J.S.A. 52:27D-301, et. seq.) and COAH's Third Round Substantive Rules (N.J.A.C. 5:94-1, et. seq.); and

WHEREAS, pursuant to N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq., the Township is required to appoint a Municipal Housing Liaison for the administration of the Township's affordable housing program to enforce the requirements of N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq.; and

WHEREAS, the Township has amended Chapter 4, Administration of Government, Article XI, Department of Planning, Zoning and Construction Inspections to provide for the appointment of a Municipal Housing Liaison to administer the Township's affordable housing program.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Parsippany-Troy Hills in the County of Morris and the State of New Jersey that Jennifer Collins is hereby appointed by the Township Council of the Township of Parsippany-Troy Hills as the Municipal Housing Liaison for the administration of the affordable housing program, pursuant to and in accordance with Articles 14 and 15 of the Township's Chapter 225, Land Use Subdivision and Site Plan Code and with Chapter 4, Administration of Government, Article XI Department of Planning Zoning and Construction Inspections, §4-43.2 Establishment; Township Housing Liaison of the Township Code.

I HEREBY CERTIFY the above to be a true and lawful copy of a Resolution adopted by the Township Council of the Township of Parsippany-Troy Hills, County of Morris, State of New Jersey at its meeting of March 25, 2008.



Khaled Madin, Township Clerk

2/18/26

Date

10. Resolution Designating CGP&H as
the Township's Administrative Agent
and the 2025 Professional Services
Agreement

**TOWNSHIP OF PARSIPPANY-TROY HILLS
MORRIS COUNTY, NEW JERSEY**

RESOLUTION

R2025-009: RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF PARSIPPANY-TROY HILLS AUTHORIZING A CONTRACT FOR AFFORDABLE HOUSING ADMINISTRATIVE AGENT CONSULTANT SERVICES

WHEREAS, the Township of Parsippany-Troy Hills (“Township”) has a need for affordable housing administrative agent consultant services; and

WHEREAS, pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, a Request for Proposals (“RFP”) for affordable housing administrative agent consultant services was duly advertised; and

WHEREAS, CGP&H, LLC submitted one (1) of two (2) responses to the RFP; and

WHEREAS, CGP&H, LLC is qualified to provide the services, has provided quality services to the Township for many years, and has had extensive experience and an excellent reputation in the field; and

WHEREAS, a contract for affordable housing administrative agent consultant services may be awarded without the need for competitive bidding as a professional service pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

WHEREAS, it is in the best interest of the Township to award a contract to CGP&H, LLC; and

WHEREAS, the Chief Financial Officer will certify to the availability of funds when services are rendered.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF PARSIPPANY-TROY HILLS that a one (1) year contract having a term from January 1, 2025 to December 31, 2025, is hereby awarded to CGP&H, LLC.

BE IT FURTHER RESOLVED that CGP&H, LLC shall be paid as follows: (1) Administrative Agent General Services - \$165 per hour (not to exceed \$10,000); (2) \$2,000 flat fee for each sale unit, 3% paid by seller; (3) \$175 flat fee to process subordination requests (paid by homeowner); and (4) Direct costs not to exceed \$300.

BE IT FURTHER RESOLVED that the total compensation to be paid for the above referenced services shall not exceed \$5,000 inclusive of costs and expenses, and if this maximum is reached, application may be made to the Township Council to increase said amount.

BE IT FURTHER RESOLVED, that the Mayor, Township Administrator, Chief Financial Officer, Township Attorney, Township Clerk, Township Purchasing Agent, and any other necessary official, officer or employee of the Township be and they are hereby authorized

to execute any and all documents and to take any and all actions necessary to effectuate the purposes of this Resolution, including the preparation and execution of an agreement consistent with the above referenced proposal, the Township’s RFP, and this Resolution.

BE IT FURTHER RESOLVED that the Township Clerk shall publish a notice of said contract in accordance with the law.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to:

1. CGP&H, LLC
 1249 South River Road
 Suite 301
 Cranbury, NJ 08512

COUNCIL MEMBER	Aye	Nay	Abstain	Absent	Motion	Second
Mr. Carifi	X					
Ms. Hernandez	X				X	
Mr. McGrath	X					
Mr. Musella	X					
Mr. Neglia	X					X

THIS IS TO CERTIFY THAT THE ABOVE IS A TRUE AND LAWFUL COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF PARSIPPANY-TROY HILLS, COUNTY OF MORRIS, STATE OF NEW JERSEY AT ITS MEETING OF **JANUARY 7, 2025.**

 KHALED MADIN TOWNSHIP CLERK

COUNCIL PRESIDENT PAUL CARIFI, JR.

11. Resolution of Intent to Fund

**TOWNSHIP OF PARSIPPANY-TROY HILLS
MORRIS COUNTY, NEW JERSEY**

RESOLUTION

**R2026-062: RESOLUTION OF THE TOWNSHIP COUNCIL OF INTENT TO
APPROPRIATE FUNDS OR BONDS FOR AFFORDABLE HOUSING IN
THE EVENT OF A FUNDING SHORTFALL**

WHEREAS, the Borough Council of the Township of Parsippany-Troy Hills, County of Morris, State of New Jersey have reviewed and approved the amended 2026 Housing Element and Fair Share Plan and 2026 Spending Plan; and

WHEREAS, the Spending Plan allocates funds for a rehabilitation program, construction programs, affordability assistance, and affordable housing administration; and

WHEREAS, the Township anticipates that the funding will come from developer contributions paid into the Borough's Affordable Housing Trust Fund; and

WHEREAS, in the event that the above funding source prove inadequate to complete the affordable housing programs included in the Township's Housing Element and Fair Share Plan and Spending Plan, the Township shall provide sufficient funding to address any shortfalls.

NOW THEREFORE BE IT RESOLVED by the Council of the Township of Parsippany-Troy Hills, County of Morris, that the Township does hereby agree to appropriate funds or authorize the issuance of debt to fund any shortfall in its affordable housing program that may arise whether due to inadequate funding from other sources or for any other reason; and

BE IT FURTHER RESOLVED that upon written notification by the Court after a bona fide, diligent and good faith effort to exhaust potential funding sources including the Township's Housing Trust Fund, there is a finding that inadequate funding exists to complete the rehabilitation and affordable housing compliance techniques included in the Township of Parsippany-Troy Hills's Court-certified Housing Element and Fair Share Plan, the, the Township agrees to appropriate funds or authorize the issuance of debt within ninety (90) days of a written Court Order, Superior Court of New Jersey, Civil Division, Sussex County or assigns.

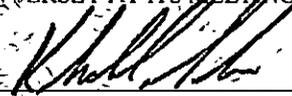
BE IT FURTHER RESOLVED that the Township may repay debt through future collections of development fees, as such funds become available.

BE IT FURTHER RESOLVED that the Mayor, Township Administrator, and Township Clerk are authorized and designated to execute any and all necessary documents in order to implement the intent of this Resolution.

R2026-062

COUNCIL MEMBER	Aye	Nay	Abstain	Absent	Motion	Second
Mr. Carifi	X					X
Ms. Hernandez	X					
Mr. Kavanagh	X					
Mr. McGrath	X					
Ms. Patel	X				X	

THIS IS TO CERTIFY THAT THE ABOVE IS A TRUE AND LAWFUL COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF PARSIPPANY-TROY HILLS, COUNTY OF MORRIS, STATE OF NEW JERSEY AT ITS MEETING OF MARCH 3, 2026.



KHALED MADIN TOWNSHIP CLERK



COUNCIL PRESIDENT JUDY HERNANDEZ

12. Development Ordinances

**TOWNSHIP OF PARSIPPANY-TROY HILLS
ORDINANCE NO. 2026:09**

**AN ORDINANCE TO AMEND CHAPTER 430 ENTITLED “ZONING” OF
THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF
PARSIPPANY-TROY HILLS TO AMEND SECTION 430-4 DISTRICTS
ESTABLISHED, SECTION 430-5 TERMS DEFINED, SECTION 430-35
ATTACHMENT 2 AND ESTABLISH A NEW AHD-8 AFFORDABLE
HOUSING DISTRICT ZONE.**

Block 175, Lot 52

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Parsippany-Troy Hills, County of Morris, State of New Jersey, that amendments set forth below are made to the Revised General Ordinances of the Township of Parsippany-Troy Hills, Chapter 430 entitled “Zoning.”

Section 1. Section 430-4, “Districts established,” of the Code of the Township of Parsippany-Troy Hills shall be amended to include a new district as follows:

AHD-8 Affordable Housing District.

Section 2. Section 430-5, Zoning Map. The Township of Parsippany-Troy Hills Zoning Map shall be amended to include a new AHD-8 Affordable Housing District, which shall be shown to encompass Block 175, Lot 52.

Section 3. Section 430-35 – Attachment 2, Schedule of Area and Bulk Requirements shall be amended to include a new ‘AHD -8’ row, within which the phrase ‘See Article LIIIA.

Section 4. Section 430-8 Terms defined. Amend section to add the following definition:

STACKED TOWNHOUSE UNIT

A unit in a building consisting of more than two attached single-family residences, each with separate outside access and separated by either vertical and/or horizontal construction.

Section 4. Chapter 430 shall be amended and supplemented by the insertion of a new Article LIIIA entitled “AHD-8 Affordable Housing District” This new article shall read as follows:

Article LIIIA. AHD-8 Affordable Housing District.

§ 430-380.1. Purpose.

The purpose of the AHD-8 Affordable Housing District is to create a realistic opportunity for the construction of low- and moderate-income housing in a suitable portion of the Township of

Parsippany-Troy Hills, and thereby help to address the fair share housing obligation of the Township of Parsippany-Troy Hills under the New Jersey Fair Housing Act (“FHA”), applicable Council on Affordable Housing (“COAH”) regulations and the Township’s Housing Element and Fair Share Plan. The AHD-8 Affordable Housing District encourages the development of low- and moderate-income housing by allowing for an inclusionary townhouse and stacked townhouse residential development.

§ 430-380.2. Permitted uses.

The uses set forth below shall be permitted as a development.

A. Principal uses. The following principal uses are permitted in the AHD-8 Affordable Housing District:

(1) Townhouse and stacked townhouse residential dwellings.

B. Accessory uses. The following accessory uses are permitted in the AHD-8 Affordable Housing District:

(1) Off-street loading and parking, including surface parking, under-building parking, and parking garages.

(2) Fences and walls.

(3) Signs.

(4) Open space and outdoor amenity space.

(5) Buildings for storage of maintenance equipment.

(6) Private amenity and recreation buildings and facilities including swimming pools, workout rooms, lobby, leasing office, clubroom, coworking space, common areas and the like, intended for use by residents of the premises and their guests.

(7) Trash and recycling facilities intended for use by residents of the premises.

(8) Other accessory uses normally incidental to the principal permitted use.

§ 430-380.3. Prohibited uses.

Uses prohibited in the AHD-8 Affordable Housing District shall include the following:

A. Any principal use not specifically permitted herein or permitted by other applicable law.

§ 430-380.4. Affordable housing requirements.

- A. All multifamily residential developments constructed in the AHD-8 Affordable Housing District shall be required to set aside a minimum percentage of units for affordable housing. The minimum set aside shall be twenty percent (20%). When calculating the required number of affordable units, any computation resulting in a fraction of a unit shall be rounded upwards to the next whole number.
- B. All affordable units to be produced pursuant to this section shall comply with the Township's Affordable Housing Ordinance at Article LX of the Township Code, as may be amended and supplemented, the Uniform Housing Affordability Controls ("UHAC") (N.J.A.C. 5:80-26.1 et seq.), or any successor regulation, the Township's Housing Element and Fair Share Plan, as may be amended from time to time, and any applicable order of the Court, including but not limited to a Compliance Certification, Judgment of Compliance, and Repose Order. This includes, but is not limited to, the following requirements for all affordable units:
- (1) Low/Moderate Income Split: A maximum of fifty percent (50%) of the affordable units shall be moderate-income units and a minimum of fifty percent (50%) of the affordable units shall be low-income units. At least thirteen percent (13%) of all restricted rental units shall be very low-income units, which shall be counted as part of the required number of low-income units within the development.
 - (2) Bedroom Mix: The UHAC (N.J.A.C. 5:80-26.1 et seq.) requirements shall apply in the AHD-8 Affordable Housing District.
 - (3) Deed Restriction Period: All affordable units shall be deed restricted for a period of at least thirty (30) years from the date of the initial occupancy of each affordable unit (the "Deed-Restriction Period"). The affordability controls shall expire only after they are properly released by the Township and/or the Township's Administrative Agent at the Township's sole option in accordance with N.J.A.C. 5:80-26.12 for rental units or N.J.A.C. 5:80-26.6 for for-sale units.
 - (4) Administrative Agent: All affordable units shall be administered by a qualified Administrative Agent paid for by the developer.
 - (5) Other Affordable Housing Unit Requirements: Developers shall also comply with all of the other requirements of the Township's Affordable Housing Ordinance, including, but not limited to, (1) affirmative marketing requirements, (2) candidate qualification and screening requirements, (3) integrating the affordable units amongst the market rate units, and (4) unit phasing requirements. Developers shall ensure that the affordable units are dispersed between the buildings on its site and shall identify the exact location of each affordable unit at the time of site plan application.

§ 430-380.5. Development standards.

- A. Area and bulk requirements. The area and bulk requirements for the uses permitted in the AHD-8 Affordable Housing District are set forth below.

Criteria	AHD-8 Requirements Block 175, Lot 52
Max. Number of Dwelling Units	177
Minimum. Tract Lot Area (ac)	13
Minimum. Front Yard Setback (ft)	50
Minimum. Side Yard Setback Each (ft)	50
Minimum. Rear Yard Setback (ft)	50
Maximum Percent Lot Coverage by Buildings (%)	30
Maximum Percent Lot Coverage by all Buildings and Pavement. (%)	70
Maximum. Bldg. Sty/Height (ft)	3/40
Minimum Buffer:	
-Front Yard (ft)	25
-Side Yard (ft)	25
-Rear Yard (ft)	25
Maximum Length of Bldg. w/o 2-foot jog in the front facade (ft)	75
Minimum Setback: Building. to Building: (ft)	30

B. Off-street parking and loading requirements.

- (1) Off-street parking spaces and loading areas shall be as set forth in the Residential Site Improvement Standards (N.J.A.C. 5:21).
- (2) All off-street parking and drive aisles shall be located a minimum of 10 feet from buildings, except for parking and drive aisles which extend continuously into or under a building from outside the building.
- (3) All off-street parking and drive aisles shall be located a minimum of 10 feet from property lines.
- (4) All parking areas shall be designed in accordance with the applicable provisions of Article XXXVII of this Chapter; however, in the event of a conflict between Article XXXVII and this Article, this Article shall govern.

(5) Off-street parking shall not be provided for any use or to any party other than a resident or visitor of the site, nor shall parking areas be used for any purpose other than parking.

(6) Signage shall be provided where parking spaces are to be reserved for residents.

C. Signage. Signage requirements for the residential use in this zone shall comply with the signage requirements in § 430-286.

D. Design Standards. The design standards of §430-350D are applied to the AHD-8 Affordable Housing District but only to the extent appropriate for the site and only if not inconsistent with the express standards of this ordinance.

E. Accessory buildings and structures: All accessory buildings and structures shall be subject to the standards set forth at § 430-13. Architectural design and materials used in the construction of accessory buildings and structures shall conform to those used in the construction of principal buildings.

Section 5. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

Section 6. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Parsippany-Troy Hills, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the Township of Parsippany-Troy Hills are hereby ratified and confirmed, except where inconsistent with the terms hereof.

Section 7. The Township Clerk is directed to give notice at least ten (10) days prior to a hearing on the adoption of this ordinance to the Morris County Planning Board and to all other persons entitled thereto pursuant to N.J.S.A. 40:55D-15, and N.J.S.A. 40:55D-63 (if required).

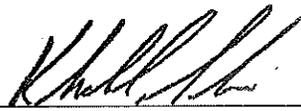
Section 8. After introduction, the Township Clerk is hereby directed to submit a copy of the within Ordinance to the Planning Board of the Township of Parsippany-Troy Hills for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Township Council, within 35 days after referral, a report including identification of any provisions in the proposed ordinance which are inconsistent with

the master plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 9. This Ordinance shall be presented to the Mayor for his approval and signature, which approval shall be granted or denied within ten (10) days of receipt of same, pursuant to N.J.S.A. 40:69A-149.7. If the Mayor fails to return this Ordinance with either his approval or objection to same within ten (10) days after it has been presented to him, then this Ordinance shall be deemed approved.

Section 10. This Ordinance shall take effect immediately upon (1) adoption; (2) approval by the Mayor pursuant to N.J.S.A. 40:69A-149.7; (3) publication in accordance with the laws of the State of New Jersey; and (4) filing of the final form of adopted ordinance by the Clerk with (a) the Morris County Planning Board pursuant to N.J.S.A. 40:55D-16, and (b) the Township Tax Assessor as required by N.J.S.A. 40:49-2.1.

I HEREBY CERTIFY the above to be a true copy of an Ordinance introduced by the Township Council of the Township of Parsippany-Troy Hills at a duly convened meeting held on February 17, 2026 and adopted on March 3, 2026.


Khaled Madin, Township Clerk


Pulkit Desai, Mayor

3/5/2026
Date

TOWNSHIP OF PARSIPPANY-TROY HILLS ORDINANCE NO. 2026:10

AN ORDINANCE TO AMEND CHAPTER 430 ENTITLED “ZONING” OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF PARSIPPANY-TROY HILLS TO ESTABLISH A NEW AHD-9 AFFORDABLE HOUSING DISTRICT ZONE Block 420, Lot 2

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of ParsIPPany-Troy Hills, County of Morris, State of New Jersey, that amendments set forth below are made to the Revised General Ordinances of the Township of ParsIPPany-Troy Hills, Chapter 430 entitled “Zoning.”

Section 1. Section 430-4, “Districts established,” of the Code of the Township of ParsIPPany-Troy Hills shall be amended to include a new district as follows:

AHD-9 Affordable Housing District.

Section 2. Section 430-5, Zoning Map. The Township of ParsIPPany-Troy Hills Zoning Map shall be amended to include a new AHD-9 Affordable Housing District, which shall be shown to encompass Block 420, Lot 2.

Section 3. Section 430-35 – Attachment 2, Schedule of Area and Bulk Requirements shall be amended to include a new ‘AHD-9’ row, within which the phrase ‘See Article LIIIB’.

Section 4. Chapter 430 shall be amended and supplemented by the insertion of a new Article LIIIB entitled “AHD-9 Affordable Housing District” This new article shall read as follows:

Article LIIIB. AHD-9 Affordable Housing District.

§ 430-380.6. Purpose.

The purpose of the AHD-9 Affordable Housing District is to create a realistic opportunity for the construction of low- and moderate-income housing in a suitable portion of the Township of ParsIPPany-Troy Hills, and thereby help to address the fair share housing obligation of the Township of ParsIPPany-Troy Hills under the New Jersey Fair Housing Act (“FHA”), applicable Council on Affordable Housing (“COAH”) regulations, and the Township’s Housing Element and Fair Share Plan. The AHD-9 Affordable Housing District encourages the development of low- and moderate-income housing by allowing for an inclusionary multifamily residential development.

§ 430-380.7. Permitted uses.

The uses set forth below shall be permitted as a development.

A. Principal uses. The following principal uses are permitted in the AHD-9 Affordable Housing District:

(1) Multifamily residential dwellings.

B. Accessory uses. The following accessory uses are permitted in the AHD-9 Affordable Housing District:

(1) Off-street loading and parking, including surface parking, under-building parking, and parking garages.

(2) Fences and walls.

(3) Signs.

(4) Open space and outdoor amenity space.

(5) Buildings for storage of maintenance equipment.

(6) Private amenity and recreation buildings and facilities including swimming pools, workout rooms, lobby, leasing office, clubroom, coworking space, common areas and the like, intended for use by residents of the premises and their guests.

(7) Trash and recycling facilities intended for use by residents of the premises.

(8) Other accessory uses normally incidental to the principal permitted use.

§ 430-380.8. Prohibited uses.

Uses prohibited in the AHD-9 Affordable Housing District shall include the following:

A. Any principal use not specifically permitted herein or permitted by other applicable law.

§ 430-380.9. Affordable housing requirements.

A. All multifamily residential developments constructed in the AHD-9 Affordable Housing District shall be required to set aside a minimum percentage of units for affordable housing. The minimum set aside shall be twenty percent (20%). When calculating the required number of affordable units, any computation resulting in a fraction of a unit shall be rounded upwards to the next whole number.

- B. All affordable units to be produced pursuant to this section shall comply with the Township's Affordable Housing Ordinance at Article LX of the Township Code, as may be amended and supplemented, the Uniform Housing Affordability Controls ("UHAC") (N.J.A.C. 5:80-26.1 et seq.), or any successor regulation, the Township's Housing Element and Fair Share Plan, as may be amended from time to time, and any applicable order of the Court, including a Judgment of Compliance and Repose Order. This includes, but is not limited to, the following requirements for all affordable units:
- (1) Low/Moderate Income Split: A maximum of fifty percent (50%) of the affordable units shall be moderate-income units and a minimum of fifty percent (50%) of the affordable units shall be low-income units. At least thirteen percent (13%) of all restricted rental units shall be very low-income units, which shall be counted as part of the required number of low-income units within the development.
 - (2) Bedroom Mix: The UHAC (N.J.A.C. 5:80-26.1 et seq.) requirements shall apply in the AHD-9 Affordable Housing District.
 - (3) Deed Restriction Period: All affordable units shall be deed restricted for a period of at least thirty (30) years from the date of the initial occupancy of each affordable unit (the "Deed-Restriction Period"). The affordability controls shall expire only after they are properly released by the Township and/or the Township's Administrative Agent at the Township's sole option in accordance with N.J.A.C. 5:80-26.12 for rental units or N.J.A.C. 5:80-26.6 for for-sale units.
 - (4) Administrative Agent: All affordable units shall be administered by a qualified Administrative Agent paid for by the developer.
 - (5) Other Affordable Housing Unit Requirements: Developers shall also comply with all of the other requirements of the Township's Affordable Housing Ordinance, including, but not limited to, (1) affirmative marketing requirements, (2) candidate qualification and screening requirements, (3) integrating the affordable units amongst the market rate units, and (4) unit phasing requirements. Developers shall ensure that the affordable units are dispersed between the buildings on its site and shall identify the exact location of each affordable unit at the time of site plan application.

§ 430-380.10. Development standards.

- A. Area and bulk requirements. The area and bulk requirements for the uses permitted in the AHD-9 Affordable Housing District are set forth below.

Criteria	AHD-9 Requirements Block 420, Lot 2
Max. Number of Dwelling Units	210
Minimum. Tract Lot Area (ac)	8
Minimum. Front Yard Setback (ft)	100
Minimum. Side Yard Setback Each (ft)	50
Minimum. Rear Yard Setback (ft)	50
Maximum Percent Lot Coverage by Buildings (%)	30
Maximum Percent Lot Coverage by all Buildings and Pavement. (%)	70
Maximum. Bldg. Sty/Height (ft)	5/60
Minimum Buffer:	
-Front Yard (ft)	50
-Side Yard (ft)	25
-Rear Yard (ft)	25
Maximum Length of Bldg. w/o 2-foot jog in the front facade (ft)	75
Minimum Setback: Building. to Building: (ft)	80

- B. Off-street parking and loading requirements.

(1) Off-street parking spaces shall be as set forth in the Residential Site Improvement Standards (N.J.A.C. 5:21). A shared parking provision of off-street parking shall be permitted for this site where adjacent properties are either commonly owned or otherwise controlled, or upon confirmation of shared parking easement rights. The shared parking methodology used by the applicant to calculate the number of shared parking spaces permitted shall be in conformance with applicable sections of § 430-275 of the Township's regulations and those recommended in the Urban Land Institute "Shared Parking Standards for a Mixed-Use Center" latest edition or similar nationally recognized standard. Notwithstanding any potential inconsistencies with the

foregoing, the maximum amount of required parking for residential use proposed to be satisfied by shared parking shall not exceed 0.6 spaces per residential unit.

- (2) All off-street parking and drive aisles shall be located a minimum of 10 feet from buildings, except for parking and drive aisles which extend continuously into or under a building from outside the building.
- (3) All off-street parking and drive aisles shall be located a minimum of 10 feet from property lines.
- (4) Under-building parking and parking garages shall be permitted, provided that same are oriented to the side or rear of the property and are not visible from the public right-of-way.
- (5) All parking areas shall be designed in accordance with the applicable provisions of Article XXXVI of this chapter; however, in the event of a conflict between Article XXXVI and this article, this article shall govern.
- (6) Off-street parking shall not be provided for any use or to any party other than a resident or visitor of the site, unless a shared parking arrangement has been approved by the reviewing board, nor shall parking areas be used for any purpose other than parking.
- (7) Signage shall be provided where parking spaces are to be reserved for residents. Visitor parking shall be signed and painted for each space designated for such a purpose.

C. Signage. Signage requirements for the residential use in this zone shall comply with the signage requirements in § 430-286.

D. Design Standards. The design standards of §430-350D are applied to the AHD-9 Affordable Housing District but only to the extent appropriate for the site and only if not inconsistent with the express standards of this ordinance.

E. Accessory buildings and structures: All accessory buildings and structures shall be subject to the standards set forth at § 430-13. Architectural design and materials used in the construction of accessory buildings and structures shall conform to those used in the construction of principal buildings.

Section 5. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

Section 6. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Parsippany-Troy Hills, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the Township of Parsippany-Troy Hills are hereby ratified and confirmed, except where inconsistent with the terms hereof.

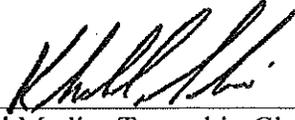
Section 7. The Township Clerk is directed to give notice at least ten (10) days prior to a hearing on the adoption of this ordinance to the Morris County Planning Board and to all other persons entitled thereto pursuant to N.J.S.A. 40:55D-15, and N.J.S.A. 40:55D-63 (if required).

Section 8. After introduction, the Township Clerk is hereby directed to submit a copy of the within Ordinance to the Planning Board of the Township of Parsippany-Troy Hills for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Township Council, within 35 days after referral, a report including identification of any provisions in the proposed ordinance which are inconsistent with the master plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 9. This Ordinance shall be presented to the Mayor for his approval and signature, which approval shall be granted or denied within ten (10) days of receipt of same, pursuant to N.J.S.A. 40:69A-149.7. If the Mayor fails to return this Ordinance with either his approval or objection to same within ten (10) days after it has been presented to him, then this Ordinance shall be deemed approved.

Section 10. This Ordinance shall take effect immediately upon (1) adoption; (2) approval by the Mayor pursuant to N.J.S.A. 40:69A-149.7; (3) publication in accordance with the laws of the State of New Jersey; and (4) filing of the final form of adopted ordinance by the Clerk with (a) the Morris County Planning Board pursuant to N.J.S.A. 40:55D-16, and (b) the Township Tax Assessor as required by N.J.S.A. 40:49-2.1.

I HEREBY CERTIFY the above to be a true copy of an Ordinance introduced by the Township Council of the Township of Parsippany-Troy Hills at a duly convened meeting held on February 17, 2026 and adopted on March 3, 2026.



Khaled Madin, Township Clerk



Pulkit Desai, Mayor

3/5/2026

Date

**TOWNSHIP OF PARSIPPANY-TROY HILLS
ORDINANCE NO. 2026:11**

**AN ORDINANCE TO AMEND CHAPTER 430 ENTITLED “ZONING” OF
THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF
PARSIPPANY-TROY HILLS TO ESTABLISH A NEW AHD-10
AFFORDABLE HOUSING DISTRICT ZONE
Block 136, Lot 43.5**

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Parsippany-Troy Hills, County of Morris, State of New Jersey, that amendments set forth below are made to the Revised General Ordinances of the Township of Parsippany-Troy Hills, Chapter 430 entitled “Zoning.”

Section 1. Section 430-4, “Districts established,” of the Code of the Township of Parsippany-Troy Hills shall be amended to include a new district as follows:

AHD-10 Affordable Housing District.

Section 2. Section 430-5, Zoning Map. The Township of Parsippany-Troy Hills Zoning Map shall be amended to include a new AHD-10 Affordable Housing District, which shall be shown to encompass Block 136, Lot 43.5, as shown on the accompanying Map.

Section 3. Section 430-35 – Attachment 2, Schedule of Area and Bulk Requirements shall be amended to include a new ‘AHD-10’ row, within which the phrase ‘See Article LIIC’.

Section 4. Chapter 430 shall be amended and supplemented by the insertion of a new Article LIIC entitled “AHD-10 Affordable Housing District” This new article shall read as follows:

Article LIIC. AHD-10 Affordable Housing District.

§ 430-380.11. Purpose.

The purpose of the AHD-10 Affordable Housing District is to create a realistic opportunity for the construction of low- and moderate-income housing in a suitable portion of the Township of Parsippany-Troy Hills, and thereby help to address the fair share housing obligation of the Township of Parsippany-Troy Hills under the New Jersey Fair Housing Act (“FHA”), applicable Council on Affordable Housing (“COAH”) regulations, and the Township’s Housing Element and Fair Share Plan. The AHD-10 Affordable Housing District encourages the development of low- and moderate-income housing by allowing for a inclusionary multifamily residential development on a portion of the tract, subject to the regulations contained herein, whereas development in accordance with the SED-5 Zone may remain on the non-residential portions of the tract.

§ 430-380.12. Permitted uses.

The uses set forth below shall be permitted as a development.

A. Principal uses. The following principal uses are permitted in the AHD-10 Affordable Housing District:

- (1) Multifamily residential dwellings subject to the requirements contained in §430-380.15 in a separate subdivided lot.
- (2) Commercial uses in separate buildings on a non-residential subdivided lot in accordance with the permitted uses and development criteria identified in Article XXI for the SED-5 Zone.

B. Accessory uses. The following accessory uses are permitted in the AHD-10 Affordable Housing District:

- (1) Off-street loading and parking, including surface parking, under-building parking, and parking garages.
- (2) Fences and walls.
- (3) Signs.
- (4) Open space and outdoor amenity space.
- (5) Buildings for storage of maintenance equipment.
- (6) Private amenity and recreation buildings and facilities including swimming pools, workout rooms, lobby, leasing office, clubroom, coworking space, common areas and the like, intended for use by residents of the premises and their guests.
- (7) Trash and recycling facilities intended for use by residents of the premises.
- (8) Other accessory uses normally incidental to the principal permitted use.

§ 430-380.13. Prohibited uses.

Uses prohibited in the AHD-10 Affordable Housing District shall include the following:

A. Any principal use not specifically permitted herein or permitted by other applicable law.

§ 430-380.14. Affordable housing requirements.

A. All multifamily residential developments constructed in the AHD-10 Affordable Housing District shall be required to set aside a minimum percentage of units for affordable housing. The minimum set aside shall be twenty percent (20%). When calculating the required number of affordable units, any computation resulting in a fraction of a unit shall be rounded upwards to the next whole number.

- B. All affordable units to be produced pursuant to this section shall comply with the Township's Affordable Housing Ordinance at Article LX of the Township Code, as may be amended and supplemented, the Uniform Housing Affordability Controls ("UHAC") (N.J.A.C. 5:80-26.1 et seq.), or any successor regulation, the Township's Housing Element and Fair Share Plan, as may be amended from time to time, and any applicable order of the Court, including but not limited to a Compliance Certification, a Judgment of Compliance, and Repose Order. This includes, but is not limited to, the following requirements for all affordable units:
- (1) Low/Moderate Income Split: A maximum of fifty percent (50%) of the affordable units shall be moderate-income units and a minimum of fifty percent (50%) of the affordable units shall be low-income units. At least thirteen percent (13%) of all restricted rental units shall be very low-income units, which shall be counted as part of the required number of low-income units within the development.
 - (2) Bedroom Mix: The UHAC (N.J.A.C. 5:80-26.1 et seq.) requirements shall apply in the AHD-10 Affordable Housing District.
 - (3) Deed Restriction Period: All affordable units shall be deed restricted for a period of at least thirty (30) years from the date of the initial occupancy of each affordable unit (the "Deed-Restriction Period"). The affordability controls shall expire only after they are properly released by the Township and/or the Township's Administrative Agent at the Township's sole option in accordance with N.J.A.C. 5:80-26.12 for rental units or N.J.A.C. 5:80-26.6 for for-sale units.
 - (4) Administrative Agent: All affordable units shall be administered by a qualified Administrative Agent paid for by the developer.
 - (5) Other Affordable Housing Unit Requirements: Developers shall also comply with all of the other requirements of the Township's Affordable Housing Ordinance, including, but not limited to, (1) affirmative marketing requirements, (2) candidate qualification and screening requirements, (3) integrating the affordable units amongst the market rate units, and (4) unit phasing requirements. Developers shall ensure that the affordable units are dispersed between the buildings on its site and shall identify the exact location of each affordable unit at the time of site plan application.

§ **430-380.15. Development standards.**

- A. Area and bulk requirements. The area and bulk requirements for the multifamily inclusionary development permitted in the AHD-10 Affordable Housing District are set forth below. Development in accordance with the uses permitted in the SED-5 zone criteria shall conform with the applicable criteria contained in Article XXI for the SED-5 Zone except the setback between subdivided lots contained within Block 136, Lot 43.5 for the purposes of inclusionary multifamily development shall not require a minimum setback from the internal subdivision lot line.

Criteria	AHD-10 Requirements
Max. Number of Residential Dwelling Units	202
Minimum. Tract Lot Area (ac)	8
Minimum. Front Yard Setback (ft)	100
Minimum. Side Yard Setback Each (ft)	50
Minimum. Rear Yard Setback (ft)	50
Maximum Percent Lot Coverage by Buildings (%)	30
Maximum Percent Lot Coverage by all Buildings and Pavement. (%)	70
Maximum. Bldg. Sty/Height (ft)	5/65
Minimum Buffer:	
-Front Yard (ft)	50
-Side Yard (ft)	25
-Rear Yard (ft)	25
Maximum Length of Bldg. w/o 2-foot jog in the front facade (ft)	100
Minimum Setback: Building. to Building: (ft)	80

- B. Off-street parking and loading requirements for multifamily residential development in accordance with the AHD -10 zone.
- (1) Off-street parking spaces and loading areas shall be as set forth in the Residential Site Improvement Standards (N.J.A.C. 5:21).
 - (2) All off-street parking and drive aisles shall be located a minimum of 10 feet from buildings, except for parking and drive aisles which extend continuously into or under a building from outside the building.

- (3) All off-street parking and drive aisles shall be located a minimum of 10 feet from property lines.
- (4) All parking areas shall be designed in accordance with the applicable provisions of Article XXXVII of this Chapter; however, in the event of a conflict between Article XXXVII and this Article, this Article shall govern.
- (5) Off-street parking shall not be provided for any use or to any party other than a resident or visitor of the site, nor shall parking areas be used for any purpose other than parking.
- (6) Signage shall be provided where parking spaces are to be reserved for residents.

C. Signage. Signage requirements for the residential use in this zone shall be consistent with the signage requirements in § 430-286.

D. Design Standards. The design standards of §430-350D are applied to the multifamily residential development in the AHD-10 Affordable Housing District but only to the extent appropriate for the site and only if not inconsistent with the express standards of this ordinance.

E. Accessory buildings and structures for the inclusionary multifamily development: All accessory buildings and structures shall be subject to the standards set forth at § 430-13. Architectural design and materials used in the construction of accessory buildings and structures shall conform to those used in the construction of principal buildings.

Section 5. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

Section 6. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Parsippany-Troy Hills, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the Township of Parsippany-Troy Hills are hereby ratified and confirmed, except where inconsistent with the terms hereof.

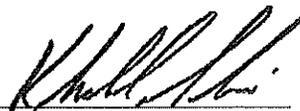
Section 7. The Township Clerk is directed to give notice at least ten (10) days prior to a hearing on the adoption of this ordinance to the Morris County Planning Board and to all other persons entitled thereto pursuant to N.J.S.A. 40:55D-15, and N.J.S.A. 40:55D-63 (if required).

Section 8. After introduction, the Township Clerk is hereby directed to submit a copy of the within Ordinance to the Planning Board of the Township of Parsippany-Troy Hills for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Township Council, within 35 days after referral, a report including identification of any provisions in the proposed ordinance which are inconsistent with the master plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 9. This Ordinance shall be presented to the Mayor for his approval and signature, which approval shall be granted or denied within ten (10) days of receipt of same, pursuant to N.J.S.A. 40:69A-149.7. If the Mayor fails to return this Ordinance with either his approval or objection to same within ten (10) days after it has been presented to him, then this Ordinance shall be deemed approved.

Section 10. This Ordinance shall take effect immediately upon (1) adoption; (2) approval by the Mayor pursuant to N.J.S.A. 40:69A-149.7; (3) publication in accordance with the laws of the State of New Jersey; and (4) filing of the final form of adopted ordinance by the Clerk with (a) the Morris County Planning Board pursuant to N.J.S.A. 40:55D-16, and (b) the Township Tax Assessor as required by N.J.S.A. 40:49-2.1.

I HEREBY CERTIFY the above to be a true copy of an Ordinance introduced by the Township Council of the Township of Parsippany-Troy Hills at a duly convened meeting held on February 17, 2026 and adopted on March 3, 2026.



Khaled Madin, Township Clerk



Pulkit Desai, Mayor

3/5/2026
Date

**TOWNSHIP OF PARSIPPANY-TROY HILLS
ORDINANCE NO. 2026:12**

**AN ORDINANCE TO AMEND CHAPTER 430 ENTITLED “ZONING” OF
THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF
PARSIPPANY-TROY HILLS TO ESTABLISH A NEW AHD-11
AFFORDABLE HOUSING DISTRICT ZONE
Block 136, Lot 43.4**

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Parsippany-Troy Hills, County of Morris, State of New Jersey, that amendments set forth below are made to the Revised General Ordinances of the Township of Parsippany-Troy Hills, Chapter 430 entitled “Zoning.”

Section 1. Section 430-4, “Districts established,” of the Code of the Township of Parsippany-Troy Hills shall be amended to include a new district as follows:

AHD-11 Affordable Housing District.

Section 2. Section 430-5, Zoning Map. The Township of Parsippany-Troy Hills Zoning Map shall be amended to include a new AHD-11 Affordable Housing District, which shall be shown to encompass Block 136, Lot 43.4, as shown on the accompanying Map.

Section 3. Section 430-35 – Attachment 2, Schedule of Area and Bulk Requirements shall be amended to include a new ‘AHD-11’ row, within which the phrase ‘See Article LIIID’.

Section 4. Chapter 430 shall be amended and supplemented by the insertion of a new Article LIIID entitled “AHD-11 Affordable Housing District” This new article shall read as follows:

Article LIIID. AHD-11 Affordable Housing District.

§ 430-380.16. Purpose.

The purpose of the AHD-11 Affordable Housing District is to create a realistic opportunity for the construction of low- and moderate-income housing in a suitable portion of the Township of Parsippany-Troy Hills, and thereby help to address the fair share housing obligation of the Township of Parsippany-Troy Hills under the New Jersey Fair Housing Act (“FHA”), applicable Council on Affordable Housing (“COAH”) regulations and the Township’s Housing Element and Fair Share Plan. The AHD-11 Affordable Housing District encourages the development of low- and moderate-income housing by allowing for an inclusionary townhouse and stacked townhouse residential development on a portion of the tract, subject to the regulations contained herein, whereas development in accordance with the SED-5 Zone may remain on the non-residential portions of the tract.

§ 430-380.17. Permitted uses.

The uses set forth below shall be permitted as a development.

A. Principal uses. The following principal uses are permitted in the AHD-11 Affordable Housing District:

- (1) Townhouse and stacked townhouse residential dwellings.
- (2) Commercial uses in separate buildings on a non-residential subdivided lot in accordance with the permitted uses and development criteria identified in Article XXI for the SED-5 Zone.

B. Accessory uses. The following accessory uses are permitted in the AHD-11 Affordable Housing District:

- (1) Off-street loading and parking, including surface parking, under-building parking, and parking garages.
- (2) Fences and walls.
- (3) Signs.
- (4) Open space and outdoor amenity space.
- (5) Buildings for storage of maintenance equipment.
- (6) Private amenity and recreation buildings and facilities including swimming pools, workout rooms, lobby, leasing office, clubroom, coworking space, common areas and the like, intended for use by residents of the premises and their guests.
- (7) Trash and recycling facilities intended for use by residents of the premises.
- (8) Other accessory uses normally incidental to the principal permitted use.

§ 430-380.18. Prohibited uses.

Uses prohibited in the AHD-11 Affordable Housing District shall include the following:

A. Any principal use not specifically permitted herein or permitted by other applicable law.

§ 430-380.19. Affordable housing requirements.

A. All multifamily residential developments constructed in the AHD-11 Affordable Housing District shall be required to set aside a minimum percentage of units for affordable housing. The minimum set aside shall be twenty percent (20%). When calculating the required number

of affordable units, any computation resulting in a fraction of a unit shall be rounded upwards to the next whole number.

B. All affordable units to be produced pursuant to this section shall comply with the Township's Affordable Housing Ordinance at Article LX of the Township Code, as may be amended and supplemented, the Uniform Housing Affordability Controls ("UHAC")(N.J.A.C. 5:80-26.1 et seq.), or any successor regulation, the Township's Housing Element and Fair Share Plan, as may be amended from time to time, and any applicable order of the Court, including a Judgment of Compliance and Repose Order. This includes, but is not limited to, the following requirements for all affordable units:

- (1) Low/Moderate Income Split: A maximum of fifty percent (50%) of the affordable units shall be moderate-income units and a minimum of fifty percent (50%) of the affordable units shall be low-income units. At least thirteen percent (13%) of all restricted rental units shall be very low-income units, which shall be counted as part of the required number of low-income units within the development.
- (2) Bedroom Mix: The UHAC (N.J.A.C. 5:80-26.1 et seq.) requirements shall apply in the AHD-11 Affordable Housing District.
- (3) Deed Restriction Period: All affordable units shall be deed restricted for a period of at least thirty (30) years from the date of the initial occupancy of each affordable unit (the "Deed-Restriction Period"). The affordability controls shall expire only after they are properly released by the Township and/or the Township's Administrative Agent at the Township's sole option in accordance with N.J.A.C. 5:80-26.12 for rental units or N.J.A.C. 5:80-26.6 for for-sale units.
- (4) Administrative Agent: All affordable units shall be administered by a qualified Administrative Agent paid for by the developer.
- (5) Other Affordable Housing Unit Requirements: Developers shall also comply with all of the other requirements of the Township's Affordable Housing Ordinance, including, but not limited to, (1) affirmative marketing requirements, (2) candidate qualification and screening requirements, (3) integrating the affordable units amongst the market rate units, and (4) unit phasing requirements. Developers shall ensure that the affordable units are dispersed between the buildings on its site and shall identify the exact location of each affordable unit at the time of site plan application.

§ 430-380.20. Development standards.

- A. Area and bulk requirements. The area and bulk requirements for the multifamily inclusionary development permitted in the AHD-11 Affordable Housing District are set forth below. Development in accordance with the uses permitted in the SED-5 zone criteria shall conform with the applicable criteria contained in Article XXI for the SED-5 Zone except the setback between subdivided lots contained within Block 136, Lot 43.4 for the purposes of inclusionary multifamily development shall not require a minimum setback from the internal subdivision lot line.

Criteria	AHD-11 Requirements
Max. Number of Dwelling Units	160
Minimum. Tract Lot Area (ac)	15
Minimum. Front Yard Setback (ft)	90
Minimum. Side Yard Setback Each (ft)	50
Minimum. Rear Yard Setback (ft)	50
Maximum Percent Lot Coverage by Buildings (%)	30
Maximum Percent Lot Coverage by all Buildings and Pavement. (%)	70
Maximum. Bldg. Sty/Height (ft)	3/40 (flat roof), 45 (sloping roof)*
Minimum Buffer:	
-Front Yard (ft)	25
-Side Yard (ft)	25 **
-Rear Yard (ft)	25
Maximum Length of Bldg. w/o 2-foot jog in the front facade (ft)	75
Minimum Setback: Building, to Building: (ft)	25 ***

* A sloping roof shall contain minimally a 6:12 roof pitch

** A side yard buffer may be reduced to 10 feet to accommodate the development's access roadway and pedestrian sidewalks.

*** One story principal building entrance porch and building mechanical/utility rooms may extend into the building-to-building setback up to 6 feet maximum.

B. Off-street parking and loading requirements for townhouse and stacked townhouse residential development in accordance with the AHD-11 zone.

- (1) Off-street parking spaces and loading areas shall be as set forth in the Residential Site Improvement Standards (N.J.A.C. 5:21).
- (2) All off-street parking and drive aisles shall be located a minimum of 10 feet from buildings, except for parking and drive aisles which extend continuously into or under a building from outside the building.
- (3) All off-street parking and drive aisles shall be located a minimum of 10 feet from property lines.
- (4) All parking areas shall be designed in accordance with the applicable provisions of Article XXXVII of this Chapter; however, in the event of a conflict between Article XXXVII and this Article, this Article shall govern.
- (5) Off-street parking shall not be provided for any use or to any party other than a resident or visitor of the site, nor shall parking areas be used for any purpose other than parking.
- (6) Signage shall be provided where parking spaces are to be reserved for residents.

C. Design Standards. The design standards of §430-350D are applied to townhouse and stacked townhouse development in the AHD-11 Affordable Housing District but only to the extent appropriate for the site and only if not inconsistent with the express standards of this ordinance.

D. Accessory buildings and structures of the townhouse and stacked townhouse portion of the development: All accessory buildings and structures shall be subject to the standards set forth at § 430-13. Architectural design and materials used in the construction of accessory buildings and structures shall conform to those used in the construction of principal buildings.

Section 5. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

Section 6. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Parsippany-Troy Hills, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances

of the Township of Parsippany-Troy Hills are hereby ratified and confirmed, except where inconsistent with the terms hereof.

Section 7. The Township Clerk is directed to give notice at least ten (10) days prior to a hearing on the adoption of this ordinance to the Morris County Planning Board and to all other persons entitled thereto pursuant to N.J.S.A. 40:55D-15, and N.J.S.A. 40:55D-63 (if required).

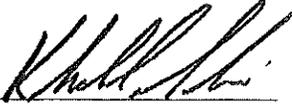
Section 8. After introduction, the Township Clerk is hereby directed to submit a copy of the within Ordinance to the Planning Board of the Township of Parsippany-Troy Hills for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Township Council, within 35 days after referral, a report including identification of any provisions in the proposed ordinance which are inconsistent with the master plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 9. This Ordinance shall be presented to the Mayor for his approval and signature, which approval shall be granted or denied within ten (10) days of receipt of same, pursuant to N.J.S.A. 40:69A-149.7. If the Mayor fails to return this Ordinance with either his approval or objection to same within ten (10) days after it has been presented to him, then this Ordinance shall be deemed approved.

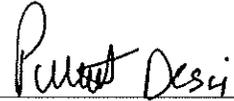
Section 10. This Ordinance shall take effect immediately upon (1) adoption; (2) approval by the Mayor pursuant to N.J.S.A. 40:69A-149.7; (3) publication in accordance with the laws of the State of New Jersey; and (4) filing of the final form of adopted ordinance by the Clerk with (a) the Morris County Planning Board pursuant to N.J.S.A. 40:55D-16, and (b) the Township Tax Assessor as required by N.J.S.A. 40:49-2.1.

R2026:12

I HEREBY CERTIFY the above to be a true copy of an Ordinance introduced by the Township Council of the Township of Parsippany-Troy Hills at a duly convened meeting held on February 17, 2026 and adopted on March 3, 2026.



Khaled Madin, Township Clerk



Pulkit Desai, Mayor

3/6/2026

Date

**TOWNSHIP OF PARSIPPANY-TROY HILLS
ORDINANCE NO. 2026:13**

**AN ORDINANCE TO AMEND CHAPTER 430 ENTITLED “ZONING” OF
THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF
PARSIPPANY-TROY HILLS TO ESTABLISH A NEW AHD-12
AFFORDABLE HOUSING DISTRICT ZONE
Block 725, Lots 1 and 3**

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Parsippany-Troy Hills, County of Morris, State of New Jersey, that amendments set forth below are made to the Revised General Ordinances of the Township of Parsippany-Troy Hills, Chapter 430 entitled “Zoning.”

Section 1. Section 430-4, “Districts established,” of the Code of the Township of Parsippany-Troy Hills shall be amended to include a new district as follows:

AHD-12 Affordable Housing District.

Section 2. Section 430-5, Zoning Map. The Township of Parsippany-Troy Hills Zoning Map shall be amended to include a new AHD-12 Affordable Housing District, which shall be shown to encompass Block 725, Lot 1 and 3.

Section 3. Section 430-35 – Attachment 2, Schedule of Area and Bulk Requirements shall be amended to include a new ‘AHD-12’ row, within which the phrase ‘See Article LIIE’.

Section 4. Chapter 430 shall be amended and supplemented by the insertion of a new Article LIIE entitled “AHD-12 Affordable Housing District” This new article shall read as follows:

Article LIIE AHD-12 Affordable Housing District.

§ 430-380.21. Purpose.

The purpose of the AHD-12 Affordable Housing District is to create a realistic opportunity for the construction of low- and moderate-income housing in a suitable portion of the Township of Parsippany-Troy Hills, and thereby help to address the fair share housing obligation of the Township of Parsippany-Troy Hills under the New Jersey Fair Housing Act (“FHA”), applicable Council on Affordable Housing (“COAH”) regulations, and the Township’s Housing Element and Fair Share Plan. The AHD-12 Affordable Housing District encourages the development of low- and moderate-income housing by allowing for an inclusionary multifamily residential development.

§ 430-380.22. Permitted uses.

The uses set forth below shall be permitted as a development.

A. Principal uses. The following principal uses are permitted in the AHD-12 Affordable Housing District:

(1) Multifamily residential dwellings.

B. Accessory uses. The following accessory uses are permitted in the AHD-12 Affordable Housing District:

(1) Off-street loading and parking, including surface parking, under-building parking, and parking garages.

(2) Fences and walls.

(3) Signs.

(4) Open space and outdoor amenity space.

(5) Buildings for storage of maintenance equipment.

(6) Private amenity and recreation buildings and facilities including swimming pools, workout rooms, lobby, leasing office, clubroom, coworking space, common areas and the like, intended for use by residents of the premises and their guests.

(7) Trash and recycling facilities intended for use by residents of the premises.

(8) Other accessory uses normally incidental to the principal permitted use.

§ 430-380.23. Prohibited uses.

Uses prohibited in the AHD-12 Affordable Housing District shall include the following:

A. Any principal use not specifically permitted herein or permitted by other applicable law.

§ 430-380.24. Affordable housing requirements.

A. All multifamily residential developments constructed in the AHD-12 Affordable Housing District shall be required to set aside a minimum percentage of units for affordable housing. The minimum set aside shall be twenty percent (20%). When calculating the required number of affordable units, any computation resulting in a fraction of a unit shall be rounded upwards to the next whole number.

B. All affordable units to be produced pursuant to this section shall comply with the Township's Affordable Housing Ordinance at Article LX of the Township Code, as may be amended and supplemented, the Uniform Housing Affordability Controls ("UHAC") (N.J.A.C. 5:80-26.1 et seq.), or any successor regulation, the Township's Housing Element and Fair Share Plan, as

may be amended from time to time, and any applicable order of the Court, including but not limited to a Compliance Certification, a Judgment of Compliance and Repose Order. This includes, but is not limited to, the following requirements for all affordable units:

- (1) Low/Moderate Income Split: A maximum of fifty percent (50%) of the affordable units shall be moderate-income units and a minimum of fifty percent (50%) of the affordable units shall be low-income units. At least thirteen percent (13%) of all restricted rental units shall be very low-income units, which shall be counted as part of the required number of low-income units within the development.
- (2) Bedroom Mix: The UHAC (N.J.A.C. 5:80-26.1 et seq.) requirements shall apply in the AHD-12 Affordable Housing District.
- (3) Deed Restriction Period: All affordable units shall be deed restricted for a period of at least thirty (30) years from the date of the initial occupancy of each affordable unit (the "Deed-Restriction Period"). The affordability controls shall expire only after they are properly released by the Township and/or the Township's Administrative Agent at the Township's sole option in accordance with N.J.A.C. 5:80-26.12 for rental units or N.J.A.C. 5:80-26.6 for for-sale units.
- (4) Administrative Agent: All affordable units shall be administered by a qualified Administrative Agent paid for by the developer.
- (5) Other Affordable Housing Unit Requirements: Developers shall also comply with all of the other requirements of the Township's Affordable Housing Ordinance, including, but not limited to, (1) affirmative marketing requirements, (2) candidate qualification and screening requirements, (3) integrating the affordable units amongst the market rate units, and (4) unit phasing requirements. Developers shall ensure that the affordable units are dispersed between the buildings on its site and shall identify the exact location of each affordable unit at the time of site plan application.

§ 430-380.25. **Development standards.**

A. Area and bulk requirements. The area and bulk requirements for the uses permitted in the AHD-12 Affordable Housing District are set forth below.

Criteria	AHD-12 Requirements
Max. Number of Dwelling Units	126
Minimum. Tract Lot Area (ac)	4
Minimum. Front Yard Setback (ft)	50
Minimum. Side Yard Setback Each (ft)	50
Minimum. Rear Yard Setback (ft)	50
Maximum Percent Lot Coverage by Buildings (%)	30
Maximum Percent Lot Coverage by all Buildings and Pavement. (%)	70
Maximum. Bldg. Sty/Height (ft)	5/65
Minimum Buffer:	
-Front Yard (ft)	50
-Side Yard (ft)	25
-Rear Yard (ft)	25
Maximum Length of Bldg. w/o 2-foot jog in the front facade (ft)	100
Minimum Setback: Building. to Building: (ft)	80

B. Off-street parking and loading requirements.

- (1) Off-street parking spaces shall be as set forth in the Residential Site Improvement Standards (N.J.A.C. 5:21). A shared parking provision of off-street parking shall be permitted for this site where adjacent properties are either commonly owned or otherwise controlled, or upon confirmation of shared parking easement rights. The shared parking methodology used by the applicant to calculate the number of shared parking spaces permitted shall be in conformance with applicable sections of § 430-275 of the Township's regulations and those recommended in the Urban Land Institute "Shared Parking Standards for a Mixed-Use Center" latest edition or similar nationally recognized standard. Notwithstanding any potential inconsistencies with the

foregoing, the maximum amount of required parking for residential use proposed to be satisfied by shared parking shall not exceed 0.6 spaces per residential unit.

- (2) All off-street parking and drive aisles shall be located a minimum of 10 feet from buildings, except for parking and drive aisles which extend continuously into or under a building from outside the building.
- (3) All off-street parking and drive aisles shall be located a minimum of 10 feet from property lines.
- (4) Under-building parking and parking garages shall be permitted, provided that same are oriented to the side or rear of the property and are not visible from the public right-of-way.
- (5) All parking areas shall be designed in accordance with the applicable provisions of Article XXXVI of this chapter; however, in the event of a conflict between Article XXXVI and this article, this article shall govern.
- (6) Off-street parking shall not be provided for any use or to any party other than a resident or visitor of the site, unless a shared parking arrangement has been approved by the reviewing board, nor shall parking areas be used for any purpose other than parking.
- (7) Signage shall be provided where parking spaces are to be reserved for residents. Visitor parking shall be signed and painted for each space designated for such a purpose.

C. Signage. Signage requirements for the residential use in this zone shall comply with the signage requirements in § 430-286.

D. Design Standards. The design standards of §430-350D are applied to the AHD-12 Affordable Housing District but only to the extent appropriate for the site and only if not inconsistent with the express standards of this ordinance.

E. Accessory buildings and structures: All accessory buildings and structures shall be subject to the standards set forth at § 430-13. Architectural design and materials used in the construction of accessory buildings and structures shall conform to those used in the construction of principal buildings.

Section 5. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

Section 6. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Parsippany-Troy Hills, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the Township of Parsippany-Troy Hills are hereby ratified and confirmed, except where inconsistent with the terms hereof.

Section 7. The Township Clerk is directed to give notice at least ten (10) days prior to a hearing on the adoption of this ordinance to the Morris County Planning Board and to all other persons entitled thereto pursuant to N.J.S.A. 40:55D-15, and N.J.S.A. 40:55D-63 (if required).

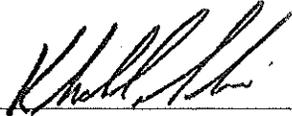
Section 8. After introduction, the Township Clerk is hereby directed to submit a copy of the within Ordinance to the Planning Board of the Township of Parsippany-Troy Hills for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Township Council, within 35 days after referral, a report including identification of any provisions in the proposed ordinance which are inconsistent with the master plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 9. This Ordinance shall be presented to the Mayor for his approval and signature, which approval shall be granted or denied within ten (10) days of receipt of same, pursuant to N.J.S.A. 40:69A-149.7. If the Mayor fails to return this Ordinance with either his approval or objection to same within ten (10) days after it has been presented to him, then this Ordinance shall be deemed approved.

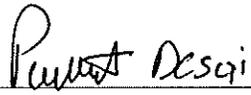
Section 10. This Ordinance shall take effect immediately upon (1) adoption; (2) approval by the Mayor pursuant to N.J.S.A. 40:69A-149.7; (3) publication in accordance with the laws of the State of New Jersey; and (4) filing of the final form of adopted ordinance by the Clerk with (a) the Morris County Planning Board pursuant to N.J.S.A. 40:55D-16, and (b) the Township Tax Assessor as required by N.J.S.A. 40:49-2.1.

Ordinance 2026-13

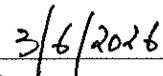
I HEREBY CERTIFY the above to be a true copy of an Ordinance introduced by the Township Council of the Township of Parsippany-Troy Hills at a duly convened meeting held on February 17, 2026 and adopted on March 3, 2026.



Khaled Madin, Township Clerk



Pulkit Desai, Mayor



Date

**TOWNSHIP OF PARSIPPANY-TROY HILLS
ORDINANCE NO. 2025:08**

**AN ORDINANCE TO AMEND CHAPTER 430 ENTITLED “ZONING” OF
THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF
PARSIPPANY-TROY HILLS TO ESTABLISH A NEW AHD-MU2
AFFORDABLE HOUSING MIXED USE ZONE
Block 411, Lot 31.1**

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of ParsIPPany-Troy Hills, County of Morris, State of New Jersey, that amendments set forth below are made to the Revised General Ordinances of the Township of ParsIPPany-Troy Hills, Chapter 430 entitled “Zoning.”

Section 1. Section 430-4, “Districts established,” of the Code of the Township of ParsIPPany-Troy Hills shall be amended to include a new district as follows:

AHD-MU2 Affordable Housing Mixed Use District-2.

Section 2. Section 430-5, Zoning Map. The Township of ParsIPPany-Troy Hills Zoning Map shall be amended to include a new AHD-MU2, which shall be shown to encompass Block 411, Lot 31.1, and which shall be zoned with a new AHD-MU2 Affordable Housing Mixed Use Zone District designation for this parcel.

Section 3. Section 430-35 – Attachment 2, Schedule of Area and Bulk Requirements shall be amended to include a new ‘AHD-MU2’ row, within which the phrase ‘See Article XLVIA’.

Section 4. Chapter 430 shall be amended and supplemented by the insertion of a new Article XLVIA entitled “AHD-MU2 Affordable Housing Mixed Use District.” This new article shall read as follows:

Article XLVIA. AHD-MU2 Affordable Housing Mixed Use District.

§ 430-350.1. Purpose.

The purpose of the AHD-MU2 District is to create a realistic opportunity for the construction of low- and moderate-income housing in a suitable portion of the Township of ParsIPPany-Troy Hills, and thereby help to address the fair share housing obligation of the Township of ParsIPPany-Troy Hills under the New Jersey Fair Housing Act (“FHA”), applicable Council on Affordable Housing (“COAH”) regulations, and the Township’s Housing Element and Fair Share Plan. The AHD-MU2 District encourages the development of low- and moderate-income housing by allowing for a mixed use inclusionary multifamily residential development. The remainder of the lot shall be developed for non-residential uses in accordance with the B-1 Zone standards as specifically permitted and required herein.

§ 430-350.2. Permitted uses.

The uses set forth below shall be permitted.

A. Principal uses. The following principal uses are permitted in the AHD-MU2 District:

- (1) Multifamily residential dwellings.
- (2) Commercial in separate buildings in accordance with the permitted uses identified in §430-85 with the exception of items H, I J, K, and O thereof.

B. Accessory uses. The following accessory uses are permitted in the AHD-MU2 District:

- (1) Off-street parking, including surface parking, under-building parking, and parking garages.
- (2) Fences and walls.
- (3) Signs.
- (4) Buildings for storage of maintenance equipment.
- (5) Private recreation buildings and facilities, including swimming pools, workout rooms, common areas and the like, intended for use by residents of the premises.
- (6) Trash and recycling facilities intended for use by residents of the premises.
- (7) Other accessory uses normally incidental to the principal permitted use.

§ 430-350.3. Prohibited uses.

Uses prohibited in the AHD-MU2 District shall include the following:

A. Any principal use not specifically permitted herein or permitted by other applicable law.

§ 430-350.4. Affordable housing requirements.

- A. All multifamily residential developments constructed in the AHD-MU2 District shall be required to set aside a minimum percentage of units for affordable housing. The minimum set aside shall be twenty percent (20%). When calculating the required number of affordable units, any computation resulting in a fraction of a unit shall be rounded upwards to the next whole number.
- B. All affordable units to be produced pursuant to this section shall comply with the Township's Affordable Housing Ordinance at Article LX of the Township Code, as may be amended and supplemented, the Uniform Housing Affordability Controls ("UHAC")(N.J.A.C. 5:80-26.1 et seq.), or any successor regulation, the Township's Housing Element and Fair Share Plan, as

may be amended from time to time, and any applicable order of the Court, including but not limited to a Compliance Certification, a Judgment of Compliance, and Repose Order. This includes, but is not limited to, the following requirements for all affordable units:

- (1) **Low/Moderate Income Split:** A maximum of fifty percent (50%) of the affordable units shall be moderate-income units and a minimum of fifty percent (50%) of the affordable units shall be low-income units. At least thirteen percent (13%) of all restricted rental units shall be very low-income units, which shall be counted as part of the required number of low-income units within the development.
- (2) **Bedroom Mix:** The UHAC (N.J.A.C. 5:80-26.1 et seq.) requirements shall apply in the AHD-MU2 District.
- (3) **Deed Restriction Period:** All affordable units shall be deed restricted for a period of at least thirty (30) years from the date of the initial occupancy of each affordable unit (the “Deed-Restriction Period”). The affordability controls shall expire only after they are properly released by the Township and/or the Township’s Administrative Agent at the Township’s sole option in accordance with N.J.A.C. 5:80-26.12 for rental units or N.J.A.C. 5:80-26.6 for for-sale units.
- (4) **Administrative Agent:** All affordable units shall be administered by a qualified Administrative Agent paid for by the developer.
- (5) **Other Affordable Housing Unit Requirements:** Developers shall also comply with all of the other requirements of the Township’s Affordable Housing Ordinance, including, but not limited to, (1) affirmative marketing requirements, (2) candidate qualification and screening requirements, (3) integrating the affordable units amongst the market rate units, and (4) unit phasing requirements. Developers shall ensure that the affordable units are dispersed between buildings on its site and shall identify the exact location of each affordable unit at the time of site plan application.

§ 430-350.5. Development standards.

- A. **Area and bulk requirements.** The area and bulk requirements for the multifamily residential uses permitted in the AHD-MU2 District are set forth below. The area and bulk regulations of the B-1 zoning district shall remain in full force and effect for the commercial development devoted exclusively to uses permitted in the B-1 zoning district (as noted herein), except for requirements of minimum lot area, maximum percent lot coverage by buildings and maximum percent lot coverage by all buildings and pavement which shall comply with the standards of this AHD-MU2 zone as noted below:

Criteria	AHD-MU2 Requirements
Maximum Number of Dwelling Units	390
Minimum Tract Lot Area (ac.)*	18
Minimum Front Yard Setback (ft.)	100
Minimum Side Yard Setback Each (ft.)	50
Minimum Rear Yard Setback (ft.)	75
Maximum Percent Lot Coverage by Buildings (%)	50
Maximum Percent Lot Coverage by all Buildings and Pavement. (%)	75
Max. Bldg. Sty/Height (ft.)	4/48
Minimum Buffer:	
-Front Yard (ft.)	50
-Side Yard (ft.)	50
-Rear Yard (ft.)	50
Maximum Length of Bldg. w/o 5-foot jog in the front facade (ft.)	80
Minimum Setback: Building. to Building:	
-Front to Front (ft.)	60
-Front to Rear(ft.)	60
-Front to Side (ft.)	50
-Side to Side (ft.)	30
-Side to Rear (ft.)	30
-Rear to Rear (ft.)	50

B. Off-street parking requirements.

- (1) Off-street parking spaces shall be as set forth in the Residential Site Improvement Standards (N.J.A.C. 5:21). A shared parking provision of off-street parking shall be permitted for this site where adjacent properties are either commonly owned or otherwise controlled, or upon confirmation of shared parking easement rights. The shared parking methodology used by the applicant to calculate the number of shared parking spaces permitted shall be in conformance with applicable sections of § 430-275 of the Township's

regulations and those recommended in the Urban Land Institute "Shared Parking Standards for a Mixed-Use Center" latest edition or similar nationally recognized standard. Notwithstanding any potential inconsistencies with the foregoing, the maximum amount of required parking for residential use proposed to be satisfied by shared parking shall not exceed 0.6 spaces per residential unit.

- (2) All off-street parking and drive aisles shall be located a minimum of 10 feet from buildings, except for parking and drive aisles which extend continuously into or under a building from outside the building.
- (3) All off-street parking and drive aisles shall be located a minimum of 10 feet from property lines.
- (4) Under-building parking and parking garages shall be permitted, provided that same are oriented to the side or rear of the property and are not visible from the public right-of-way.
- (5) All parking areas shall be designed in accordance with the applicable provisions of Article XXXVI of this chapter; however, in the event of a conflict between Article XXXVI and this article, this article shall govern.
- (6) Off-street parking shall not be provided for any use or to any party other than a resident or visitor of the site, unless a shared parking arrangement has been approved by the reviewing board, nor shall parking areas be used for any purpose other than parking.
- (7) Signage shall be provided where parking spaces are to be reserved for residents. Visitor parking shall be signed and painted for each space designated for such a purpose.

C. Signage. Signage requirements for the residential use in the AHD-MU2 Zone shall be consistent with the signage requirements in § 430-286, as set forth in Article XXXVIII, Signs. The signs for the uses proposed in accordance with the B-1 Zone standards shall comply with the B-1 Zone standards.

D. Design Standards The following standards shall apply to all residential (only), buildings and grounds, including public spaces, where appropriate. These standards shall be maintained in all phases of development. The proposed design of buildings and grounds are subject to Township review to ensure the appropriate development context is represented to the greatest extent possible. A thematic style shall relate to the development. Deviations from these standards are a design waiver for purposes of Board review. See §430-350 D for additional requirements.

(To be further defined)

E. Accessory buildings and structures: All accessory buildings and structures shall be subject to the standards set forth at § 430-13. Architectural design and materials used in the construction of accessory buildings and structures shall conform to those used in the construction of principal buildings.

Section 5. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

Section 6. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Parsippany-Troy Hills, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the Township of Parsippany-Troy Hills are hereby ratified and confirmed, except where inconsistent with the terms hereof.

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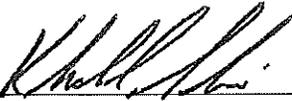
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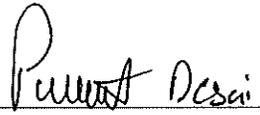
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2026:08

I HEREBY CERTIFY the above to be a true copy of an Ordinance introduced by the Township Council of the Township of Parsippany-Troy Hills at a duly convened meeting held on February 17, 2026 and adopted on March 3, 2026.



Khaled Madin, Township Clerk



Pulkit Desai, Mayor

3/4/2026
Date