



# Monmouth County Park System

Providing Open Space, Parks, and Recreation

**Board of  
Recreation  
Commissioners**

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www.monmouthcountyparks.com

## **MUNICIPAL OPEN SPACE GRANT PROGRAM CLOSE-OUT CHECKLIST (Park Development Projects)**

FILE # \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

The following documents are required before proceeding with grant reimbursement:

- Copy of the bid proposal. If equipment was purchased through a state contract program, please provide a memo explaining this.
- Copy of the signed contract
- Any Change Orders (if Applicable)
- Certified Copy of Resolution Authorizing Contract, resolution number \_\_\_\_\_, dated \_\_\_\_\_
- Copy of invoices and vouchers in the total project amount
- A certified copy of the resolution of the governing body determining that the project is finally complete and a closing statement or "Final Change Order" adopted by the governing body. Resolution number \_\_\_\_\_, dated \_\_\_\_\_
- A "Record" or "As-built Drawing" showing the project as completed and signed by the municipal engineer. Signed by \_\_\_\_\_ Dated \_\_\_\_\_
- Post-construction Engineer's certification using appropriate form and original signature and raised seal. Dated \_\_\_\_\_
- Chief Financial Officer's certification on appropriate form with original signature. Dated \_\_\_\_\_
- Copy of a Record Owner Search from a title company indicating the manner in which the municipality acquired title to the entire park property. The Record Owner Search must include a copy of the deed or deeds of the land comprising the park property if available from the title company. Copy of a Deed of Ownership is sometimes accepted at the discretion of legal counsel.
- Deed of Open Space Easement from the Municipality to the County in the form to be provided by the County. The deed shall set forth all of the blocks and lots comprising the entire park and include as an attachment a copy of the tax map indicating each block and lot. The DOSE should be signed by muni officials in BLUE INK, but unrecorded. Please submit an original signed document with original signature in blue ink and raised seal, containing all 7 pages. County counsel will check to ensure everything is accurate before recording.
- Exhibit A as a tax map or other map outlining the DOSE area is included for recording (provided as a 5 x 8 or legal size map to be recorded with the Deed of Open Space Easement).