

LAND USE

100 Attachment 14

Township of Holland

Checklists for Applications for Development

[Added 3-21-2023 by Ord. No. 2023-06; amended 12-19-2023 by Ord. No. 2023-20]

100 Attachment 14: Section A: Minor Subdivision

100 Attachment 14: Section B: Preliminary Major Subdivision

100 Attachment 14: Section C: Final Major Subdivision

100 Attachment 14: Section D: Preliminary Major Site Plan

100 Attachment 14: Section E: Final Major Site Plan

100 Attachment 14: Section F: Minor Site Plan

100 Attachment 14: Section G: Environmental Impact Assessment

100 Attachment 14: Section H: Use Variance

100 Attachment 14: Section I: Application for Highlands Resource Permit

Check List
 For Determining Completeness of Application
 Minor Subdivision
 Township of Holland, Hunterdon County, New Jersey

Project Name: _____ Street Location: _____ Applicant(s): _____ Signature of Applicant: _____	Zoning District(s): _____ Block: _____ Lot(s): _____ The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes but required prior to the approval of the application.
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SECTION A: Minor Subdivision <i>Updated November 20, 2023</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
The following must be submitted for a complete Minor Subdivision application:						
A-1	A Fee Calculation Form, together with the required filing fee(s) and review escrow fee (For fee schedule, see §100-147 of the Holland Township Code). (Filing fee: \$ _____ Review escrow fee: \$ _____)					
A-2	Individual checks, which must be made out to Holland Township in the amount calculated for the filing fee(s), review escrow fee, and any variance fees if applicable.					
A-3	A completed Escrow Agreement signed by the owner/applicant.					
A-4	Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.					
A-5	Three (3) copies of a completed application form.					
A-6	Three (3) copies of all reports and documents unless otherwise noted.					
A-7	A certification from the Holland Township Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.					
A-8	A certified list of property owners within 200 feet, prepared by the Holland Township Tax Assessor.					
A-9	A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board.					
A-10	A receipt indicating the delivery of a complete copy of the subdivision documents to the Hunterdon County Health Department.					
A-11	A receipt indicating the delivery of a completed application for Soil Erosion and Sediment Control Plan Certification to the Hunterdon County Soil Conservation District.					
A-12	Three (3) copies of a Freshwater Wetlands Letter of Interpretation issued by the NJDEP (if applicable), including any maps that are referenced by the L.O.I.					

SECTION A:
Minor Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
A-13	Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).					
A-14	An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).					
A-15	Three (3) copies of any existing protective covenants or deed restrictions applying to the land.					
A-16	A certification from the tax assessor approving the proposed block and lot number designations.					
A-17	Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.					
A-18	Initially, submit four (4) full-sized black or blue line prints of plans prepared by a New Jersey licensed Land Surveyor. Each sheet must be signed and sealed by the appropriate professional. Twelve (12) additional copies of the site plans must be submitted when the application has been determined to be complete. These additional copies shall be submitted on 11"x17" sheets.					
A-19	A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.					
A-20	Soil testing results certified by a Professional Engineer.					
A-21	A written statement summarizing requests for waivers of any submission checklist requirements (if any).					
A-22	A written statement outlining the variances and/or design waivers being requested as part of the application (if any).					
The plans must show or include the following for a complete application:						
A-23	All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 11"x17", 8½"x14".					
A-24	The plan scale shall be 1-inch equals not more than 100 feet.					
A-25	The tax map sheet, block and lot number of the tract shall be indicated.					
A-26	The name of development, if any, shall be indicated.					
A-27	The name, address, telephone number, and fax number of the owner of the property shall be indicated.					
A-28	The name, address, telephone number, and fax number of the applicant shall be indicated.					
A-29	The date of original preparation and date(s) of revisions, if any, shall be indicated.					
A-30	The zoning classification of the site and of adjacent land; pertinent lot size; front, side and rear yard setback requirements; and other zoning requirements shall be indicated.					
A-31	A written and graphic scale shall be indicated on each plan sheet.					
A-32	A reference meridian shall be indicated on each plan sheet.					
A-33	The name, address, and block and lot numbers of all property owners within two hundred (200) feet of tract shall be indicated on the plan.					
A-34	A Key Map shall be indicated on the plans, showing the entire site and the surrounding area at least 1,000' from the tract including: block and lot numbers of all properties, all streets and roadways with correct names, and all zone district boundary lines.					

SECTION A:
Minor Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
A-35	Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.					
A-36	The area of the tract and of all proposed lots in acres to the nearest one-hundredth (0.01) of an acre, and in square feet.					
A-37	The plans shall indicate all streets and roads with correct names or route numbers.					
A-38	Bearings, distances, curve data, etc., on all existing and proposed property lines shall be indicated on the plan.					
A-39	There shall be a signed certification on the plan by the owner of the property, asserting that the applicant is the owner of the property, or stating that the applicant is authorized by the owner of the property to make the subdivision application.					
A-40	There shall be a signed and sealed certification on the plan by the licensee as to the accuracy of the details shown on the plan in essentially the following form: I hereby certify to the Holland Township Planning Board (substitute Board of Adjustment, if applicable) that the information contained on these subdivision drawings is accurate and correct, to the best of my knowledge and ability.					
A-41	There shall be a signed and sealed certification on the plan by the licensee in essentially the following form: I declare that to the best of my knowledge and belief, this location survey is based on a field survey made under my direct supervision, in accordance with the rules and regulations promulgated by the state board of professional engineers and land surveyors. I have examined field and record evidence, including a title report prepared by _____, commitment no. _____ date of commitment _____. All plottable easement, conditions and restrictions are shown hereon.					
A-42	The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
A-43	The plans shall indicate the location of existing buildings, structures, wooded areas, lot lines, streets, easements, driveways, above and below-ground power and utility lines, gas lines, petroleum lines and other transmission lines, and railroads within the tract and within two hundred (200) feet thereof.					
A-44	The plans shall indicate all existing streams, bridges, culverts, drainage ditches, and natural watercourses within the tract and within three hundred (400) feet thereof.					
A-45	Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.					
A-46	Right-of-way lines shall be shown, labeled and dimensioned on the plans.					
A-47	The plans shall indicate topography within two hundred (200) feet of the entire tract based on U.S.G.S. Quadrangle Maps at five (5) foot intervals (including remaining land).					
A-48	Subdivision plans shall include a detailed grading plan showing proposed buildings, driveways, walkways, patios and other impervious areas, proposed site grading including proposed contours and proposed spot grades, and limits of clearing and site disturbance. Plan shall indicate area of impervious surfaces and area of land disturbance in acres. Within the area of proposed improvements, existing and proposed topography shall be indicated by 2-foot contours, based upon an actual field survey.					

SECTION A:
Minor Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
A-49	The plans shall indicate the location and results of passing, failing and abandoned soil permeability testing and soil logs, and the reason for failure or abandonment, with accurate dimensions to existing and proposed property lines. (Testing and logs to be done after a Freshwater Wetlands LOI has been obtained)					
A-50	The plans shall delineate an area for a primary and secondary wastewater disposal field.					
A-51	The plans shall indicate the location of all existing sewage disposal systems and wells; and all existing public sanitary sewer and public water system infrastructure on the tract and within (100) feet of the tract boundary.					
A-52	The plans shall include a Storm Water Management Plan, if applicable, in accordance with Article XXIV of the Holland Township Land Use Code.					
A-53	The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.					
A-54	Applications for development within the Flood Hazard District shall include:					
	a. a flood elevation certificate, and					
	b. the plans must show or include all information required by the Floodplain Management Regulations of the Township of Holland, specifically Township Code Section 100-98.1.					
A-55	The plans shall indicate the location and size of all existing and proposed easements of any kind.					
A-56	The width of proposed lots at the minimum front yard setback shall be indicated on the plans (see definition of Lot Width in section 100-6 of the Holland Township Code).					

Check List
 For Determining Completeness of Application
 Preliminary Major Subdivision
 Township of Holland, Hunterdon County, New Jersey

Project Name: _____ Street Location: _____ Applicant(s): _____ Signature of Applicant: _____	Zoning District(s): _____ Block: _____ Lot(s): _____ The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes but required prior to the approval of the application.
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SECTION B: Preliminary Major Subdivision <i>Updated November 20, 2023</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
The following must be submitted for a complete Preliminary Subdivision application:						
B-1	A Fee Calculation Form, together with the required filing fee(s) and review escrow fee (For fee schedule, see §100-147 of the Holland Township Code). (Filing fee: \$ _____ Review escrow fee: \$ _____)					
B-2	Individual checks, which must be made out to Holland Township in the amount calculated for the filing fee(s), review escrow fee, and any variance fees if applicable.					
B-3	A completed Escrow Agreement signed by the owner/applicant.					
B-4	Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.					
B-5	Three (3) copies of a completed application form.					
B-6	Three (3) copies of all reports and documents unless otherwise noted.					
B-7	A certification from the Holland Township Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.					
B-8	A certified list of property owners within 200 feet, prepared by the Holland Township Tax Assessor.					
B-9	A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board.					
B-10	A receipt indicating the delivery of a complete copy of the subdivision documents to the Hunterdon County Health Department.					
B-11	A receipt indicating the delivery of a completed application for Soil Erosion and Sediment Control Plan Certification to the Hunterdon County Soil Conservation District.					
B-12	Three (3) copies of a Freshwater Wetlands Letter of Interpretation issued by the NJDEP (if applicable), including any maps that are referenced by the L.O.I.					

SECTION B:
Preliminary Major Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
B-13	Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).					
B-14	A Financial Disclosure Statement, in accordance with NJS 40:55D-48.1 and 48.2, when applicant is a corporation or partnership and when 6 or more lots are proposed.					
B-15	A certification from the tax assessor approving the proposed block and lot number designations.					
B-16	Copies of any existing protective covenants or deed restrictions, and a summary outline of proposed covenants or deed restrictions including applicable open space restrictions and provisions restricting further subdivision applying to land being subdivided.					
B-17	Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.					
B-18	Impact assessment of water supply; and certification from N.J.D.E.P. if 50 or more dwelling units are proposed.					
B-19	Stormwater management calculations and a Stormwater Management Plan in accordance with Article XXIV of the Holland Township Code.					
B-20	A cut and fill balance calculation certified by the design engineer. Calculations may be based upon cross sections, in which case a copy of the cross sections and the calculations shall be submitted for review; or may be based upon a digital terrain model, in which case a copy of the digital data shall be submitted.					
B-21	An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).					
B-22	Twenty-one (21) copies of an Environmental Impact Assessment. If an Environmental Impact Statement is required, also submit Checklist Section G.					
B-23	Initially, submit four (4) full-sized black or blue line prints of plans prepared by a New Jersey licensed Land Surveyor and Professional Engineer as applicable. Each sheet must be signed and sealed by the appropriate professional. Twelve (12) additional copies of the site plans must be submitted when the application has been determined to be complete. These additional copies shall be submitted on 11"x17" sheets.					
B-24	A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.					
B-25	Soil testing results certified by a Professional Engineer.					
B-26	A written statement summarizing requests for waivers of any submission checklist requirements (if any).					
B-27	A written statement outlining the variances and/or design waivers being requested as part of the application (if any).					
The plans must show or include the following for a complete application:						
B-28	All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 11"x17", 8½"x14".					
B-29	The plan scale shall be 1-inch equals not more than 100 feet.					
B-30	The tax map sheet, block and lot number of the tract shall be indicated.					

SECTION B:
Preliminary Major Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
B-31	The name of development, if any, shall be indicated.					
B-32	The name, address, telephone number, and fax number of the owner of the property shall be indicated.					
B-33	The name, address, telephone number, and fax number of the applicant shall be indicated.					
B-34	The date of original preparation and date(s) of revisions, if any, shall be indicated.					
B-35	The zoning classification of the site and of adjacent land; pertinent lot size; front, side and rear yard setback requirements; and other zoning requirements shall be indicated.					
B-36	A written and graphic scale shall be indicated on each plan sheet.					
B-37	A reference meridian shall be indicated on each plan sheet.					
B-38	The name, address, and block and lot numbers of all property owners within two hundred (200) feet of tract shall be indicated on the plan.					
B-39	A Key Map shall be indicated on the plans, showing the entire site and the surrounding area at least 1,000' from the tract including: block and lot numbers of all properties, all streets and roadways with correct names, and all zone district boundary lines.					
B-40	There shall be a signed and sealed certification on the plan by the licensee as to the accuracy of the details shown on the plan in essentially the following form: I hereby certify to the Holland Township Planning Board (substitute Board of Adjustment, if applicable) that the information contained on these preliminary subdivision drawings is accurate and correct, to the best of my knowledge and ability.					
B-41	There shall be a signed and sealed certification on the plan by the licensee in essentially the following form: I declare that to the best of my knowledge and belief, this location survey is based on a field survey made under my direct supervision, in accordance with the rules and regulations promulgated by the state board of professional engineers and land surveyors. I have examined field and record evidence, including a title report prepared by _____, commitment no. _____ date of commitment _____. All plottable easement, conditions and restrictions are shown hereon.					
B-42	There shall be a signed certification on the plan by the owner of the property, asserting that the applicant is the owner of the property, or stating that the applicant is authorized by the owner of the property to make the preliminary subdivision application.					
B-43	Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.					
B-44	The area of the tract and of all proposed lots in acres to the nearest one-hundredth (0.01) of an acre, and in square feet.					
B-45	The plans shall indicate all streets and roads with correct names or route numbers.					
B-46	The plans shall indicate the location of existing buildings, structures, wooded areas, lot lines, streets, easements, driveways, above and below-ground power and utility lines, gas lines, petroleum lines and other transmission lines, and railroads within the portion to be subdivided and within two hundred (200) feet thereof.					

SECTION B:
Preliminary Major Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
B-47	The plans shall indicate existing streams, bridges, culverts, drainage ditches, and natural watercourses in the tract and within four hundred (400) feet thereof.					
B-48	The plans shall indicate bearings, distances, curve data, etc., on all existing and proposed property lines.					
B-49	Right-of-way lines shall be shown, labeled and dimensioned on the plans.					
B-50	Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.					
B-51	The width of proposed lots at the minimum front yard setback shall be indicated on the plans (see definition of Lot Width in section 100-6 of the Holland Township Code).					
B-52	The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
B-53	The plans shall indicate the location and size of all existing and proposed easements of any kind.					
B-54	The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.					
B-55	Applications for development within the Flood Hazard District shall include:					
	a. a flood elevation certificate, and					
	b. the plans must show or include all information required by the Floodplain Management Regulations of the Township of Holland, specifically Township Code Section 100-98.1.					
B-56	The plans shall indicate the Soil Classification in accordance with Hunterdon County Soil Survey.					
B-57	The plans shall indicate the location and results of passing, failing and abandoned soil permeability testing and soil logs, and the reason for failure or abandonment, with accurate dimensions to existing and proposed property lines. (Testing and logs to be done after a Freshwater Wetlands LOI has been obtained)					
B-58	The plans shall indicate the location of all existing sewage disposal systems and wells; and all existing public sanitary sewer and public water system infrastructure on the tract and within (100) feet of the tract boundary.					
B-59	The plans shall indicate topography within two hundred (200) feet of the entire tract. Elevations and contours shall be provided at five-foot vertical intervals for slopes averaging ten percent (10%) or greater and at two-foot vertical intervals for land of lesser slope.					
B-60	The plans shall indicate the location of existing buildings, structures, wooded areas, lot lines, streets, easements, driveways, above and below-ground power and utility lines, gas lines, petroleum lines and other transmission lines, and railroads within the tract and within two hundred (200) feet thereof.					
B-61	The plans shall include engineering plans and profiles for all proposed streets, water mains, sanitary sewers, storm drains, and drainage swales. Cross-sections of proposed streets at 50-foot intervals. Scales for plans and profiles of: one (1) inch equals not more than fifty (50) feet horizontal, one (1) inch equals not more than five (5) feet vertical; cross-section scale: one (1) inch equals not more than five (5) feet horizontal and vertical.					
B-62	The plans shall indicate the locations, sizes, elevations, grades, and capacities of existing sanitary sewer, storm drain, and drainage ditch or stream to which any proposed facility is to be connected.					

SECTION B:
Preliminary Major Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
B-63	The plans shall delineate an area for a primary and secondary wastewater disposal field.					
B-64	The plans shall include a Storm Water Management Plan in accordance with Article XXIV of the Holland Township Land Use Code.					
B-65	The plans shall indicate the location of any open spaces proposed for public use.					
B-66	The plans shall include a landscape, street tree planting, and buffer planting plan.					

Check List
 For Determining Completeness of Application
 Final Major Subdivision
 Township of Holland, Hunterdon County, New Jersey

Project Name: _____ Street Location: _____ Applicant(s): _____ Signature of Applicant: _____	Zoning District(s): _____ Block: _____ Lot(s): _____ The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes but required prior to the approval of the application.
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SECTION C: Final Major Subdivision <i>Updated November 20, 2023</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
The following must be submitted for a complete Final Subdivision application:						
C-1	A Fee Calculation Form, together with the required filing fee(s) and review escrow fee (For fee schedule, see §100-147 of the Holland Township Code). (Filing fee: \$ _____ Review escrow fee: \$ _____)					
C-2	Individual checks, which must be made out to Holland Township in the amount calculated for the filing fee(s), review escrow fee, and any variance fees if applicable.					
C-3	A completed Escrow Agreement signed by the owner/applicant.					
C-4	Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.					
C-5	Three (3) copies of a completed application form.					
C-6	Three (3) copies of all reports and documents unless otherwise noted.					
C-7	A certification from the Holland Township Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.					
C-8	A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board.					
C-9	Submit an engineer's estimate of all proposed site improvements identified on the preliminary plan, whether completed or remaining to be completed.					
C-10	If the required subdivision improvements have not been completed, submit a performance guaranty and a Developer's Agreement in a form approved by the Municipal Attorney					
C-11	If the required subdivision improvements have been completed and approved by the Municipal Engineer, submit a maintenance guaranty in a form approved by the Municipal Attorney.					

SECTION C:
Final Major Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
C-12	Letters from utility companies, in accordance with Section 100-165 of the Holland Township Land Use Code					
C-13	Initially, submit four (4) full-sized black or blue line prints of the Final Plat prepared by a New Jersey licensed Land Surveyor. Each sheet must be signed and sealed. Twelve (12) additional copies of the Final Plat must be submitted when the application has been determined to be complete. These additional copies shall be submitted on 11"x17" sheets. After all required modifications and changes have been made to the Final Plat; four (4) black-line (fixed line) Mylar copies shall be submitted for signatures. After all required modifications and changes have been made to the Final Plat, submit a digital copy of the Final Plat in a format approved by the Holland Township Engineer.					
C-14	Submit a letter from the Holland Township Engineer stating that all conditions of Preliminary approval have been met.					
C-15	Submit three (3) copies of any and all existing and/or proposed homeowners association documentation, where applicable.					
C-16	Submit deed descriptions including metes and bounds for all easements and road right-of-way dedications.					
C-17	Submit an affidavit signed and sworn to by the applicant that the Final Plat is drawn and presented exactly the same as the preliminary plat approved by the approving authority, and if there be any changes, all changes shall be set forth in the affidavit as exceptions.					
C-18	Submit a Financial Disclosure Statement, in accordance with NJS 40:55D-48.1 and 48.2, when applicant is a corporation or partnership and when 6 or more lots are proposed.					
C-19	Submit copies of any existing protective covenants or deed restrictions, and a summary outline of proposed covenants or deed restrictions including applicable open space restrictions and provisions restricting further subdivision applying to land being subdivided.					
C-20	Submit copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.					
C-21	An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).					
C-22	A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.					
C-23	A written statement summarizing requests for waivers of any submission checklist requirements (if any).					
C-24	A written statement outlining the variances and/or design waivers being requested as part of the application (if any).					
The plans must show or include the following for a complete application:						
C-25	All plan sheets shall be of the following standard size as required by the Map Filing Law: 30"x42", 24"x36", 15"x21", 11"x17", 8½"x14".					
C-26	The plan scale shall be 1-inch equals not more than 100 feet.					
C-27	The tax map sheet, block and lot number of the tract shall be indicated.					

SECTION C:
Final Major Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
C-28	The name of development, if any, shall be indicated.					
C-29	The name, address, telephone number, and fax number of the owner of the property shall be indicated.					
C-30	The name, address, telephone number, and fax number of the applicant shall be indicated.					
C-31	The date of original preparation and date(s) of revisions, if any, shall be indicated.					
C-32	The zoning classification of the site and of adjacent land; pertinent lot size; front, side and rear yard setback requirements; and other zoning requirements shall be indicated.					
C-33	A written and graphic scale shall be indicated on each plan sheet.					
C-34	A reference meridian shall be indicated on each plan sheet.					
C-35	The name and block and lot numbers of all property owners within two hundred (200) feet of tract shall be indicated on the plan.					
C-36	A Key Map shall be indicated on the plans, showing the entire site and the surrounding area at least 1,000' from the tract including: block and lot numbers of all properties, all streets and roadways with correct names, and all zone district boundary lines.					
C-37	The area of the tract and of all proposed lots in acres to the nearest one-hundredth (0.01) of an acre, and in square feet.					
C-38	There shall be a signed certification on the plan by the owner of the property, asserting that the applicant is the owner of the property, or stating that the applicant is authorized by the owner of the property to make the preliminary subdivision application.					
C-39	All plat details, certifications and signature lines in accordance with the Map Filing Law.					
C-40	Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.					
C-41	The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
C-42	The plans shall indicate all streets and roads with correct names or route numbers.					
C-43	The plans shall indicate bearings, distances, curve data, etc., on all existing and proposed property lines.					
C-44	The plans shall indicate existing streams, drainage ditches, and natural watercourses in the tract and within one hundred (100) feet thereof.					
C-45	The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.					
C-46	Applications for development within the Flood Hazard District shall include:					
	a. a flood elevation certificate, and					
	b. the plans must show or include all information required by the Floodplain Management Regulations of the Township of Holland, specifically Township Code Section 100-98.1.					
C-47	The plans shall indicate dimensional ties from existing structures to property lines; a minimum of two ties per structure.					

SECTION C:
Final Major Subdivision
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
C-48	Right-of-way lines shall be shown, labeled and dimensioned on the plans.					
C-49	The width of proposed lots at the minimum front yard setback shall be indicated on the plans (see definition of Lot Width in section 100-6 of the Holland Township Code).					
C-50	The plans shall indicate the location and size of all existing and proposed easements of any kind.					
C-51	The plans shall indicate residential cluster details (if applicable) including amount and location of common open space to be provided, location and description of common facilities and a description of the common facilities and a description of the organization to be established for the ownership and maintenance of any common space.					
C-52	The plans shall include a certification by the Health Officer that all of the requirements of the Holland Township Board of Health have been complied with.					
C-53	As built plans and profiles of all proposed streets, storm sewers, sanitary sewers and water mains as approved by the Township Engineer (if any).					

Check List
 For Determining Completeness of Application
 Preliminary Major Site Plan
 Township of Holland, Hunterdon County, New Jersey

Project Name: _____ Street Location: _____ Applicant(s): _____ Signature of Applicant: _____	Zoning District(s): _____ Block: _____ Lot(s): _____ The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes but required prior to the approval of the application.
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SECTION D: Preliminary Major Site Plan <i>Updated November 20, 2023</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
The following must be submitted for a complete Preliminary Site Plan application:						
D-1	A Fee Calculation Form, together with the required filing fee(s) and review escrow fee (For fee schedule, see §100-147 of the Holland Township Code). (Filing fee: \$ _____ Review escrow fee: \$ _____)					
D-2	Individual checks, which must be made out to Holland Township in the amount calculated for the filing fee(s), review escrow fee, and any variance fees if applicable.					
D-3	A completed Escrow Agreement signed by the owner/applicant.					
D-4	Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.					
D-5	Three (3) copies of a completed application form.					
D-6	Three (3) copies of all reports and documents unless otherwise noted.					
D-7	Twenty-one (21) copies of an Environmental Impact Assessment if the project consists of more than 5 dwelling units, more than 20,000 square feet of non-residential floor area, more than 20 new parking spaces, or more than 20,000 square feet of total additional impervious surface coverage. If an Environmental Impact Statement is required, also submit Checklist Section G.					
D-8	A certification from the Holland Township Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.					
D-9	A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board.					
D-10	A receipt indicating the delivery of a complete copy of the site plan documents to the Hunterdon County Health Department.					

SECTION D:
Preliminary Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
D-11	A receipt indicating the delivery of a completed application for Soil Erosion and Sediment Control Plan Certification to the Hunterdon County Soil Conservation District.					
D-12	Three (3) copies of a Traffic Impact Study.					
D-13	Three (3) copies of an Impact Assessment of Water Supply.					
D-14	Three (3) copies of a Freshwater Wetlands Letter of Interpretation issued by the NJDEP (if applicable), including any maps that are referenced by the L.O.I.					
D-15	Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).					
D-16	When applicable, a Financial Disclosure Statement, in accordance with NJS 40:55D-48.1 and 48.2, when the applicant is a corporation or partnership.					
D-17	Three (3) copies of any existing protective covenants or deed restrictions applying to the land, and a summary outline of proposed covenants or deed restrictions including any applicable open space restrictions.					
D-18	Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.					
D-19	A site plan for any manufacturing or industrial use shall be accompanied by the following: A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured. A statement on the anticipated number of shifts and number of employees per shift. An impact study of proposed heavy truck traffic expected to be generated by the completed development.					
D-20	An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).					
D-21	Initially, submit four (4) full-sized black or blue line prints of plans prepared by a New Jersey licensed Professional Engineer, Architect, or Landscape Architect as appropriate. Each sheet must be signed and sealed by the appropriate professional. Twelve (12) additional copies of the site plans must be submitted when application has been determined to be complete. These additional copies shall be submitted on 11"x17" sheets.					
D-22	A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.					
D-23	A written statement summarizing requests for waivers of any submission checklist requirements (if any).					
D-24	A written statement outlining the variances and/or design waivers being requested as part of the application (if any).					
The site plans must show or include the following for a complete application:						
D-25	All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 11"x17", 8½"x14".					
D-26	The plan scale shall be 1-inch equals not more than 50 feet.					
D-27	The tax map sheet, block and lot number of the tract shall be indicated.					

SECTION D:
Preliminary Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
D-28	The name of development, if any, shall be indicated.					
D-29	The name, address, telephone number, and fax number of the owner of the property shall be indicated.					
D-30	The name, address, telephone number, and fax number of the applicant shall be indicated.					
D-31	The date of original preparation and date(s) of revisions, if any, shall be indicated.					
D-32	The zoning classification of the site and of adjacent land; pertinent lot size; front, side and rear yard setback requirements; and other zoning requirements shall be indicated.					
D-33	A written and graphic scale shall be indicated on each plan sheet.					
D-34	A reference meridian shall be indicated on each plan sheet.					
D-35	The name, address, and block and lot numbers of all property owners within two hundred (200) feet of tract shall be indicated on the plans.					
D-36	A Key Map shall be indicated on the plans, showing the entire site and the surrounding area at least 1,000' from the tract including: block and lot numbers of all properties, all streets and roadways with correct names, and all zone district boundary lines.					
D-37	Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.					
D-38	There shall be a signed certification on the plan by the owner of the property, asserting that the applicant is the owner of the property, or stating that the applicant is authorized by the owner of the property to make the final site plan application.					
D-39	There shall be a signed and sealed certification on the plan by the licensee as to the accuracy of the details shown on the plan in essentially the following form: I hereby certify to the Holland Township Planning Board (substitute Board of Adjustment, if applicable) that the information contained on these preliminary site plan drawings is accurate and correct, to the best of my knowledge and ability.					
D-40	Bearings, distances, curve data, etc., on all existing and proposed property lines shall be indicated on the site plan. The plan shall be based upon an actual property survey performed by a licensed land surveyor. The site plan shall either be signed and sealed by the licensed land surveyor who performed the survey or shall be accompanied by a signed and sealed copy of the survey map. There shall be a signed and sealed certification on the site plan by the surveyor in essentially the following form: I declare that to the best of my knowledge and belief, this location survey is based on a field survey made under my direct supervision, in accordance with the rules and regulations promulgated by the state board of professional engineers and land surveyors. I have examined field and record evidence, including a title report prepared by _____, commitment no. _____ date of commitment _____. All plottable easement, conditions and restrictions are shown hereon.					
D-41	The plan shall indicate the acreage of the entire tract, and the acreage of proposed individual lots or parcels (if applicable).					
D-42	Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.					

SECTION D:
Preliminary Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
D-43	The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
D-44	The plans shall indicate all streets and roads with correct names or route numbers.					
D-45	The plans shall indicate all existing streams, bridges, culverts, drainage ditches, and natural watercourses within the tract and within three hundred (400) feet thereof.					
D-46	The plans shall indicate the location and size of all existing and proposed easements of any kind.					
D-47	The plans shall indicate the location of existing buildings, structures, wooded areas, lot lines, streets, easements, driveways, above and below-ground power and utility lines, gas lines, petroleum lines and other transmission lines, and railroads within the tract and within two hundred (200) feet thereof.					
D-48	The plans shall include a sectioning or phasing plan (if applicable), indicating the portion of the tract for which final approval is being requested under the current application, and its relationship to the remaining and previous (if any) portions of the proposed development.					
D-49	The plans shall indicate the dimensions, floor area, and floor elevation(s) for all proposed buildings. Floor plans for all proposed buildings shall be included.					
D-50	The plans shall include preliminary architectural elevation drawings, including dimensions, for each façade of all proposed buildings.					
D-51	The plans shall indicate the existing elevation contours at 2-foot intervals within the tract and within 200 feet thereof.					
D-52	The plans shall indicate the proposed finished grade elevation contours at 2-foot intervals within the tract; and indicate proposed finished grade spot elevations at building corners, at street intersections, at parking and loading/unloading area corners, at building entrances and exits, at sidewalk intersections, at drainage inlets, at drainage and wastewater manholes, and at the top and bottom of any proposed retaining wall.					
D-53	The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.					
D-54	Applications for development within the Flood Hazard District shall include:					
	a. a flood elevation certificate, and					
	b. the plans must show or include all information required by the Floodplain Management Regulations of the Township of Holland, specifically Township Code Section 100-98.1.					
D-55	The plans shall indicate the Soil Classifications in accordance with the Hunterdon County Soil Survey.					
D-56	The plans shall indicate the area of disturbance shown on plan, in acres.					
D-57	The plans shall indicate the areas of existing and proposed impervious surface, in acres.					
D-58	The plans shall indicate parking and loading/unloading space requirement calculations for the proposed development in schedule form; and indicate the location of existing and proposed parking areas, parking spaces, and loading/unloading spaces and facilities. The plans shall show dimensions from parking areas and loading/unloading areas to the property lines, street lines and structures.					

SECTION D:
Preliminary Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
D-59	The plans shall indicate the location of all existing sewage disposal systems and wells; and all existing public sanitary sewer and public water system infrastructure on the tract and within (100) feet of the tract boundary.					
D-60	The plans shall indicate the location and results of passing, failing and abandoned soil permeability testing and soil logs, and the reason for failure or abandonment, with accurate dimensions to existing and proposed property lines.					
D-61	The plans shall indicate the construction details for all on-site and off-site improvements (i.e. curb, pavement, lighting, etc.)					
D-62	The site plans shall include the engineering plans and profiles for all proposed streets, water mains, sanitary sewers, storm drains, and drainage swales; and cross-sections of proposed streets at 50-foot intervals. Scales for plans and profiles shall be: one (1) inch equals not more than fifty (50) feet horizontal, and one (1) inch equals not more than five (5) feet vertical. Scale for cross-sections shall be: one (1) inch equals not more than five (5) feet horizontal and vertical.					
D-63	The plans shall indicate the locations, sizes, elevations, grades, and capacities of existing sanitary sewers, storm drains, and drainage ditches or streams to which any proposed facility is to be connected.					
D-64	The plans shall indicate the proposed location of all utilities, including electric, telephone, gas, CATV, etc.					
D-65	The plans shall indicate the location, height, size, appearance (graphic details, materials, color, etc.), and proposed illumination method of all proposed signs. Elevation views of all proposed signs shall be included on the plans.					
D-66	The plans shall indicate the location of any open spaces proposed for public use, or for the use of the occupants/residents of the development.					
D-67	The plans shall include a Storm Water Management Plan in accordance with Article XXIV of the Holland Township Land Use Code.					
D-68	The plans shall include a plan for proposed lighting, including fixture location, area of illumination, height and specifications for lamp posts and lighting fixtures.					
D-69	The plans shall include a landscape, street tree planting, and buffer planting plan prepared by a licensed landscape architect, including a schedule of plant materials and sizes, and construction details.					
D-70	The site plans shall indicate the location and size of any existing or proposed above-ground or underground storage tanks.					
D-71	The site plans shall include locations and architectural and construction details of all proposed temporary storage areas for solid waste and recyclable materials.					

SECTION D:
Preliminary Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
D-72	<p>For proposed multi-family development, the plans shall include the following:</p> <p>Density calculations.</p> <p>The designation of each dwelling unit by type and number of bedrooms.</p> <p>The specific area and location of proposed recreation facilities, including the type of recreation facilities to be provided and facilities details.</p> <p>The details of any proposed community or common building, including floor plan(s) with dimensions, architectural elevations with dimensions and materials specifications.</p>					

Check List
 For Determining Completeness of Application
 Final Major Site Plan
 Township of Holland, Hunterdon County, New Jersey

Project Name: _____ Street Location: _____ Applicant(s): _____ _____ Signature of Applicant: _____	Zoning District(s): _____ Block: _____ Lot(s): _____ The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes but required prior to the approval of the application.
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SECTION E: Final Major Site Plan <i>Updated November 20, 2023</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
The following must be submitted for a complete Final Site Plan application:						
E-1	A Fee Calculation Form, together with the required filing fee(s) and review escrow fee (For fee schedule, see §100-147 of the Holland Township Code). (Filing fee: \$ _____ Review escrow fee: \$ _____)					
E-2	Individual checks, which must be made out to Holland Township in the amount calculated for the filing fee(s), review escrow fee, and any variance fees if applicable.					
E-3	A completed Escrow Agreement signed by the owner/applicant.					
E-4	Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.					
E-5	Three (3) copies of a completed application form.					
E-6	Three (3) copies of all reports and documents unless otherwise noted.					
E-7	If an Environmental Impact Assessment was not submitted as part of the Preliminary Site Plan application and approval for the project, submit twenty-one (21) copies of an Environmental Impact Assessment when the project consists of more than 5 dwelling units, more than 20,000 square feet of non-residential floor area, more than 20 new parking spaces, or more than 20,000 square feet of total additional impervious surface coverage. If an Environmental Impact Statement is required, also submit Checklist Section G.					
E-8	A certification from the Holland Township Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.					
E-9	A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board.					
E-10	A receipt indicating the delivery of a complete copy of the site plan documents to the Hunterdon County Health Department.					

SECTION E:
Final Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
E-11	A receipt indicating the delivery of a completed application for Soil Erosion and Sediment Control Plan Certification to the Hunterdon County Soil Conservation District.					
E-12	Three (3) copies of a Traffic Impact Study.					
E-13	Three (3) copies of an Impact Assessment of Water Supply.					
E-14	Three (3) copies of a Freshwater Wetlands Letter of Interpretation issued by the NJDEP (if applicable), including any maps that are referenced by the L.O.I.					
E-15	Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).					
E-16	When applicable, a Financial Disclosure Statement, in accordance with NJS 40:55D-48.1 and 48.2, when the applicant is a corporation or partnership.					
E-17	Three (3) copies of any existing protective covenants or deed restrictions applying to the land, and a summary outline of proposed covenants or deed restrictions including any applicable open space restrictions.					
E-18	Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.					
E-19	The final site plan application shall be accompanied by a sworn certification by the applicant, asserting that all of the conditions of the preliminary site plan approval have been satisfied (if preliminary site plan approval has been previously granted under a separate prior application).					
E-20	A site plan for any manufacturing or industrial use shall be accompanied by the following: <p style="margin-left: 40px;">A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured.</p> <p style="margin-left: 40px;">A statement on the anticipated number of shifts and number of employees per shift.</p> <p>An impact study of proposed heavy truck traffic expected to be generated by the completed development.</p>					
E-21	An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).					
E-22	Initially, submit four (4) full-sized black or blue line prints of plans prepared by a New Jersey licensed Professional Engineer, Architect, or Landscape Architect as appropriate. Each sheet must be signed and sealed by the appropriate professional. Twelve (12) additional copies of the site plans must be submitted when application has been determined to be complete. These additional copies shall be submitted on 11"x17" sheets.					
E-23	A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.					
E-24	A written statement summarizing requests for waivers of any submission checklist requirements (if any).					
E-25	A written statement outlining the variances and/or design waivers being requested as part of the application (if any).					

SECTION E:
Final Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
The site plans must show or include the following for a complete application:						
E-26	All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 11"x17", 8½"x14".					
E-27	The plan scale shall be 1-inch equals not more than 50 feet.					
E-28	The tax map sheet, block and lot number of the tract shall be indicated.					
E-29	The name of development, if any, shall be indicated.					
E-30	The name, address, telephone number, and fax number of the owner of the property shall be indicated.					
E-31	The name, address, telephone number, and fax number of the applicant shall be indicated.					
E-32	The date of original preparation and date(s) of revisions, if any, shall be indicated.					
E-33	The zoning classification of the site and of adjacent land; pertinent lot size; front, side and rear yard setback requirements; and other zoning requirements shall be indicated.					
E-34	A written and graphic scale shall be indicated on each plan sheet.					
E-35	A reference meridian shall be indicated on each plan sheet.					
E-36	The name, address, and block and lot numbers of all property owners within two hundred (200) feet of tract shall be indicated on the plans.					
E-37	A Key Map shall be indicated on the plans, showing the entire site and the surrounding area at least 1,000' from the tract including: block and lot numbers of all properties, all streets and roadways with correct names, and all zone district boundary lines.					
E-38	Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.					
E-39	There shall be a signed certification on the plan by the owner of the property, asserting that the applicant is the owner of the property, or stating that the applicant is authorized by the owner of the property to make the final site plan application.					
E-40	There shall be a signed and sealed certification on the plan by the licensee as to the accuracy of the details shown on the plan in essentially the following form: I hereby certify to the Holland Township Planning Board (substitute Board of Adjustment, if applicable) that the information contained on these final site plan drawings is accurate and correct, to the best of my knowledge and ability.					

SECTION E:
Final Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
E-41	<p>Bearings, distances, curve data, etc., on all existing and proposed property lines shall be indicated on the site plan. The plan shall be based upon an actual property survey performed by a licensed land surveyor. The final site plan shall either be signed and sealed by the licensed land surveyor who performed the survey or shall be accompanied by a signed and sealed copy of the survey map.</p> <p>There shall be a signed and sealed certification on the site plan by the surveyor in essentially the following form:</p> <p style="padding-left: 40px;">I declare that to the best of my knowledge and belief, this location survey is based on a field survey made under my direct supervision, in accordance with the rules and regulations promulgated by the state board of professional engineers and land surveyors. I have examined field and record evidence, including a title report prepared by _____, commitment no. _____ date of commitment _____. All plottable easement, conditions and restrictions are shown hereon.</p>					
E-42	The plan shall indicate the acreage of the entire tract, and the acreage of proposed individual lots or parcels (if applicable).					
E-43	Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.					
E-44	The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
E-45	The plans shall indicate all streets and roads with correct names or route numbers.					
E-46	The plans shall indicate all existing streams, bridges, culverts, drainage ditches, and natural watercourses within the tract and within three hundred (400) feet thereof.					
E-47	The plans shall indicate the location and size of all existing and proposed easements of any kind.					
E-48	The plans shall indicate the location of existing buildings, structures, wooded areas, lot lines, streets, easements, driveways, above and below-ground power and utility lines, gas lines, petroleum lines and other transmission lines, and railroads within the tract and within two hundred (200) feet thereof.					
E-49	The plans shall include a sectioning or phasing plan (if applicable), indicating the portion of the tract for which final approval is being requested under the current application, and its relationship to the remaining and previous (if any) portions of the proposed development.					
E-50	The plans shall indicate the dimensions, floor area, and floor elevation(s) for all proposed buildings. Floor plans for all proposed buildings shall be included.					
E-51	The plans shall include <u>detailed</u> architectural elevation drawings, including dimensions, for each façade of all proposed buildings.					
E-52	The plans shall indicate the existing elevation contours at 2-foot intervals within the tract and within 200 feet thereof.					
E-53	The plans shall indicate the proposed finished grade elevation contours at 2-foot intervals within the tract; and also indicate proposed finished grade spot elevations at building corners, at street intersections, at parking and loading/unloading area corners, at building entrances and exits, at sidewalk intersections, at drainage inlets, at drainage and wastewater manholes, and at the top and bottom of any proposed retaining wall.					
E-54	The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.					

SECTION E:
Final Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
E-55	Applications for development within the Flood Hazard District shall include:					
	a. a flood elevation certificate, and					
	b. the plans must show or include all information required by the Floodplain Management Regulations of the Township of Holland, specifically Township Code Section 100-98.1.					
E-56	The plans shall indicate the Soil Classifications in accordance with the Hunterdon County Soil Survey.					
E-57	The plans shall indicate the area of disturbance shown on plan, in acres.					
E-58	The plans shall indicate the area of existing and proposed impervious surface, in acres.					
E-59	The plans shall indicate parking and loading/unloading space requirement calculations for the proposed development in schedule form; and indicate the location of existing and proposed parking areas, parking spaces, and loading/unloading spaces and facilities. The plans shall show dimensions from parking areas and loading/unloading areas to the property lines, street lines and structures.					
E-60	The plans shall indicate the location of all existing sewage disposal systems and wells; and all existing public sanitary sewer and public water system infrastructure on the tract and within (100) feet of the tract boundary.					
E-61	The plans shall indicate the location and results of passing, failing and abandoned soil permeability testing and soil logs, and the reason for failure or abandonment, with accurate dimensions to existing and proposed property lines.					
E-62	The plans shall indicate the construction details for all on-site and off-site improvements (i.e. curb, pavement, lighting, etc.)					
E-63	The site plans shall include the engineering plans and profiles for all proposed streets, water mains, sanitary sewers, storm drains, and drainage swales; and cross-sections of proposed streets at 50-foot intervals. Scales for plans and profiles shall be: one (1) inch equals not more than fifty (50) feet horizontal, and one (1) inch equals not more than five (5) feet vertical. Scale for cross-sections shall be: one (1) inch equals not more than five (5) feet horizontal and vertical.					
E-64	The plans shall indicate the locations, sizes, elevations, grades, and capacities of existing sanitary sewers, storm drains, and drainage ditches or streams to which any proposed facility is to be connected.					
E-65	The plans shall indicate the proposed location of all utilities, including electric, telephone, gas, CATV, etc.					
E-66	The plans shall indicate the location, height, size, appearance (graphic details, materials, color, etc.), and proposed illumination method of all proposed signs. Elevation views of all proposed signs shall be included on the plans.					
E-67	The plans shall indicate the location of any open spaces proposed for public use, or for the use of the occupants/residents of the development.					
E-68	The plans shall include a Storm Water Management Plan in accordance with Article XXIV of the Holland Township Land Use Code.					
E-69	The plans shall include a plan for proposed lighting, including fixture location, area of illumination, height and specifications for lamp posts and lighting fixtures.					

SECTION E:
Final Major Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
E-70	The plans shall include a landscape, street tree planting, and buffer planting plan prepared by a licensed landscape architect, including a schedule of plant materials and sizes, and construction details.					
E-71	The site plans shall indicate the location and size of any existing or proposed above-ground or underground storage tanks.					
E-72	The site plans shall include locations and architectural and construction details of all proposed temporary storage areas for solid waste and recyclable materials.					
E-73	For proposed multi-family development, the plans shall include the following: Density calculations. The designation of each dwelling unit by type and number of bedrooms. The specific area and location of proposed recreation facilities, including the type of recreation facilities to be provided and facilities details. The details of any proposed community or common building, including floor plan(s) with dimensions, architectural elevations with dimensions and materials specifications.					
E-74	As built plans and profiles of all proposed streets, storm sewers, sanitary sewers and water mains as approved by the Township Engineer (if any).					

Check List
 For Determining Completeness of Application
 Minor Site Plan
 Township of Holland, Hunterdon County, New Jersey

Project Name: _____ Street Location: _____ Applicant(s): _____ Signature of Applicant: _____	Zoning District(s): _____ Block: _____ Lot(s): _____ The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes but required prior to the approval of the application.
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SECTION F: Minor Site Plan <i>Updated November 20, 2023</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
The following must be submitted for a complete Minor Site Plan application:						
F-1	A Fee Calculation Form, together with the required filing fee(s) and review escrow fee (For fee schedule, see §100-147 of the Holland Township Code). (Filing fee: \$ _____ Review escrow fee: \$ _____)					
F-2	Individual checks, which must be made out to Holland Township in the amount calculated for the filing fee(s), review escrow fee, and any variance fees if applicable.					
F-3	A completed Escrow Agreement signed by the owner/applicant.					
F-4	Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.					
F-5	Three (3) copies of a completed application form.					
F-6	Three (3) copies of all reports and documents unless otherwise noted.					
F-7	A certification from the Holland Township Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.					
F-8	A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board, if applicable.					
F-9	A receipt indicating the delivery of a complete copy of the site plan documents to the Hunterdon County Health Department.					
F-10	A receipt indicating the delivery of a completed application for Soil Erosion and Sediment Control Plan Certification to the Hunterdon County Soil Conservation District, if applicable.					
F-11	Three (3) copies of a Traffic Impact Study, if applicable					
F-12	Three (3) copies of an Impact Assessment of Water Supply.					

SECTION F:
Minor Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
F-13	Three (3) copies of a Freshwater Wetlands Letter of Interpretation issued by the NJDEP (if applicable), including any maps that are referenced by the L.O.I.					
F-14	Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).					
F-15	When applicable, a Financial Disclosure Statement, in accordance with NJS 40:55D-48.1 and 48.2, when the applicant is a corporation or partnership.					
F-16	Three (3) copies of any existing protective covenants or deed restrictions applying to the land, and a summary outline of proposed covenants or deed restrictions including any applicable open space restrictions.					
F-17	Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.					
F-18	An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).					
F-19	A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.					
F-20	Initially, submit four (4) full-sized black or blue line prints of plans prepared by a New Jersey licensed Professional Engineer, Architect, or Landscape Architect as appropriate. Each sheet must be signed and sealed by the appropriate professional. Twelve (12) additional copies of the site plans must be submitted when application has been determined to be complete. These additional copies shall be submitted on 11"x17" sheets.					
F-21	A written statement summarizing requests for waivers of any submission checklist requirements (if any).					
F-22	A written statement outlining the variances and/or design waivers being requested as part of the application (if any).					
The site plans must show or include the following for a complete application:						
F-23	All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 11"x17", 8½"x14".					
F-24	The plan scale shall be 1-inch equals not more than 50 feet.					
F-25	The tax map sheet, block and lot number of the tract shall be indicated.					
F-26	The name of development, if any, shall be indicated.					
F-27	The name, address, telephone number, and fax number of the owner of the property shall be indicated.					
F-28	The name, address, telephone number, and fax number of the applicant shall be indicated.					
F-29	The date of original preparation and date(s) of revisions, if any, shall be indicated.					
F-30	The zoning classification of the site and of adjacent land; pertinent lot size; front, side and rear yard setback requirements; and other zoning requirements shall be indicated.					
F-31	A written and graphic scale shall be indicated on each plan sheet.					
F-32	A reference meridian shall be indicated on each plan sheet.					

SECTION F:
Minor Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
F-33	The name, address, and block and lot numbers of all property owners within two hundred (200) feet of tract shall be indicated on the plans.					
F-34	A Key Map shall be indicated on the plans, showing the entire site and the surrounding area at least 1,000' from the tract including: block and lot numbers of all properties, all streets and roadways with correct names, and all zone district boundary lines.					
F-35	Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.					
F-36	There shall be a signed certification on the plan by the owner of the property, asserting that the applicant is the owner of the property, or stating that the applicant is authorized by the owner of the property to make the site plan application.					
F-37	There shall be a signed and sealed certification on the plan by the licensee as to the accuracy of the details shown on the plan in essentially the following form: I hereby certify to the Holland Township Planning Board (substitute Board of Adjustment, if applicable) that the information contained on these site plan drawings is accurate and correct, to the best of my knowledge and ability.					
F-38	Bearings, distances, curve data, etc., on all existing and proposed property lines shall be indicated on the site plan. The plan shall be based upon an actual property survey performed by a licensed land surveyor. The site plan shall either be signed and sealed by the licensed land surveyor who performed the survey or shall be accompanied by a signed and sealed copy of the survey map. There shall be a signed and sealed certification on the site plan by the surveyor in essentially the following form: I declare that to the best of my knowledge and belief, this location survey is based on a field survey made under my direct supervision, in accordance with the rules and regulations promulgated by the state board of professional engineers and land surveyors. I have examined field and record evidence, including a title report prepared by _____, commitment no. _____ date of commitment _____. All plottable easement, conditions and restrictions are shown hereon.					
F-39	The plan shall indicate the acreage of the tract.					
F-40	Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.					
F-41	The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
F-42	The plans shall indicate all streets and roads with correct names or route numbers.					
F-43	The plans shall indicate all existing streams, bridges, culverts, drainage ditches, and natural watercourses within the tract and within three hundred (300) feet thereof.					
F-44	The plans shall indicate the location and size of all existing and proposed easements of any kind.					
F-45	The plans shall indicate the location of existing buildings, structures, wooded areas, lot lines, streets, easements, driveways, above and below-ground power and utility lines, gas lines, petroleum lines and other transmission lines, and railroads within the tract and within two hundred (200) feet thereof.					
F-46	The plans shall indicate the dimensions, floor area, and floor elevation(s) for all proposed buildings. Floor plans for all proposed buildings shall be included.					

SECTION F:
Minor Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
F-47	The plans shall include preliminary architectural elevation drawings, including dimensions, for each façade of all proposed buildings.					
F-48	The plans shall indicate the existing elevation contours at 2-foot intervals within the tract and within 50 feet thereof.					
F-49	The plans shall indicate the proposed finished grade elevation contours at 2-foot intervals within the tract; and also indicate proposed finished grade spot elevations at building corners, at street intersections, at parking and loading/unloading area corners, at building entrances and exits, at sidewalk intersections, at drainage inlets, at drainage and wastewater manholes, and at the top and bottom of any proposed retaining wall.					
F-50	The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.					
F-51	Applications for development within the Flood Hazard District shall include:					
	a. a flood elevation certificate, and					
	b. the plans must show or include all information required by the Floodplain Management Regulations of the Township of Holland, specifically Township Code Section 100-98.1.					
F-52	The plans shall indicate the area of disturbance, in acres.					
F-53	The plans shall indicate the area of existing and proposed impervious surface, in acres.					
F-54	The plans shall indicate parking and loading/unloading space requirement calculations for the proposed development in schedule form; and indicate the location of existing and proposed parking areas, parking spaces, and loading/unloading spaces and facilities. The plans shall show dimensions from parking areas and loading/unloading areas to the property lines, street lines and structures.					
F-55	The plans shall indicate the location of all existing sewage disposal systems and wells; and all existing public sanitary sewer and public water system infrastructure on the tract and within (100) feet of the tract boundary.					
F-56	The plans shall indicate the location and results of passing, failing and abandoned soil permeability testing and soil logs, and the reason for failure or abandonment, with accurate dimensions to existing and proposed property lines.					
F-57	The plans shall indicate the construction details for all on-site improvements (i.e. curb, pavement, lighting, etc.)					
F-58	The site plans shall include the engineering plans and profiles for all proposed water mains, sanitary sewers, storm drains, and drainage swales. Scales for plans and profiles shall be: one (1) inch equals not more than fifty (50) feet horizontal, and one (1) inch equals not more than five (5) feet vertical.					
F-59	The plans shall indicate the locations, sizes, elevations, grades, and capacities of existing sanitary sewers, storm drains, and drainage ditches or streams to which any proposed facility is to be connected.					
F-60	The plans shall indicate the existing and proposed location of all utilities, including electric, telephone, gas, etc.					

SECTION F:
Minor Site Plan
Updated November 20, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
F-61	The plans shall indicate the location, height, size, appearance (graphic details, materials, color, etc.), and proposed illumination method of all proposed signs, if applicable. Elevation views of all proposed signs shall be included on the plans.					
F-62	The plans shall include a Storm Water Management Plan in accordance with Article XXIV of the Holland Township Land Use Code, if applicable.					
F-63	The plans shall include a plan for proposed lighting, including fixture location, area of illumination, height and specifications for lamp posts and lighting fixtures, if applicable					
F-64	The plans shall include a landscape and buffer planting plan, including a schedule of plant materials and sizes, and construction details.					
F-65	The site plans shall indicate the location and size of any existing or proposed above-ground or underground storage tanks.					
F-66	A site plan for any manufacturing or industrial use shall be accompanied by: A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured; A statement on the anticipated number of shifts and number of employees per shift.					

Check List For Determining Completeness of Environmental Impact Assessment Township of Holland, Hunterdon County, New Jersey

Project Name: _____ Street Name: _____ Applicant: _____ Applicant Signature: _____	Zoning District: _____ Block: _____ Lot: _____ The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes but required prior to the approval of the application.
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An Environmental Impact Assessment is required [under Sec. 100-168.1 of the Township Code] to be prepared and submitted for review and approval in conjunction with the following types of projects:

- An application for major subdivision approval; or
- An application for major site plan approval involving the creation of more than five dwelling units, or more than 20,000 square feet of non-residential floor area, or more than 20 new parking spaces, or more than 20,000 square feet of total additional impervious surface coverage on a site; or
- An application for subdivision or site plan approval requiring a variance pursuant to N.J.S.A. 40:55D-70d(2) [expansion of a non-conforming use], N.J.S.A. 40:55D-70d(4) [an increase in permitted floor ratio], N.J.S.A. 40:55D-70d(5) [an increase in permitted density], or N.J.S.A. 40:55D-70d(6) [an increase in the allowed height of a structure].

SECTION G: Environmental Impact Assessment <i>Version February 16, 2023</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
Phase I Requirements- The Phase I EIA requirements are encouraged to be submitted at the concept plan review stage. [Details are in Sec. 100-168.1 of the Township Code.]						
G-1	Submit twenty-one (21) copies of the Phase I EIA (the applicant is encouraged to submit the Phase I EIA before submitting a concept plan for proposed project).					
G-2	Inventory of existing conditions, including:					
	a. Site description					
	b. Scenic resources					
	c. Geology					
	d. Soils					
	e. Topography					
	f. Surficial hydrology and surface water hydrology					
	g. Groundwater hydrology and groundwater quality					
	h. Flora and fauna					
	i. Historical and archeological sites					
	j. Unique or Irreplaceable Land Type and Scenic Resources					
	k. Environmental Constraints and Environmental Contamination map(s)					
	l. Air Quality					
	m. Noise					
	n. NJDEP Contaminated Site Status and Site Remediation Details					

<p style="text-align: center;">Check List For Determining Completeness of Environmental Impact Assessment Township of Holland, Hunterdon County, New Jersey <i>Version February 16, 2023</i></p>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
G-3	Description of proposed development, including a project narrative and mapped descriptions indicating the nature of the proposed development, the changes that will occur on the site as a result of the proposed construction, the intended use of buildings, and a comparison to applicable zoning requirements.					
G-4	Written assessment of proposed project impacts, including increased potential for water pollution, potential damage to existing vegetation and wildlife systems, alteration of geological features, soil disturbance, increased potential for sedimentation and siltation, increased volumes of stormwater runoff, increases in peak or decreases in low stream flows, loss of farmland, and loss of scenic resources.					
G-5	Summary listing of short term and long term impacts attributable to the proposed development.					
G-6	Analysis of design alternatives.					
G-7	List of required permits and other agency approvals.					
G-8	Bibliography and sources of data.					
<p style="text-align: center;">Phase II Requirements- The additional Phase II requirements shall be submitted as part of a complete application for any development approvals listed in Section 100-168.1.B.1 of the Holland Township Code.</p>						
G-9	Submit five (5) copies of the Phase II EIA with an application for development approval.					
G-10	Inventory of existing conditions, including:					
	a. Site description					
	b. Scenic resources					
	c. Geology					
	d. Soils					
	e. Topography					
	f. Surficial hydrology and surface water hydrology					
	g. Water quality testing/sampling plan					
	h. Water Quality Testing/Sampling Plan					
	i. Groundwater hydrology and groundwater quality					
	j. Hydrogeological Analysis					
	k. Flora and fauna					
	l. Tree survey					
	m. Historical and archeological sites					
n. Unique or Irreplaceable Land Type and Scenic Resources						
o. Environmental constraints map(s)						
p. Air Quality						
q. Noise						

<p style="text-align: center;">Check List For Determining Completeness of Environmental Impact Assessment Township of Holland, Hunterdon County, New Jersey <i>Version February 16, 2023</i></p>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
<p style="text-align: center;">Check List For Determining Completeness of Environmental Impact Assessment Township of Holland, Hunterdon County, New Jersey <i>Version February 16, 2023</i></p>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
G-11	Include a construction schedule and quantifications of proposed land clearance and soil relocation; projected traffic generation; projected sewage generation and potable water demands; proposed methods of storm water management; projected solid waste generation; projected hazardous waste generation where applicable; and projected demands on public utilities with “will serve” letters from each. Narrative to include maps, drawings, and illustrations.					
G-12	Description of proposed development, including a project narrative and mapped descriptions indicating the nature of the proposed development, the changes that will occur on the site as a result of the proposed construction, the intended use of buildings, and a comparison to applicable zoning requirements.					
G-13	Assessment of impacts from sewage/wastewater generated by the project.					
G-14	Assessment of impacts from solid waste generated by the project.					
G-15	Assessment of impacts from hazardous waste generated from project.					
G-16	Assessment of impacts on water supply by proposed project.					
G-17	Assessment of impacts of surface water runoff from proposed project.					
G-18	Assessment of traffic (pedestrian and vehicular) impacts of proposed project.					
G-19	Assessment of impacts of artificial lighting resulting from proposed project.					
G-20	Assessment of fire protection demands generated by proposed project.					
G-21	Assessment of impacts on avian, terrestrial and aquatic flora and fauna and on their habitats, including the impacts on critical breeding or feeding habitats of rare, threatened or endangered fauna.					
G-22	Assessment of impacts on vegetation communities and associations and on unique, rare or imperiled plant species.					
G-23	Assessment of impacts on Holland Township’s historic and scenic resources, with descriptions, maps and photographs of views to the site from prominent nearby and remote locations in the Township and an analysis of the impact on the context of an historic resource.					
G-24	Assessment of potential noise impacts on surrounding residences as well as an assessment of project construction and post-construction compliance with State-mandated limits on daytime and nighttime noise levels as described at N.J.A.C. 7:29-1.2.					
G-25	Assessment of irreversible or unmitigated impacts, and expected benefits to the community, resulting from proposed development.					
G-26	Summary listing of short term and long term impacts attributable to the proposed development.					
G-27	Analysis of design alternatives.					

<p style="text-align: center;">Check List For Determining Completeness of Environmental Impact Assessment Township of Holland, Hunterdon County, New Jersey <i>Version February 16, 2023</i></p>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
G-28	List of required permits and other agency approvals.					
G-29	Bibliography and sources of data.					

**Check List
for Determining Completeness of Application
Township of Holland, Hunterdon County, New Jersey**

[If application is also being made to the Land Use Board for subdivision and/or site plan approval, the relevant checklist(s) for that approval shall also be completed and submitted.]

Application Number: _____
Street Location: _____
Applicant: _____
Signature of Applicant: _____

Zoning District: _____

Block: _____ Lot: _____

Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes but required prior to the approval of the application.

SECTION H: Use Variance <i>Updated February 16, 2023</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
H-1	Application and escrow fees. (Application: \$ _____ Escrow: \$ _____)					
H-2	Certification from Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.					
H-3	A certified list of property owners within 200 feet, prepared by the Holland Township Tax Assessor.					
H-4	Financial Disclosure Statement, in accordance with NJS 40:55D-48.1 and 48.2, when applicant is a corporation or partnership.					
H-5	Hunterdon County Health Department Construction Permit Referral Form					
H-6	Denial letter from the Zoning Officer					
H-7	Copy of letter from Fire Company (if lot does not abut a public road)					
H-8	Applicant's Certification					
H-9	Consent of owner (If applicant is not the owner)					
H-10	Site walk authorization					
H-11	Fee calculation form					
H-12	Escrow agreement form					

**SECTION H:
Use Variance**
Updated February 16, 2023

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
H-13	3 copies of existing property deeds, including any existing protective covenants or deed restrictions applying to the land.					
H-14	A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.					
H-15	A written statement summarizing requests for waivers of any submission checklist requirements (if any).					
H-16	A written statement outlining the variances and/or design waivers being requested as part of the application (if any).					
H-17	One (1) copy of completed application form.					
H-18	Photographs of the area on site where improvements will be located.					
H-19	Four (4) full-sized and twelve (12) 11"x17" copies of a Plot Plan, drawn to scale. Plot Plan (Survey) to show:					
H-20	<i>Overall lot dimensions</i>					
H-21	<i>Acreage of tract</i>					
H-22	<i>Reference meridian</i>					
H-23	<i>Septic and well location</i>					
H-24	<i>Existing structures, pools, fences, trees, utility services, easements, driveways, culverts, streams, and drainage ditches on the tract</i>					
H-25	<i>Written scale and graphic scale</i>					
H-26	<i>Minimum required setback lines and actual setback dimensions</i>					
H-27	<i>Proposed improvements, drawn to scale indicating dimensions and distances from side, rear and front yards</i>					
H-28	Floor Plans(s) of existing building (if applicable) and proposed building					
H-29	Building Elevation Plans of proposed structure (front, sides, rear) with dimensions and height of Building					
H-30	An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).					

Check List
 For Determining Completeness of Application
 Submitted Under Chapter 101 Highlands Land Use Ordinance
 Township of Holland, Hunterdon County, New Jersey

Project Name: _____ Street Location: _____ Applicant(s): _____ _____ Signature of Applicant: _____	Zoning District(s): _____ Block: _____ Lot(s): _____ The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes, but required prior to the approval of the application.
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SECTION I: Application for Highlands Resource Permit <i>Version January 27, 2023</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
The following must be submitted for a complete application:						
I-1	Application fees and escrow deposits. Fee Calculation Form, together with the required filing fee(s) and review escrow fee (For fee schedule, see §101-44 of the Holland Township Code).					
I-2	Fourteen (14) copies of completed application forms.					
I-3	Highlands Act exemptions. Any applicant claiming eligibility for an exemption under the Highlands Act shall provide one of the following: Highlands applicability determination from the NJDEP for a Preservation Area application; or Highlands exemption determination from the Highlands Council as provided under §101-42B.					

<p style="text-align: center;">SECTION I: Application for Highlands Resource Permit <i>Version January 27, 2023</i></p>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
I-4	<p>Prior approvals. All applications requiring prior approvals pursuant to the provisions of this chapter shall provide evidence of receipt of same, as listed below. All such applications shall be accompanied by copies of the specific plans, reports and other materials to which such approval applies.</p> <p>For any application proposing development within the Carbonate Rock Area pursuant to §101-26B, copies of Phase I Geologic Investigation Report, Phase II Geotechnical Evaluation Report if applicable, associated certification(s) of sufficiency issued by Municipal Engineer, and all written evaluations, reports, recommendations issued by the Municipal Engineer pursuant to §101-26C.</p> <p>For any application proposing development within a Carbonate Rock Drainage Area pursuant to §101-26D, copies of Phase I Geologic Investigation Report, associated certification of sufficiency issued by Municipal Engineer, and all written evaluations, reports, recommendations issued by the Municipal Engineer pursuant to §101-26C.</p> <p>For any application proposing an increase in the use of net water availability or conditional water availability pursuant to Article VI, notice of findings issued by the Highlands Council pursuant to §101-27G.</p> <p>For any application proposing installation of new or extended water supply or wastewater collection/treatment utility infrastructure in any Planning Area Zone or Sub-Zone other than: the Existing Community Zone (excluding the Existing Community Environmentally Constrained Sub-Zone), notice of authorization issued by the Highlands Council.</p> <p>For any application for a major Highlands development in the Preservation Area as defined by the NJDEP Preservation Area rules at N.J.A.C. 7:38, an HPAA issued by the NJDEP.</p> <p>For any application proposing the installation of new or extended water supply or wastewater collection/treatment infrastructure in any portion of the Preservation Area, an HPAA with waiver issued by the NJDEP.</p>					
I-5	<p>Mapping instructions. All mapped information shall be provided for the full parcels affected by the proposed project and a distance of 200 feet from the outer boundaries of all affected parcels. Where this chapter requires field surveys of resources, the field survey requirement shall apply only to the affected parcels and shall be conducted by qualified professionals. These include specifically: contiguous steep slope areas of 5,000 square feet or more which are not within the Steep Slope Protection Area; areas defined as “forest”, which are not identified within the Total Forest Area, or which revise the Total Forest Area; if required pursuant to §101-26D, the boundary lines of any Carbonate Rock Drainage Area. The area within 200 feet of the affected parcels may be mapped using existing data and is not subject to field surveys. Where field surveys are not required for mapping of Highlands Resources, the application shall include Highlands Council GIS data. In addition to paper plans, initial plan sets shall be submitted on CD (or other acceptable archival electronic format) in the most recent version of ESRI Shape files (.shp) and in the most recent version of Adobe Acrobat (.pdf) format. The plans must be geo-referenced using New Jersey State Plane Coordinates NAD83 (or the most current New Jersey State Plane coordinate system). The final approved version shall be submitted in the same manner. Plan revisions (subsequent to the initial plan sets but prior to final approved version) shall be submitted in .shp and .pdf either in archival electronic format or via e-mail. Projects that will disturb less than two acres and will create less than one acre of net impervious surface may be submitted as geo-referenced CAD files in lieu of the ESRI Shape files.</p>					
<p>The following must be submitted in addition to the above for a complete Highlands Resource Permit application:</p>						

<p style="text-align: center;">SECTION I: Application for Highlands Resource Permit <i>Version January 27, 2023</i></p>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
I-6	Identification of Highlands Planning Area or Preservation Area and Highlands Zone or Sub-Zone in which the property is located.					
I-7	Identification of Highlands Resource and Protection Areas in which the property is located, inclusive of Highlands Council maps indicating the boundary lines of same unless fully encompassing the property.					
I-8	Existing and proposed use(s) and accessory use(s), including any proposed major or minor PCS.					
I-9	Copy of property survey indicating metes and bounds, existing buildings, structures, impervious surfaces, significant site features (e.g., water bodies), easements or other such encumbrances.					
I-10	Plans showing the proposed area of disturbance for all aspects of the development, including but not limited to buildings, driveways, utilities, landscaped areas and all appurtenant structures.					
I-11	Plans showing the proposed grading, soil conservation plan, and sediment and soil erosion control plan.					
I-12	Plans showing proposed conservation restrictions or easement(s) to be provided (if applicable) pursuant to §101-35.					
I-13	Plans documenting baseline conditions in all areas designated for public (or non-profit land trust) open space preservation.					
I-14	<p>Water use.</p> <p>Existing and proposed water demand inclusive of calculations based on use and unit/square footage equivalents listed at §101-21C.</p> <p>For any application proposing an average of 6,000 or more gallons per day of new or increased water use pursuant to §101-27B.</p> <p>All submission items required pursuant to any adopted municipal or subwatershed-based Water Use and Conservation Management Plan (WUCMP).</p> <p>The following, where a WUCMP has not been adopted and the application proposes use of conditional water availability pursuant to §101-27G(2).</p> <p>Information identifying project water demand data, water supply source and water utility provider.</p> <p>Identification of the water supply source HUC14(s) for the project, deficit status, and conditional availability as provided by the Highlands Council.</p> <p>Deficit Mitigation Plan pursuant to §101-27G(2)(d).</p>					
I-15	<p>Septic systems.</p> <p>For all applications proposing new septic systems, plans showing the proposed location and configuration of such system(s), including designated area(s) for reserve septic disposal field(s) pursuant to §101-38. Plan notes indicating that the septic system(s) shall be designed in accordance with N.J.A.C. 7:9A, and that design plans and details are subject to the approval of the Hunterdon County Health Director.</p> <p>Proposed deed restrictions to be imposed to prohibit the installation or construction of any permanent improvements within the reserve disposal area(s) pursuant to §101-38.</p>					

<p style="text-align: center;">SECTION I: Application for Highlands Resource Permit <i>Version January 27, 2023</i></p>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
I-16	<p>Stormwater management.</p> <p>For applications regulated under municipal or regional stormwater management plans (or both), all applicable submission requirements pertinent thereto.</p> <p>Proposed low-impact development management practices to minimize the creation or increase of stormwater runoff due to development or disturbance of the site.</p>					
I-17	<p>Low-impact development.</p> <p>Description of Conservation Design Planning process, pursuant to §101-34B.</p> <p>Landscape plan (if applicable) indicating proposed type, species, quantity and location of plantings; planting details.</p> <p>Description of energy efficiencies incorporated into building(s), building orientation and site design.</p> <p>Description of proposed reuse or recycling of building materials.</p>					
The following must be submitted for Highlands Resources & Resource Areas:						
I-18	<p>In addition to the base submission requirements of §101-45B above, the following shall apply:</p> <p>Existing features and site analysis plan, identifying and mapping:</p> <ul style="list-style-type: none"> All Highlands Open Waters and water bodies (including but not limited to rivers, lakes, ponds, reservoirs, wetlands, seeps, springs); All existing structures (including archaeological features, ruins and stone walls); All significant physical features; and Existing trails and greenways, and preserved lands and farmland. <p>Architectural elevation renderings, if structures are proposed (preliminary for subdivision applications).</p> <p>A list of preexisting encumbrances affecting the property (e.g. easements, deed restrictions, covenants).</p> <p>Copies of any related surveys, site plans, professional reports and environmental site assessments.</p>					
I-19	<p>Highlands Resource submission requirements. For applications involving properties containing any Highlands Resource, Highlands Resource Area or Special Protection Area, all submission checklist items required pursuant to each, as provided at §101-45D through K.</p>					
I-20	<p>Cluster development requirements. For applications proposing cluster development pursuant to Article VIII, all submission checklist items required pursuant to §101-45L.</p>					
I-21	<p>Forest Resources.</p> <p>Plans identifying forests using the Highlands Council Forest Resource Area, and Total Forest GIS layers for forest resources.</p> <p>Information identifying upland forests existing outside of the limits of the Total Forest Area by use of the Forest Determination methodology.</p> <p>Where required in connection with disturbances pursuant to §101-22D, Forest impact report (§101-22E), and Forest Mitigation Plan (§101-22F).</p>					

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		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
I-22	<p>Highlands Open Waters and Riparian Areas.</p> <p>Maps showing the location of all Highlands Open Waters, Highlands Open Waters buffers, and Riparian Areas, as provided in this chapter.</p> <p>For linear development pursuant to §101-23C(8), all items required as listed therein.</p>					
I-23	<p>Steep Slopes.</p> <p>Map showing limits of Steep Slope Protection Area as provided in this chapter.</p> <p>Map showing any additional areas of contiguous steep slopes that, separately or in combination with the Steep Slope Protection Area, constitute an area of 5,000 square feet or more, including, for any proposed disturbance therein, clear delineation of slope classes as defined at §101-13.</p> <p>For any application proposing linear development of a Moderately or Severely Constrained Slope Area pursuant to §101-24C(1), all items as listed and required therein.</p> <p>For any application proposing disturbance of a Constrained or Limited Constrained Slope pursuant to §101-24C(2), a steep slope development plan indicating proposed low-impact development techniques, slope stabilization techniques, soil erosion and sediment control measures, stormwater controls, and methods of protection proposed for existing slope vegetation and trees.</p> <p>For any application proposing to disturb 5,000 square feet or more of Constrained or Limited Constrained Steep Slopes:</p> <p style="padding-left: 40px;">Environmental impact statement or report including specifically the impact of the proposed development on Highlands Regional Scenic Resources; aesthetic impacts related to visibility and aesthetic quality of the proposed development; the extent of proposed landform grading, stabilization and retaining structures; and impacts on other environmental features addressed by the Steep Slopes provisions of this chapter.</p> <p style="padding-left: 40px;">Hydrology, drainage and flooding analysis report or reports prepared in support of conformance with the municipal stormwater management plan and regulations adopted pursuant to N.J.A.C. 7:8, or a Flood Hazard Area Control Act application pursuant to N.J.A.C. 7:13.</p>					
I-24	<p>Critical Habitat.</p> <p>Maps identifying Critical Habitat using the Critical Habitat GIS layers for Critical Wildlife Habitat, Significant Natural Areas and Vernal Pools, as provided in this chapter.</p>					
I-25	<p>Carbonate Rock Areas.</p> <p>Map identifying the limits of Carbonate Rock Area as provided in this chapter.</p> <p>For applications proposing development within any Carbonate Rock Drainage Area, map identifying the limits of same.</p> <p>Identification and description of any existing or proposed major potential contaminant source, and proposed best management practices pursuant to §101-29C(1).</p>					

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I-26	<p>Prime Groundwater Recharge Areas.</p> <p>Map identifying Prime Groundwater Recharge Areas as provided in this chapter.</p> <p>For any application proposing to disturb a Prime Groundwater Recharge Area:</p> <p style="padding-left: 40px;">Site analysis and proposed low-impact development techniques pursuant to §101-28C.</p> <p style="padding-left: 40px;">PGWRA Mitigation Plan pursuant to §101-28C(4).</p> <p>Hydrology, drainage and flooding analysis report or reports prepared in support of conformance with municipal stormwater management plan and regulations pursuant to N.J.A.C. 7:8 or a Flood Hazard Area Control Act application pursuant to N.J.A.C. 7:13.</p> <p>Site-specific geologic, hydrogeologic and pedologic analysis to determine the overall recharge rate and volume and to determine the location with the lowest recharge potential within the PGWRA. The submitted analysis report shall include appropriately scaled geologic, hydrogeologic and pedologic maps and cross sections showing all pertinent geologic, hydrogeologic and pedologic features. The report shall also present all relevant analytical results, calculations and graphical data.</p> <p>Identification and description of any existing or proposed major potential contaminant source, and proposed best management practices pursuant to §101-29C(1).</p>					
I-27	<p>Wellhead Protection.</p> <p>Map identifying Wellhead Protection Areas (WHPAs) and time of travel tiers as provided in this chapter. Where more than one WHPA tier intersects an existing or proposed potential contaminant source within a project site, identify the more protective tier as the applicable tier for that potential contaminant source.</p> <p>Identification and description of any existing or proposed major or minor potential contaminant sources.</p> <p>For parcels within a Tier 1 WHPA for which a new or expanded major PCS is proposed, the proposed best management practices pursuant to §101-29C(1).</p> <p>Copies of any related hydrogeologic/geologic reports, remediation reports, results of soil or groundwater analyses or other environmental assessment reports (i.e., Phase I or Phase II reports).</p>					
I-28	<p>Agricultural Resource Areas (ARA).</p> <p>Map identifying the limits of the ARA as provided in this chapter.</p> <p>Such additional plans and information as may be required in the review of any agricultural or horticultural development proposal pursuant to municipal provisions set forth at §101-30C.</p> <p>For cluster/conservation design development, all submission checklist items as provided at §101-45L.</p>					
I-20	<p>Cluster/conservation design development.</p> <p>Property survey(s) identifying the limits and configuration of the proposed cluster project area, inclusive of all contributing parcels in the case of noncontiguous clustering, and indicating all tract or parcel areas to the nearest one hundredth acre.</p> <p>Development plans applicable to the development set-aside of the cluster project area, including all details as required pursuant to the municipal subdivision ordinance, to define and describe all proposed supporting infrastructure, including but limited to roadways, curbing, sight lines, street rights-of-way, utilities (e.g., water, sewer, gas, electric, telecommunications), stormwater management, lighting, street tree plantings, common areas, signage and landscaping.</p>					

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	<p>Development plans applicable to the development set-aside indicating proposed buffering, lot layout, lot sizes, configurations, and dimensions, building envelopes, building setbacks and yard areas.</p> <p>Proposed plans applicable to the development set-aside indicating proposed buffering, lot layout, lot sizes, configurations, and dimensions, building envelopes, building setbacks and yard areas.</p> <p>Proposed plans applicable to the preservation set-aside of the cluster project area including:</p> <p style="padding-left: 20px;">For ARA applications proposing preserved farmland, information identifying farmland soil quality on the project site, including Prime, Statewide, Unique, and Locally Important Farmland Soils.</p> <p style="padding-left: 20px;">Plans for agricultural or horticultural development, including all information required under §101-45L(2).</p> <p style="padding-left: 20px;">Plans for open space preservation, if applicable, including active or passive recreation amenities.</p> <p style="padding-left: 20px;">Proposed conservation restrictions pursuant to §101-41D, identifying intended dedications regarding all preserved portions, including those applicable to any noncontiguous parcels.</p> <p>Identification of any preserved land or land known to be targeted for preservation (agriculture and open space) located within 200 feet of the subject property.</p>					