

DEVELOPMENT REGULATIONS

30 Attachment 1B



Township of Holmdel

Department of Community Development

4 Crawford's Corner Road
Holmdel, New Jersey 07733
Phone: 732-946-2820

www.holmdeltownship.com

DEVELOPMENT COMPLETENESS CHECKLIST for SINGLE-FAMILY RESIDENTIAL PROPERTIES							
Applicant:				Property Address:			
Owner:				Block:	Lot(s):	Zone:	
Project Name:				Application #:		Date:	
SUBMISSION REQUIREMENTS				ITEM DESCRIPTION		STATUS	NOTES
ITEM #	ZONING BOARD					C = Complies	
	VARIANCES 40:55D-70					W = Waiver	
	a & b	c	d			APPLICANT	TOWNSHIP
1	X	X	X	Fifteen (15) copies of the completed and signed Holmdel Township Development Application forms, including corporate disclosure statement and owner's authorization if applicable.			
2	X	X	X	Three (3) copies of the completed Development Checklist, with letter listing all requested waivers, with explanation for each.			
4	X	X	X	Electronic copies of <u>all</u> application documents in PDF format.			
5	X	X	X	Applicable filing fees & escrow (paid by separate checks made payable to Holmdel Township).			
6	X	X	X	Two (2) W-9 forms with original signatures			
7	X	X	X	Certification of paid property taxes from Tax Collector.			
8	X	X	X	Certified list of names, blocks and lots, and property owners within 200 feet of the property as prepared by the Township Tax Assessor, also to be shown on site plan if applicable.			
9	X	X	X	Fifteen (15) copies of detailed narrative as to the applicant's proposal for the overall project, including existing and proposed site conditions, use, and operations.			
10	X	X	X	Three (3) copies of protective covenants, deed restrictions, or easements applying to the site, to be submitted with the application, and/or indicated on the submitted plan (if applicable).			
11		X		Fifteen (15) copies of property survey no more than 5 years old, prepared by a NJ-licensed land surveyor and showing data including, but not limited to: Block/Lot number(s), existing and proposed monuments, structures, lot lines, lot area, lot dimensions, metes and bounds, right-of-way lines, and easements and/or deed restrictions.			
12		X	X	Three (3) copies of dimensioned architectural plans, including floor plans and complete elevation views. Plans shall be prepared by a NJ licensed architect and shall sufficiently depict all building features, including color, materials, and textures (if applicable).			

Application #: _____

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HOLMDEL CODE

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13		X	X	Three (3) copies of proof of application for all required outside agency approvals, including but not limited to Monmouth County Planning Board, Freehold Soil Conservation District, Monmouth County Board of Health, NJDOT, and NJDEP.			
14		X	X	Fifteen (15) copies of folded development plans, e.g. grading, plot, or landscaping.			
15		X	X	Zoning schedule indicating zone classification, existing and proposed use, and all bulk and area requirements, including site area, setbacks, building coverage, impervious coverage, building height, floor area ratio, density, and all other data needed to insure conformity with the Township of Holmdel Development Regulations. Front, rear and side yard setback lines shall be depicted graphically on the plan.			
16		X		Location of accessory structures, including fences, walls, trash enclosures, recycling areas, and details of each.			
17		X		Total area of landscaping/open space expressed in square feet and as a percentage of total area disturbed.			
18		X	X	Location of existing and proposed wells and septic systems, with Board of Health application if applicable.			
19		X	X	Photographs (including date) showing existing conditions and structures on the subject property.			
20		X	X	Letter from Homeowners' Association consenting to proposed development (if applicable).			

Notes:

- This checklist shall also be applicable to two-family residential development in accordance with the provisions of the MLUL.
- The approving Board may waive submission of any information required of any application for development where deemed appropriate, after first considering all waiver requested made by the applicant and the opinion(s) of the Township professionals.
- The approving Board may request additional information of any Applicant if said information is deemed necessary by the Board to make an informed opinion on the application, though such request shall not cause the application to be deemed incomplete.

Signature and Title of Preparer of Checklist

Date

Application #: _____