

Check List
 Board of Adjustment Checklist for Determining Completeness of Application
 Township of Holland, Hunterdon County, New Jersey
 Version September 20, 2011
SECTION H:

[If application is also being made to the Board of Adjustment 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.

Maps, Reports and Other Written Information Required for Complete Application		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	Certified list of adjoining property owners.					
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					

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H-11	Fee calculation form					
H-12	Escrow agreement form					
H-13	3 copies of existing property deeds					
H-14	One (1) copy of completed application form.					
H-15	Photographs of the area on site where improvements will be located.					
H-16	Twelve (12) copies of a Plot Plan, drawn to scale. Plot Plan (Survey) to show:					
H-17	<i>Overall lot dimensions</i>					
H-18	<i>Acreage of tract</i>					
H-19	<i>Reference meridian</i>					
H-20	<i>Septic and well location</i>					
H-21	<i>Existing structures, pools, fences, trees, utility services, easements, driveways, culverts, streams, and drainage ditches on the tract</i>					
H-22	<i>Written scale and graphic scale</i>					
H-23	<i>Minimum required setback lines and actual setback dimensions</i>					
H-24	<i>Proposed improvements, drawn to scale indicating dimensions and distances from side, rear and front yards</i>					
H-25	Floor Plans(s) of existing building (if applicable) and proposed building					
H-26	Building Elevation Plans of proposed structure (front, sides, rear) with dimensions and height of Building					
H-27	<p>An application for development shall not be deemed complete until such time as the following documents have been submitted by the applicant:</p> <ol style="list-style-type: none"> 1. Applications for Development in the Preservation Area. <p>No Application for Development (as defined pursuant to the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) involving property located (or partially located) in the Preservation Area of the Highlands Region shall be deemed complete or considered for review until and unless the Applicant has obtained and provided a copy of:</p> <ol style="list-style-type: none"> a. A Consistency Determination from the Highlands Council indicating that the application is consistent with the Highlands Regional Master Plan; b. A Consistency Determination from the Highlands Council indicating that the application is not consistent with the Highlands Regional Master Plan, accompanied by a certification, as detailed in §100-163.2 C., by the Applicant's professional(s) that the application has been revised since review 					

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	<p>by the Highlands Council to achieve consistency with the Highlands Regional Master Plan; or</p> <p>c. A Highlands Preservation Area Approval issued by the NJDEP.</p> <p>2. Applications for Development in the Planning Area.</p> <p>No Application for Development (as defined pursuant to the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) involving property located wholly or partially in the Planning Area of the Highlands Region, for which application submission requirements apply under this Part 2 of Chapter 100, shall be deemed complete or considered for review by the applicable approving authority until and unless the Applicant has obtained and provided a copy of:</p> <p>a. A Consistency Determination from the Highlands Council indicating that the application is consistent with the Highlands Regional Master Plan; or</p> <p>b. A Consistency Determination from the Highlands Council indicating that the application is not consistent with the Highlands Regional Master Plan, accompanied by a certification, as detailed in §100-163.2 C., by the Applicant's professional(s) that the application has been revised since review by the Highlands Council to achieve consistency with the Highlands Regional Master Plan.</p> <p>3. For projects that are exempt from the requirements of the Highlands Act:</p> <p>a. In the Preservation Area, a Highlands Applicability Determination issued by the NJDEP pursuant to N.J.A.C. 7:38-2.4;</p> <p>b. In the Planning Area, a Highlands Exemption Determination issued by the Highlands Council.</p> <p>All municipal waivers or findings of application completeness issued pursuant to §100-163.2 of the Holland Code shall be subject to Highlands Council call-up review. The Township shall, within five (5) calendar days of issuance, provide notice to the Applicant and to the Highlands Council of any waiver or finding of application completeness made pursuant to §100-163.2. The Highlands Council call-up review period shall expire 15 calendar days following its receipt of such notice. Absent any notice to the municipality from the Highlands Council within that timeframe, the application shall be considered complete, with the date of the waiver or application completeness to be as of the date of first issuance by the municipality. Upon determining to exercise this authority for call-up review, the Highlands Council shall transmit notice to the Applicant and the municipality.</p>					