

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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		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.					

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A-13	Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).					
A-14	Three (3) copies of any existing protective covenants or deed restrictions applying to the land.					
A-15	A certification from the tax assessor approving the proposed block and lot number designations.					
A-16	<p>An application for development shall not be deemed complete until such time as the following documents have been submitted by the applicant (a waiver from this checklist item cannot be granted by the local review authority, pursuant to the Highlands Act):</p> <ol style="list-style-type: none"> 1. Applications for Development in the Preservation Area. <p style="margin-left: 40px;">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 by the Highlands Council to achieve consistency with the Highlands Regional Master Plan; or c. A Highlands Preservation Area Approval issued by the NJDEP. 2. Applications for Development in the Planning Area. <p style="margin-left: 40px;">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> <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; or 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. 3. For projects that are exempt from the requirements of the Highlands Act: <ol style="list-style-type: none"> a. In the Preservation Area, a Highlands Applicability Determination issued by the NJDEP pursuant to N.J.A.C. 7:38-2.4; b. In the Planning Area, a Highlands Exemption Determination issued by the Highlands Council. <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</p>					

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	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.					
A-17	Initially, submit four (4) 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. Eight (8) additional copies of the site plans must be submitted when the application has been determined to be complete.					
A-18	Soil testing results certified by a Professional Engineer.					
The plans must show or include the following for a complete application:						
A-19	All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 8½"x13".					
A-20	The plan scale shall be 1 inch equals not more than 100 feet.					
A-21	The tax map sheet, block and lot number of the tract shall be indicated.					
A-22	The name of development, if any, shall be indicated.					
A-23	The name, address, telephone number, and fax number of the owner of the property shall be indicated.					
A-24	The name, address, telephone number, and fax number of the applicant shall be indicated.					
A-25	The date of original preparation and date(s) of revisions, if any, shall be indicated.					
A-26	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-27	A written and graphic scale shall be indicated on each plan sheet.					
A-28	A reference meridian shall be indicated on each plan sheet.					
A-29	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-30	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.					
A-31	Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.					
A-32	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-33	The plans shall indicate all streets and roads with correct names or route numbers.					
A-34	Bearings, distances, curve data, etc., on all existing and proposed property lines shall be indicated on the plan.					

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A-35	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-36	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-37	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-38	The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
A-39	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-40	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-41	Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.					
A-42	Right-of-way lines shall be shown, labeled and dimensioned on the plans.					
A-43	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-44	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.					
A-45	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-46	The plans shall delineate an area for a primary and secondary wastewater disposal field.					
A-47	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.					

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A-48	The plans shall include a Storm Water Management Plan, if applicable, in accordance with Article XXIV of the Holland Township Land Use Code.					
A-49	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-50	The plans shall indicate the location and size of all existing and proposed easements of any kind.					
A-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).					