

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.
---	---

SECTION C: Final Major Subdivision <i>Version September 20, 2011</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
Version September 20, 2011

		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) 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. 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	An application for development shall not be deemed complete until such time as the following documents have been submitted by the applicant: 1. Applications for Development in the Preservation Area. 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: 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.					

SECTION C:
Final Major Subdivision
Version September 20, 2011

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
	<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>					
The plans must show or include the following for a complete application:						
C-21	All plan sheets shall be of the following standard size as required by the Map Filing Law: 30"x42", 24"x36", 15"x21", 8½"x13".					
C-22	The plan scale shall be 1 inch equals not more than 100 feet.					
C-23	The tax map sheet, block and lot number of the tract shall be indicated.					
C-24	The name of development, if any, shall be indicated.					
C-25	The name, address, telephone number, and fax number of the owner of the property shall be indicated.					
C-26	The name, address, telephone number, and fax number of the applicant shall be indicated.					
C-27	The date of original preparation and date(s) of revisions, if any, shall be indicated.					
C-28	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.					

SECTION C:
Final Major Subdivision
Version September 20, 2011

		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
C-29	A written and graphic scale shall be indicated on each plan sheet.					
C-30	A reference meridian shall be indicated on each plan sheet.					
C-31	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-32	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-33	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-34	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-35	All plat details, certifications and signature lines in accordance with the Map Filing Law.					
C-36	Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.					
C-37	The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
C-38	The plans shall indicate all streets and roads with correct names or route numbers.					
C-39	The plans shall indicate bearings, distances, curve data, etc., on all existing and proposed property lines.					
C-40	The plans shall indicate existing streams, drainage ditches, and natural watercourses in the tract and within one hundred (100) feet thereof.					
C-41	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-42	The plans shall indicate dimensional ties from existing structures to property lines; a minimum of two ties per structure.					
C-43	Right-of-way lines shall be shown, labeled and dimensioned on the plans.					
C-44	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-45	The plans shall indicate the location and size of all existing and proposed easements of any kind.					
C-46	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-47	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.					