

Township of Holland  
Hunterdon County, New Jersey

General Instructions  
For  
Planning Board Submissions

The Planning Board meets the second Monday of every month. The deadline for submission is 3 weeks prior.

To Obtain Approval

1. Determine the type of application you require.
2. Determine whether your Subdivision or Site Plan fully complies with the appropriate section of the Township Ordinance.
3. The following types of applications shall be referred to the Board of Adjustment.
  - a. Appeals from a decision of the Zoning Officer
  - b. Land Use and Development Ordinance Interpretation
  - c. Hardship Zoning ("C") Variances not involving a Subdivision or Site Plan Application
  - d. Use Variance not involving a Subdivision or Site Plan.
4. Informal Submission - An informal submission is optional. A Discussion application must meet the agenda deadline. Submission should contain an informally prepared plat of sufficient accuracy to discuss the overall development concept, application, fees, and a written statement of what the applicant wants to discuss. No decisions will be made and no formal action taken. Discussion and recommendations are informal and not binding.
5. Contact the Tax Assessor for a certified list of property owners within 200' of property. A \$10.00 fee is required.
6. Contact the Tax Collector for a certified note that taxes and back taxes are paid to date.
7. Have the Tax Assessor assign lot numbers for the proposed lot(s)
8. Contact the Holland Township Fire Company to request an inspection.
9. Minor Subdivision, Minor Site Plan, Lot line Adjustment, Preliminary Major Subdivision, Preliminary Major Site Plan - The appropriate Planning Board application, required fees, specific forms, checklists and/or other material required for that particular type of application, proof of submission to outside agencies, and any supporting documents shall be submitted by the agenda deadline date. An application number will be assigned. The applicant will be contacted 2 weeks prior to the regular meeting as to whether they will be scheduled to come before the board to determine completeness and be scheduled for a public hearing.
10. Notice must be given to the owners of the property shown on the list at least 10 days prior to the scheduled Public hearing for the application.
11. The "Notice of Hearing" must be published in the Delaware Valley News at least 10 days prior to the Hearing. A 'Proof of Publication' is required to be presented to the Board Secretary, prior to the hearing.

# **Notice to All Planning Board Applicants**

**At its regular meeting on January 12, 2009 the Board established a policy requiring that all requests for extensions or postponements of scheduled agenda items must be submitted to the Board Secretary by 8 a.m. on the Thursday immediately preceding the Monday evening meeting of the Board.**

**It is the intention of the Board that all postponements and extensions will be posted on the Holland Township website at**

**<http://hollandtownship.org/planningboard.html>**

**This will permit more adequate public notice of last minute changes in the agenda.**

PLANNING BOARD & BOARD OF ADJUSTMENT  
APPLICATION FORM

TOWNSHIP OF HOLLAND  
Municipal Building  
61 Church Road  
Milford, New Jersey 08848

(To be completed by Township staff only)

Date Filed: \_\_\_\_\_  
Planning Board: \_\_\_\_\_  
Zoning Board of Adjustment: \_\_\_\_\_  
Application No.: \_\_\_\_\_  
Application Fees: \_\_\_\_\_  
Escrow Deposits: \_\_\_\_\_  
Scheduled for: Review for Completeness \_\_\_\_\_ Public Hearing \_\_\_\_\_

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1. Subject Property

*Applicant*

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_  
Applicant is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

*If owner is other than the applicant, provide the following information on the owner(s).*  
**Owner**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

**Disclosure Statement**

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55d-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.  
[Attach pages as necessary to fully comply]

Street Address: \_\_\_\_\_

Tax Map: Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Zoning District \_\_\_\_\_ Lot Area \_\_\_\_\_ Lot Width \_\_\_\_\_ Lot Depth \_\_\_\_\_  
Public Sewer \_\_\_\_\_ Public Water \_\_\_\_\_ Well \_\_\_\_\_

Present use of premises \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed use of premises \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Restrictions, covenants, easements, association by-laws, existing or proposed on property:

Yes [attach copies] \_\_\_\_\_ No \_\_\_\_\_ Proposed [explain] \_\_\_\_\_

*Note: All deed restrictions covenants, easements, association's by-laws, existing and proposed, must be submitted for review.*

## 2. Applicants Professionals

Applicant's Attorney \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Applicant's Surveyor \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Applicant's Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Applicant's Planner \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Other \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

*List any other Expert who will submit a report or will testify for the Applicant: [Attach additional sheets as may be necessary]*

Name \_\_\_\_\_  
Field of Expertise \_\_\_\_\_

**3. Application Represents a Request for the Following:**

**Subdivision:**

- Part and Parcel Minor Subdivision
- Minor Subdivision
- Subdivision Approval [Preliminary]
- Subdivision Approval [Final]
- Number of lots to be created (including remainder lot)

**Site Plan:**

- Minor Site Plan Approval
- Preliminary Site Plan Approval
- Final Site Plan Approval
- Site Plan with Well
- Amendment or Revision to an Approved Site Plan
- Area to be Disturbed
- Gross Floor Area (all levels)
- Total No. of Proposed Dwelling Units

**Discussion Item:**

- Minor Subdivision
- Major Subdivision
- Minor Site Plan
- Major Site Plan
- Other \_\_\_\_\_

Reason for Discussion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Appeal Decision of the Zoning Officer [N.J.S. 40:55D-70a]
- Map or Ordinance Interpretation of Special Question [N.J.S. 40:55D-70b]
- Variance Relief (hardship) [N.J.S. 40:55D-70c(1)]
- Variance Relief (substantial benefit) [N.J.S. 40:55D-70c(2)]
- Variance Relief (use) [N.J.S. 40:55D-70d]
- Conditional Use Approval [N.J.S. 40:55D-67]
- Direct Issuance of a Permit for a Structure In Bed of a Mapped Street, Public Drainage way, or Flood Control Basin [N.J.S. 40:55D-34]
- Direct Issuance of a Permit for a Lot Lacking Street Frontage [N.J.S. 40:55D-35]

List Ordinance Section(s) from which Variance(s) are Requested: (attach additional pages as needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Other Approvals which may be Required**

	Yes	No	Date Plans Submitted
_____ County Health Department	_____	_____	_____
_____ County Planning Board	_____	_____	_____
_____ County Soil Conservation District	_____	_____	_____
_____ NJ Dept. of Environmental Protection	_____	_____	_____
_____ Stream Encroachment Permit	_____	_____	_____
_____ Wetlands Permit	_____	_____	_____
Other			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Provide a delivery receipt and copy of application along with the application.*

It is the responsibility of the applicant to deliver or mail to the above mentioned outside agencies. Submission and resubmissions to the Boards professionals are distributed by the Board Secretary. Direct submission to the boards professional will not be reviewed.

## Certifications

I certify that the foregoing statements and the material submitted are true. I further certify that I am the Individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this  
Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. (If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this  
Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account. In accordance with the Ordinances of the Township of Holland, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials. Sums not utilized in the review process shall be returned after receiving a written request by applicant. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant



## Township of Holland

### Replenishment of Escrow Accounts

Application No. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Applicant \_\_\_\_\_

*The escrow associated with each application shall be replenished whenever the original escrow is reduced by charges or anticipated charges against the account to 35% or less of the original amount. The Chief Financial Officer or Board Secretary shall notify the applicant to replenish the escrow, and the applicant shall upon request deposit this amount. No further consideration, review, processing or inspection shall be performed by the board or its professionals until the escrow account is replenished.*

I, the applicant, understand that it is my responsibility to pay all escrow charges even if the applicant sells or conveys the property.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

.....

### Return of Escrow Funds

Application No. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Applicant \_\_\_\_\_

*Holland Township agrees to refund to applicant any sum deposited with the Township neither spent nor needed. A refund will be issued by the Township following completion and sign off by the Planning Boards Professionals.*

\_\_\_\_\_  
Gerald Philkill, P.E., Township Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donald Morrow, Esq., Township Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Betsy McKenzie, Township Planner

\_\_\_\_\_  
Date

Township Of Holland

**Site Walk Authorization**

*Site inspections are recommended for all planning board members, board of adjustment members, and their experts and professionals.  
Information or observations disclosed from the site inspection may be placed on the record at the time of the public hearing and used as a basis for the decision of the board.*

Applicant: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Site Address: \_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) hereby grant permission for site walks as a part of this application.

\_\_\_\_\_  
Applicant's or Representative's Signature

\_\_\_\_\_  
Date



**Township of Holland**  
IN  
HUNTERDON COUNTY

61 Church Road  
Milford, New Jersey 08848  
Phone (908) 995-48

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REQUEST FOR 200 FOOT PROPERTY LISTING

DATE REQUESTED \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PROPERTY LOCATED ON \_\_\_\_\_

PERSON REQUESTING LISTING \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

LIST TO BE PICKED UP \_\_\_\_\_ LIST TO BE MAILED TO \_\_\_\_\_

PAYMENT RECEIVED \$ \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER**

**Township of Holland Planning Board**

**NOTICE OF HEARING ON APPEAL OR APPLICATION FOR DEVELOPMENT**

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at 8:00 o'clock p.m., a hearing will be held before the Holland Township Planning Board in the meeting room at the Municipal Building, 61 Church Road, on an appeal and/or an application for development of the undersigned for variance(s), exception(s) and/or other relief so as to permit (Insert description of proposed development and use of the property along with a listing of those ordinance provisions from which relief is sought):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the premises located at \_\_\_\_\_  
and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Holland Township Tax Map.

The applicant will seek all relief identified above at the time of the hearing as well as any and all other relief which the Board may determine is necessary.

Interested parties may review the appropriate files during the hours, 9:00 a.m. to 12:00 p.m., Tuesday and Thursday or by appointment (call 908-995-0057 and leave a detailed message), at the Planning Board/Board of Adjustment Clerk's Office, 2<sup>nd</sup> Floor, Municipal Building.

Any interested party may appear at said hearing to question witnesses, offer testimony and/or participate therein in accordance with the rules of the Planning Board.

\_\_\_\_\_  
Name of Applicant

Publication date: \_\_\_\_\_



TOWNSHIP OF HOLLAND  
COUNTY OF HUNTERDON  
ORDINANCE NO. 2004-14

AN ORDINANCE AMENDING PART 3 [the Holland Township  
Stormwater Runoff Control Ordinance (1980)] OF CHAPTER 100, LAND USE,  
OF THE CODE OF THE TOWNSHIP OF HOLLAND

BE IT ORDAINED, by the Township Committee of the Township of Holland, in the County of Hunterdon and State of New Jersey, that Part 3, known as the "Holland Township Stormwater Runoff Control Ordinance (1980)," of Chapter 100, entitled LAND USE, of the Code of the Township of Holland is hereby amended as follows:

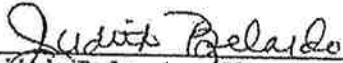
I. Subsection B. of Section 100-192 thereof is amended to read as follows:

"B. Fees for review of stormwater runoff control plans prepared for individual lots in major subdivisions or for minor subdivisions or minor site plans, where required, or for individual lots as required for the issuance of a residential construction permit, shall be five hundred (\$500.) per lot or site."

II. Subsection C. of Section 100-192 thereof is deleted.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon publication following final passage, in accordance with law.

I, Judith Belardo, Clerk of the Township of Holland, County of Hunterdon, do hereby certify the above to be a true copy of an ordinance adopted on final reading by the Holland Township Committee on Dec. 7, 2004.

  
Judith Belardo, Clerk

**Holland Township**  
**61 Church Road, Milford, NJ 08848**

**Certification of Ownership**

I hereby certify that I am the owner of this property, (Block) \_\_\_\_\_ (Lot) \_\_\_\_\_, and give (applicant) \_\_\_\_\_ permission to make this application.

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before

me this \_\_\_\_\_ day of

\_\_\_\_\_, 2005.

\_\_\_\_\_  
Notary Public

**Holland Township, Hunterdon County  
Highlands Preservation Area Checklist**

Applicant: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

I hereby certify that Block \_\_\_\_\_, Lot \_\_\_\_\_ is located within the Boundaries of the  
Highlands Preservation Area.

\_\_\_\_\_

# Township of Holland

## Fee Calculation Form

See Ordinance No. 2008-22 to calculate fees

Applicant: \_\_\_\_\_

Block \_\_\_\_ Lot \_\_\_\_

<p style="text-align: center;"><i>For Township Use Only</i></p> <p>Application Number: _____</p> <p>Application Type: _____</p> <p>Total Fees: _____</p> <p>Received by: _____</p> <p style="text-align: center;"><i>Township CFO</i></p>	<p style="text-align: center;"><i>Date Stamp</i></p>     <p>Time: _____</p>
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Application Type	Fee	Escrow	Total
Appeal	\$800		
Request for Zoning Interpretation	\$300	\$2,300	
Hardship Zoning "c" Variance	\$500	\$3,000	
"c" Variance - Garage or Accessory Shed (only)	\$200	\$1,000	
Use or "d" Variance	\$700	\$6,000	
Conditional Use Permit	\$700	\$3,000	
Construction permit in conflict with Official Map or construction permit for lot not related to street	\$500	\$3,000 per lot	
Discussion Item-informal (conceptual) review	\$150	\$300 per lot	
Minor Subdivision Proposed # Lots <u>  1  </u> <u>  2  </u>	\$200 plus \$200/Lot	\$1,500/lot	
Preliminary Major Subdivision Total # Lots _____	\$1,000	\$1,200/Lot or unit (min. \$12,000)	
Final Major Subdivision Total # Lots _____	\$300	\$1,500 plus \$600/Lot or Unit (min. \$6,000)	
Minor Site Plan	\$300	\$1,100	
Preliminary Major Site Plan w/Well Lot Area _____ Gross Floor Area (all levels) _____	\$1,000	\$750, plus \$11.00/1,000s.f. of lot area*, \$11.00/100s.f. of gross fl. Area of building	
Final Major Site Plan Lot Area _____ Gross Floor Area (all levels) _____	\$300	\$750, plus \$3/1,000s.f. of lot area *, plus \$3/100s.f. of gross floor area of building	
Review of stormwater runoff control plans		\$500/ lot or site	
<b>TOTAL</b>			

\*Lot area is defined as either the minimum lot size as permitted in the zone where approval is being sought or the total lot area in the property under consideration if further subdivision is not possible.

- ✓ Separate checks payable to Holland Township are required for the filing fee and escrow.
- ✓ Where an application for development includes several approval requests, the sum of the individual fees and escrow shall be paid.
- ✓ It is the responsibility of the applicant, attorney or engineer to determine the correct fees.



\* Please fill IN \* mandatory effective 4/2012

Form **W-9**  
(Rev. November 2005)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**

Signature of U.S. person ▶

Date ▶

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,