

## **Holland Township Planning Board**

### **Minutes of the Regular Meeting**

**July 8, 2019**

The meeting was called to order by the Chairman Rader:

“I call to order the July 8, 2019 Meeting of the Holland Township Planning Board. Adequate notice of this meeting was given pursuant to the Open Public Meeting Act Law by the Planning Board Secretary on December 13, 2018 by:

1. Posting such notice on the bulletin board at the Municipal Building.
2. Published in the December 13, 2018 issue of the Hunterdon County Democrat
3. Faxed to the Express Times for informational purposes only.

#### **Flag Salute**

Chairman Rader asked all to stand for the Pledge of Allegiance

#### **Identification of those at the podium**

Present: Dan Bush, Ken Grisewood, Michael Keady, Mike Miller, Carl Molter, Dan Rader, Duane Young, John Gallina, Esq., and Maria Elena Jennette Kozak, Secretary.

Excused Absent: Dave Grossmueller, Rick Roseberry/Bill Burr, Engineer, Darlene Green, Planner, Court Reporter Lucille Grozinski, CSR (The professionals are excused per Chairman Rader)

Let the record show there is a quorum.

#### **Minutes**

A motion was made by Mike Keady and seconded by Mike Miller to dispense with the reading of the minutes of the April 8, 2019 meeting and to approve the minutes as recorded. All present were in favor of the motion with the exception of Ken Grisewood and Carl Molter who abstained. Motion carried.

#### **Appointments and Re-appointments**

Chairman Rader welcomed Thomas Scheibener and asked Dan Bush to administer the Oath of Office. The appointment was determined by the Township Committee meeting of May 21, 2019 with Thomas Scheibener being the new Planning Board Alternate #1 member with a two year term of office and a term expiration of 12/31/20.

All welcomed Thomas Scheibener back to the planning board.

#### **Discussion**

There was no Discussion scheduled to discuss

#### **Old Business:**

There was no Old Business scheduled to discuss.

#### **New Business:**

- Holland Township School- Block 6 Lot 61.02 and 65 - - a parking lot project for courtesy review with consistency with Master Plan

Let the record show that Thomas Scheibener recused himself and left the building.

Let the record show that Ken Grisewood recused himself and sat in the public.

The Holland School representatives contacted us about a proposed project that will expand the existing driveway and parking lot. They submitted some information and Secretary Kozak was working with Planner Green for a courtesy review with consistency with the Master Plan. Engineer Roseberry asked some additional questions which according to the 2019 edition of the Cox book on page 711 it states that schools are subject to local zoning. Schools are permitted uses in the R-5 zone (this also sparked a discovery that Holland Township has a typo in the code book that references the R1 zone when it should be R5 – the Planner and Attorney are working on a proposal to houseclean the ordinance). Engineer Roseberry and Attorney Gallina

looked to see if Municipal Land Use Law (MLUL) states that schools are exempt from local zoning or site plan review. The Planning Board performs a courtesy review only if the plans are subject to a Capital review by the Department of Education (DOE). If the DOE (the State) performs a thorough review it makes the proposed project exempt from local review (ie..the Planing Board).

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If the DOE (the State) does NOT perform a thorough review then the project would require a site plan application to the Township and local zoning ordinances including Stormwater come into effect. The Township could consider waiver options with the submittal of an application.

After much discussion and review with Attorney Gallina, Engineer Roseberry issued the following statement to the board members:

“I spoke to John. I recommend that the Board grant the school a site plan waiver on Monday so they do not need to submit a site plan. The waiver should be conditioned upon the plan complying with the zoning ordinance and stormwater management ordinance. This way, they can submit their plan to us to review and approval without going back to the Board. It won’t hold up their construction schedule.

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Planner Green submitted a memo dated June 28, 2019 and appears as follow:

A professional review is an advisory review and submitted for the board to accept some. none or all the recommendations in the report. Secretary Kozak has modified the submitted reviews for the minutes. Hard Copies of all report(s) can be viewed in their entirety in the application file.

**M E M O R A N D U M**

**To:** Maria Elena Kozak, Planning Board Secretary

**From:** Darlene A. Green, P.P., AICP

**Date:** June 28, 2019

**Re:** Holland Township Elementary School Improvements  
MC Project No. HLP-001A

The purpose of this memorandum is to respond to certain improvements being proposed by the Holland Township Elementary School. The School is located at 714 Milford-Warren Glen Road. This office is in receipt of plans prepared by Spiezle Architectural Group and B&G Engineering, LLC. The plans indicate that the school wishes to expand the existing parking lot to the south to add approximately 55 spaces with new freestanding lights. Improvements are proposed to the access driveway immediately adjacent to Milford-Warren Glen Road. An underground stormwater detentions system is also proposed.

The Board of Education is required to submit copies of any proposed improvements to the Planning Board for review and comment with regard to the Master Plan. This is typically referred to as a “courtesy review”.

Based on the materials I have received, there are no proposed improvements to or expansion of the building. The improvements described above will enhance access into and out of the site and provide additional parking, which is likely needed when the school hosts large events.

The 2001 Master Plan notes the location of the Holland Township Elementary School on several maps. The 2001 Land Use Plan Element proposes a Village Center along Milford-Warren Glen Road. The proposed center encompasses the entirety of the school parcel. The goal was to steer future development into the Village Center.

The School Board’s above-mentioned improvements are not inconsistent with Holland’s 2001 Master Plan. It is my recommendation that the Planning Board respond to the Board of Education’s submission with a letter indicating their proposed improvements are not inconsistent with the Township’s 2001 Master Plan.

After some additional conversations, the Planning Board requested that a special meeting be held for the school to come in and discuss items of concern which include a site plan, and additional discussion of the project which will include Stormwater, traffic flows, buffering, paving etc. The Planning Board Engineer and Attorney will be present along with the schools professionals. The meeting was determined to be July 15<sup>th</sup> with a start time of 7:30 pm. Secretary Kozak will work with Clerk Miller on proper notification. Secretary Kozak will let the board know that the Planning Board wants to work with them but that additional information

is required to make sure that the Planning Board is in step with the whole town. Everyone wants to help one another but the Planning Board is tasked with looking at a project and how it relates to the whole town which is why more details are needed. School liaison McCarthy can contact Mayor Bush for additional details.

Everyone to mark their calendars for a special meeting of July 15, 2019 at 7:30 pm.

**Completeness Review:**

There was no Completeness Reviews scheduled to discuss.

**Resolution**

**Public Hearings**

There was no Public Hearing scheduled to discuss.

**Sub-Committee Status and Updates:**

Ongoing work to be discussed – Holland Township Highlands Plan Conformance Subcommittee –The Water Use and Conservation Plan prepared by CDM Smith is done and waits Maser’s review. The Waste Water Management Plan was a priority and the Township granted their blessing and Engineer Roseberry is working with the Highlands with some additional tweaks that needed to be addressed. Once completed and approved by the Highlands Council, the document is forwarded to the County. Stormwater is another item being addressed by Maser Consulting. The Fair Share Housing Plan (COAH) and the Holland Township Master Plan Reexamination Report are a new priorities and the Planner, Secretary Kozak and the Highlands Council are exploring grant funding options. Other projects being explored for grant funding include: an Open Space and Recreation Plan which Planner Green will work on with the Parks and Recreation Committee and a Retention/Detention Basin Inventory that Engineer Roseberry will work on with the Environmental Commission. The Water Use and Conservation Plan task potentially has grant money remaining that can be shifted to include another project that would piggy back the plan. An existing line item in our grant funding is for a Stream Encroachment project which is something that the Environmental Commission is aware of and is exploring options associated with the task before committing to accomplishing the task.

Housekeeping – The Planning Board submission checklists – the marked up versions were submitted to the board members for review.

The marked up version was submitted to the board members after they reviewed the clean version. The following is a modified version of the clean version that had been submitted to the members for review. The lines, boxes and such did not format in the conversion. The pages have been eliminated and condensed for reading. Each checklist item would have an Applicant Portion with a box that the applicant would check for Complies, Not Applicable, Waiver Requested and then the Township Portion would have a box with the same Complies, Not Applicable, Waiver Requested.

**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.

**SECTION A:**

**Minor Subdivision**

*Updated September 6, 2018*

Applicant Portion

Complies, Not Applicable, Waiver Requested

Township Portion

Complies, Not Applicable, Waiver Requested

**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.

A-13 Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).

A-14 An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).

A-15 Three (3) copies of any existing protective covenants or deed restrictions applying to the land.

A-16 A certification from the tax assessor approving the proposed block and lot number designations.

A-17 Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.

A-18 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-19 A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.

A-20 Soil testing results certified by a Professional Engineer.

A-21 A written statement summarizing requests for waivers of any submission checklist requirements (if any).

A-22 A written statement outlining the variances and/or design waivers being requested as part of the application (if any).

**The plans must show or include the following for a complete application:**

A-23 All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 8½"x13".

A-24 The plan scale shall be 1-inch equals not more than 100 feet.

A-25 The tax map sheet, block and lot number of the tract shall be indicated.

A-26 The name of development, if any, shall be indicated.

A-27 The name, address, telephone number, and fax number of the owner of the property shall be indicated.

A-28 The name, address, telephone number, and fax number of the applicant shall be indicated.

A-29 The date of original preparation and date(s) of revisions, if any, shall be indicated.

A-30 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-31 A written and graphic scale shall be indicated on each plan sheet.

A-32 A reference meridian shall be indicated on each plan sheet.

A-33 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-34 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-35 Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.

A-36 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-37 The plans shall indicate all streets and roads with correct names or route numbers.

A-38 Bearings, distances, curve data, etc., on all existing and proposed property lines shall be indicated on the plan.

A-39 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-40 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-41 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-42 The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.

A-43 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-44 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-45 Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.

A-46 Right-of-way lines shall be shown, labeled and dimensioned on the plans.

A-47 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-48 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-49 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-50 The plans shall delineate an area for a primary and secondary wastewater disposal field.

A-51 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.

A-52 The plans shall include a Storm Water Management Plan, if applicable, in accordance with Article XXIV of the Holland Township Land Use Code.

A-53 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-54 The plans shall indicate the location and size of all existing and proposed easements of any kind.

A-55 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).

## Check List

### For Determining Completeness of Application

#### Preliminary 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 B:

### Preliminary Major Subdivision

*Version September 6, 2018*

Applicant Portion

Complies, Not Applicable, Waiver Requested

Township Portion

Complies, Not Applicable, Waiver Requested

#### **The following must be submitted for a complete Preliminary Subdivision application:**

B-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: \$ \_\_\_\_\_)

B-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.

B-3 A completed Escrow Agreement signed by the owner/applicant.

B-4 Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.

B-5 Three (3) copies of a completed application form.

B-6 Three (3) copies of all reports and documents unless otherwise noted.

B-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.

B-8 A certified list of property owners within 200 feet, prepared by the Holland Township Tax Assessor.

B-9 A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board.

B-10 A receipt indicating the delivery of a complete copy of the subdivision documents to the Hunterdon County Health Department.

B-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.

B-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.

B-13 Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).

B-14 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.

B-15 A certification from the tax assessor approving the proposed block and lot number designations.

B-16 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.

B-17 Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.

B-18 Impact assessment of water supply; and certification from N.J.D.E.P. if 50 or more dwelling units are proposed.

B-19 Stormwater management calculations and a Stormwater Management Plan in accordance with Article XXIV of the Holland Township Code.

B-20 A cut and fill balance calculation certified by the design engineer. Calculations may be based upon cross sections, in which case a copy of the cross sections and the calculations shall be submitted for review; or may be based upon a digital terrain model, in which case a copy of the digital data shall be submitted.

B-21 An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).

B-22 Twenty-one (21) copies of an Environmental Impact Assessment.

If an Environmental Impact Statement is required, also submit Checklist Section G.

B-23 Initially, submit four (4) black or blue line prints of plans prepared by a New Jersey licensed Land Surveyor and Professional Engineer as applicable. 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.

B-24 A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.

B-25 Soil testing results certified by a Professional Engineer.

B-26 A written statement summarizing requests for waivers of any submission checklist requirements (if any).

B-27 A written statement outlining the variances and/or design waivers being requested as part of the application (if any).

**The plans must show or include the following for a complete application:**

B-28 All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 8½"x13".

B-29 The plan scale shall be 1-inch equals not more than 100 feet.

B-30 The tax map sheet, block and lot number of the tract shall be indicated.

B-31 The name of development, if any, shall be indicated.

B-32 The name, address, telephone number, and fax number of the owner of the property shall be indicated.

B-33 The name, address, telephone number, and fax number of the applicant shall be indicated.

B-34 The date of original preparation and date(s) of revisions, if any, shall be indicated.

B-35 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.

B-36 A written and graphic scale shall be indicated on each plan sheet.

B-37 A reference meridian shall be indicated on each plan sheet.

B-38 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.

B-39 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.

B-40 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 preliminary subdivision drawings is accurate and correct, to the best of my knowledge and ability.

B-41 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.

B-42 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.

B-43 Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.

B-44 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.

B-45 The plans shall indicate all streets and roads with correct names or route numbers.

B-46 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 portion to be subdivided and within two hundred (200) feet thereof.

B-47 The plans shall indicate existing streams, bridges, culverts, drainage ditches, and natural watercourses in the tract and within four hundred (400) feet thereof.

B-48 The plans shall indicate bearings, distances, curve data, etc., on all existing and proposed property lines.

B-49 Right-of-way lines shall be shown, labeled and dimensioned on the plans.

B-50 Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.

B-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).

B-52 The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.

B-53 The plans shall indicate the location and size of all existing and proposed easements of any kind.

B-54 The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.

B-55 The plans shall indicate the Soil Classification in accordance with Hunterdon County Soil Survey.

B-56 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)

B-57 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.

B-58 The plans shall indicate topography within two hundred (200) feet of the entire tract. Elevations and contours shall be provided at five-foot vertical intervals for slopes averaging ten percent (10%) or greater and at two-foot vertical intervals for land of lesser slope.

B-59 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.

B-60 The plans shall include engineering plans and profiles for all proposed streets, water mains, sanitary sewers, storm drains, and drainage swales. Cross-sections of proposed streets at 50-foot intervals. Scales for plans and profiles of: one (1) inch equals not more than fifty (50) feet horizontal, one (1) inch equals not more than five (5) feet vertical; cross-section scale: one (1) inch equals not more than five (5) feet horizontal and vertical.

B-61 The plans shall indicate the locations, sizes, elevations, grades, and capacities of existing sanitary sewer, storm drain, and drainage ditch or stream to which any proposed facility is to be connected.

B-62 The plans shall delineate an area for a primary and secondary wastewater disposal field.

B-63 The plans shall include a Storm Water Management Plan in accordance with Article XXIV of the Holland Township Land Use Code.

B-64 The plans shall indicate the location of any open spaces proposed for public use.

B-65 The plans shall include a landscape, street tree planting, and buffer planting plan.

## 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

*Version September 6, 2018*

Applicant Portion

Complies, Not Applicable, Waiver Requested

Township Portion

Complies, Not Applicable, Waiver Requested

#### **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.

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) blackline (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 Submit copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.
- C-21 An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).
- C-22 A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.
- C-23 A written statement summarizing requests for waivers of any submission checklist requirements (if any).
- C-24 A written statement outlining the variances and/or design waivers being requested as part of the application (if any).

**The plans must show or include the following for a complete application:**

- C-25 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-26 The plan scale shall be 1-inch equals not more than 100 feet.
- C-27 The tax map sheet, block and lot number of the tract shall be indicated.
- C-28 The name of development, if any, shall be indicated.
- C-29 The name, address, telephone number, and fax number of the owner of the property shall be indicated.
- C-30 The name, address, telephone number, and fax number of the applicant shall be indicated.
- C-31 The date of original preparation and date(s) of revisions, if any, shall be indicated.
- C-32 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.
- C-33 A written and graphic scale shall be indicated on each plan sheet.
- C-34 A reference meridian shall be indicated on each plan sheet.
- C-35 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-36 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-37 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-38 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-39 All plat details, certifications and signature lines in accordance with the Map Filing Law.
- C-40 Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.
- C-41 The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.
- C-42 The plans shall indicate all streets and roads with correct names or route numbers.
- C-43 The plans shall indicate bearings, distances, curve data, etc., on all existing and proposed property lines.
- C-44 The plans shall indicate existing streams, drainage ditches, and natural watercourses in the tract and within one hundred (100) feet thereof.
- C-45 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-46 The plans shall indicate dimensional ties from existing structures to property lines; a minimum of two ties per structure.
- C-47 Right-of-way lines shall be shown, labeled and dimensioned on the plans.
- C-48 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-49 The plans shall indicate the location and size of all existing and proposed easements of any kind.
- C-50 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-51 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.
- C-52 As built plans and profiles of all proposed streets, storm sewers, sanitary sewers and water mains as approved by the Township Engineer (if any).

## Check List

### For Determining Completeness of Application

### Preliminary Major Site Plan

### 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 D:**

### **Preliminary Major Site Plan**

*Version September 6, 2018*

Applicant Portion

Complies, Not Applicable, Waiver Requested

Township Portion

Complies, Not Applicable, Waiver Requested

#### **The following must be submitted for a complete Preliminary Site Plan application:**

D-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: \$ \_\_\_\_\_ )

D-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.

D-3 A completed Escrow Agreement signed by the owner/applicant.

D-4 Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.

D-5 Three (3) copies of a completed application form.

D-6 Three (3) copies of all reports and documents unless otherwise noted.

D-7 Twenty-one (21) copies of an Environmental Impact Assessment if the project consists of more than 5 dwelling units, more than 20,000 square feet of non-residential floor area, more than 20 new parking spaces, or more than 20,000 square feet of total additional impervious surface coverage.

If an Environmental Impact Statement is required, also submit Checklist Section G.

D-8 A certification from the Holland Township Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.

D-9 A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board.

D-10 A receipt indicating the delivery of a complete copy of the site plan documents to the Hunterdon County Health Department.

D-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.

D-12 Three (3) copies of a Traffic Impact Study.

D-13 Three (3) copies of an Impact Assessment of Water Supply.

D-14 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.

D-15 Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).

D-16 When applicable, a Financial Disclosure Statement, in accordance with NJS 40:55D-48.1 and 48.2, when the applicant is a corporation or partnership.

D-17 Three (3) copies of any existing protective covenants or deed restrictions applying to the land, and a summary outline of proposed covenants or deed restrictions including any applicable open space restrictions.

D-18 Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.

D-19 A site plan for any manufacturing or industrial use shall be accompanied by the following:

A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured.

A statement on the anticipated number of shifts and number of employees per shift.

An impact study of proposed heavy truck traffic expected to be generated by the completed development.

D-20 An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).

D-21 Initially, submit four (4) black or blue line prints of plans prepared by a New Jersey licensed Professional Engineer, Architect, or Landscape Architect as appropriate. Each sheet must be signed and sealed by the appropriate professional.

Eight (8) additional copies of the site plans must be submitted when application has been determined to be complete.

D-22 A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.

D-23 A written statement summarizing requests for waivers of any submission checklist requirements (if any).

D-24 A written statement outlining the variances and/or design waivers being requested as part of the application (if any).

#### **The site plans must show or include the following for a complete application:**

D-25 All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 8½"x13".

D-26 The plan scale shall be 1-inch equals not more than 50 feet.

D-27 The tax map sheet, block and lot number of the tract shall be indicated.

D-28 The name of development, if any, shall be indicated.

D-29 The name, address, telephone number, and fax number of the owner of the property shall be indicated.

D-30 The name, address, telephone number, and fax number of the applicant shall be indicated.

D-31 The date of original preparation and date(s) of revisions, if any, shall be indicated.

D-32 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.

D-33 A written and graphic scale shall be indicated on each plan sheet.

D-34 A reference meridian shall be indicated on each plan sheet.

D-35 The name, address, and block and lot numbers of all property owners within two hundred (200) feet of tract shall be indicated on the plans.

D-36 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.

D-37 Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.

D-38 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 final site plan application.

D-39 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 preliminary site plan drawings is accurate and correct, to the best of my knowledge and ability.

D-40 Bearings, distances, curve data, etc., on all existing and proposed property lines shall be indicated on the site plan. The plan shall be based upon an actual property survey performed by a licensed land surveyor. The site plan shall either be signed and sealed by the licensed land surveyor who performed the survey or shall be accompanied by a signed and sealed copy of the survey map. There shall be a signed and sealed certification on the site plan by the surveyor 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.

D-41 The plan shall indicate the acreage of the entire tract, and the acreage of proposed individual lots or parcels (if applicable).

D-42 Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.

D-43 The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.

D-44 The plans shall indicate all streets and roads with correct names or route numbers.

D-45 The plans shall indicate all existing streams, bridges, culverts, drainage ditches, and natural watercourses within the tract and within three hundred (400) feet thereof.

D-46 The plans shall indicate the location and size of all existing and proposed easements of any kind.

D-47 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.

D-48 The plans shall include a sectioning or phasing plan (if applicable), indicating the portion of the tract for which final approval is being requested under the current application, and its relationship to the remaining and previous (if any) portions of the proposed development.

D-49 The plans shall indicate the dimensions, floor area, and floor elevation(s) for all proposed buildings. Floor plans for all proposed buildings shall be included.

D-50 The plans shall include preliminary architectural elevation drawings, including dimensions, for each façade of all proposed buildings.

D-51 The plans shall indicate the existing elevation contours at 2-foot intervals within the tract and within 200 feet thereof.

D-52 The plans shall indicate the proposed finished grade elevation contours at 2-foot intervals within the tract; and indicate proposed finished grade spot elevations at building corners, at street intersections, at parking and loading/unloading area corners, at building entrances and exits, at sidewalk intersections, at drainage inlets, at drainage and wastewater manholes, and at the top and bottom of any proposed retaining wall.

D-53 The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.

D-54 The plans shall indicate the Soil Classifications in accordance with the Hunterdon County Soil Survey.

D-55 The plans shall indicate the area of disturbance shown on plan, in acres.

D-56 The plans shall indicate the areas of existing and proposed impervious surface, in acres.

D-57 The plans shall indicate parking and loading/unloading space requirement calculations for the proposed development in schedule form; and indicate the location of existing and proposed parking areas, parking spaces, and loading/unloading spaces and facilities. The plans shall show dimensions from parking areas and loading/unloading areas to the property lines, street lines and structures.

D-58 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.

D-59 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.

D-60 The plans shall indicate the construction details for all on-site and off-site improvements (i.e. curb, pavement, lighting, etc.)

D-61 The site plans shall include the engineering plans and profiles for all proposed streets, water mains, sanitary sewers, storm drains, and drainage swales; and cross-sections of proposed streets at 50-foot intervals.

Scales for plans and profiles shall be: one (1) inch equals not more than fifty (50) feet horizontal, and one (1) inch equals not more than five (5) feet vertical. Scale for cross-sections shall be: one (1) inch equals not more than five (5) feet horizontal and vertical.

D-62 The plans shall indicate the locations, sizes, elevations, grades, and capacities of existing sanitary sewers, storm drains, and drainage ditches or streams to which any proposed facility is to be connected.

D-63 The plans shall indicate the proposed location of all utilities, including electric, telephone, gas,

CATV, etc.

D-64 The plans shall indicate the location, height, size, appearance (graphic details, materials, color, etc.), and proposed illumination method of all proposed signs. Elevation views of all proposed signs shall be included on the plans.

D-65 The plans shall indicate the location of any open spaces proposed for public use, or for the use of the occupants/residents of the development.

D-66 The plans shall include a Storm Water Management Plan in accordance with Article XXIV of the Holland Township Land Use Code.

D-67 The plans shall include a plan for proposed lighting, including fixture location, area of illumination, height and specifications for lamp posts and lighting fixtures.

D-68 The plans shall include a landscape, street tree planting, and buffer planting plan prepared by a licensed landscape architect, including a schedule of plant materials and sizes, and construction details.

D-69 The site plans shall indicate the location and size of any existing or proposed above-ground or underground storage tanks.

D-70 The site plans shall include locations and architectural and construction details of all proposed temporary storage areas for solid waste and recyclable materials.

D-71 For proposed multi-family development, the plans shall include the following:  
Density calculations.

The designation of each dwelling unit by type and number of bedrooms.

The specific area and location of proposed recreation facilities, including the type of recreation facilities to be provided and facilities details.

The details of any proposed community or common building, including floor plan(s) with dimensions, architectural elevations with dimensions and materials specifications.

## Check List

### For Determining Completeness of Application

#### Final Major Site Plan

#### 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 E:

### Final Major Site Plan

*Version September 6, 2018*

Applicant Portion

Complies, Not Applicable, Waiver Requested

Township Portion

Complies, Not Applicable, Waiver Requested

#### **The following must be submitted for a complete Final Site Plan application:**

E-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: \$ \_\_\_\_\_ )

E-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.

E-3 A completed Escrow Agreement signed by the owner/applicant.

E-4 Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.

E-5 Three (3) copies of a completed application form.

E-6 Three (3) copies of all reports and documents unless otherwise noted.

E-7 If an Environmental Impact Assessment was not submitted as part of the Preliminary Site Plan application and approval for the project, submit twenty-one (21) copies of an Environmental Impact Assessment when the project consists of more than 5 dwelling units, more than 20,000 square feet of non-residential floor area, more than 20 new parking spaces, or more than 20,000 square feet of total additional impervious surface coverage.

If an Environmental Impact Statement is required, also submit Checklist Section G.

E-8 A certification from the Holland Township Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.

E-9 A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board.

E-10 A receipt indicating the delivery of a complete copy of the site plan documents to the Hunterdon County Health Department.

E-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.

E-12 Three (3) copies of a Traffic Impact Study.

E-13 Three (3) copies of an Impact Assessment of Water Supply.

E-14 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.

E-15 Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).

E-16 When applicable, a Financial Disclosure Statement, in accordance with NJS 40:55D-48.1 and 48.2,

when the applicant is a corporation or partnership.

E-17 Three (3) copies of any existing protective covenants or deed restrictions applying to the land, and a summary outline of proposed covenants or deed restrictions including any applicable open space restrictions.

E-18 Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.

E-19 The final site plan application shall be accompanied by a sworn certification by the applicant, asserting that all of the conditions of the preliminary site plan approval have been satisfied (if preliminary site plan approval has been previously granted under a separate prior application).

E-20 A site plan for any manufacturing or industrial use shall be accompanied by the following:  
A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured.

A statement on the anticipated number of shifts and number of employees per shift.

An impact study of proposed heavy truck traffic expected to be generated by the completed development.

E-21 An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).

E-22 Initially, submit four (4) black or blue line prints of plans prepared by a New Jersey licensed Professional Engineer, Architect, or Landscape Architect as appropriate. Each sheet must be signed and sealed by the appropriate professional.

Eight (8) additional copies of the site plans must be submitted when application has been determined to be complete.

E-23 A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.

E-24 A written statement summarizing requests for waivers of any submission checklist requirements (if any).

E-25 A written statement outlining the variances and/or design waivers being requested as part of the application (if any).

**The site plans must show or include the following for a complete application:**

E-26 All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 8½"x13".

E-27 The plan scale shall be 1-inch equals not more than 50 feet.

E-28 The tax map sheet, block and lot number of the tract shall be indicated.

E-29 The name of development, if any, shall be indicated.

E-30 The name, address, telephone number, and fax number of the owner of the property shall be indicated.

E-31 The name, address, telephone number, and fax number of the applicant shall be indicated.

E-32 The date of original preparation and date(s) of revisions, if any, shall be indicated.

E-33 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.

E-34 A written and graphic scale shall be indicated on each plan sheet.

E-35 A reference meridian shall be indicated on each plan sheet.

E-36 The name, address, and block and lot numbers of all property owners within two hundred (200) feet of tract shall be indicated on the plans.

E-37 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.

E-38 Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.

E-39 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 final site plan application.

E-40 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 final site plan drawings is accurate and correct, to the best of my knowledge and ability.

E-41 Bearings, distances, curve data, etc., on all existing and proposed property lines shall be indicated on the site plan. The plan shall be based upon an actual property survey performed by a licensed land surveyor. The final site plan shall either be signed and sealed by the licensed land surveyor who performed the survey or shall be accompanied by a signed and sealed copy of the survey map. There shall be a signed and sealed certification on the site plan by the surveyor 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.

E-42 The plan shall indicate the acreage of the entire tract, and the acreage of proposed individual lots or parcels (if applicable).

E-43 Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.

E-44 The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.

E-45 The plans shall indicate all streets and roads with correct names or route numbers.

E-46 The plans shall indicate all existing streams, bridges, culverts, drainage ditches, and natural watercourses within the tract and within three hundred (400) feet thereof.

E-47 The plans shall indicate the location and size of all existing and proposed easements of any kind.

E-48 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.

E-49 The plans shall include a sectioning or phasing plan (if applicable), indicating the portion of the tract for which final approval is being requested under the current application, and its relationship to the remaining and previous (if any) portions of the proposed development.

E-50 The plans shall indicate the dimensions, floor area, and floor elevation(s) for all proposed buildings.

Floor plans for all proposed buildings shall be included.

E-51 The plans shall include detailed architectural elevation drawings, including dimensions, for each façade of all proposed buildings.

E-52 The plans shall indicate the existing elevation contours at 2-foot intervals within the tract and within 200 feet thereof.

E-53 The plans shall indicate the proposed finished grade elevation contours at 2-foot intervals within the tract; and also indicate proposed finished grade spot elevations at building corners, at street intersections, at parking and loading/unloading area corners, at building entrances and exits, at sidewalk intersections, at drainage inlets, at drainage and wastewater manholes, and at the top and bottom of any proposed retaining wall.

E-54 The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.

E-55 The plans shall indicate the Soil Classifications in accordance with the Hunterdon County Soil Survey.

E-56 The plans shall indicate the area of disturbance shown on plan, in acres.

E-57 The plans shall indicate the area of existing and proposed impervious surface, in acres.

E-58 The plans shall indicate parking and loading/unloading space requirement calculations for the proposed development in schedule form; and indicate the location of existing and proposed parking areas, parking spaces, and loading/unloading spaces and facilities. The plans shall show dimensions from parking areas and loading/unloading areas to the property lines, street lines and structures.

E-59 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.

E-60 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.

E-61 The plans shall indicate the construction details for all on-site and off-site improvements (i.e. curb, pavement, lighting, etc.)

E-62 The site plans shall include the engineering plans and profiles for all proposed streets, water mains, sanitary sewers, storm drains, and drainage swales; and cross-sections of proposed streets at 50-foot intervals.

Scales for plans and profiles shall be: one (1) inch equals not more than fifty (50) feet horizontal, and one (1) inch equals not more than five (5) feet vertical. Scale for cross-sections shall be: one (1) inch equals not more than five (5) feet horizontal and vertical.

E-63 The plans shall indicate the locations, sizes, elevations, grades, and capacities of existing sanitary sewers, storm drains, and drainage ditches or streams to which any proposed facility is to be connected.

E-64 The plans shall indicate the proposed location of all utilities, including electric, telephone, gas, CATV, etc.

E-65 The plans shall indicate the location, height, size, appearance (graphic details, materials, color, etc.), and proposed illumination method of all proposed signs. Elevation views of all proposed signs shall be included on the plans.

E-66 The plans shall indicate the location of any open spaces proposed for public use, or for the use of the occupants/residents of the development.

E-67 The plans shall include a Storm Water Management Plan in accordance with Article XXIV of the Holland Township Land Use Code.

E-68 The plans shall include a plan for proposed lighting, including fixture location, area of illumination, height and specifications for lamp posts and lighting fixtures.

E-69 The plans shall include a landscape, street tree planting, and buffer planting plan prepared by a licensed landscape architect, including a schedule of plant materials and sizes, and construction details.

E-70 The site plans shall indicate the location and size of any existing or proposed above-ground or underground storage tanks.

E-71 The site plans shall include locations and architectural and construction details of all proposed temporary storage areas for solid waste and recyclable materials.

E-72 For proposed multi-family development, the plans shall include the following:  
Density calculations.

The designation of each dwelling unit by type and number of bedrooms.

The specific area and location of proposed recreation facilities, including the type of recreation facilities to be provided and facilities details.

The details of any proposed community or common building, including floor plan(s) with dimensions, architectural elevations with dimensions and materials specifications.

E-73 As built plans and profiles of all proposed streets, storm sewers, sanitary sewers and water mains as approved by the Township Engineer (if any).

Page 1 of 5

## Check List

### For Determining Completeness of Application

#### Minor Site Plan

#### 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 F:

## Minor Site Plan

*Version September 6, 2018*

Applicant Portion

Complies, Not Applicable, Waiver Requested

Township Portion

Complies, Not Applicable, Waiver Requested

### **The following must be submitted for a complete Minor Site Plan application:**

F-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: \$ \_\_\_\_\_ )

F-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.

F-3 A completed Escrow Agreement signed by the owner/applicant.

F-4 Three (3) copies of this completed checklist together with a written request and explanation for all requested completeness waivers.

F-5 Three (3) copies of a completed application form.

F-6 Three (3) copies of all reports and documents unless otherwise noted.

F-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.

F-8 A receipt indicating the delivery of a completed application to the Hunterdon County Planning Board, if applicable.

F-9 A receipt indicating the delivery of a complete copy of the site plan documents to the Hunterdon County Health Department.

F-10 A receipt indicating the delivery of a completed application for Soil Erosion and Sediment Control Plan Certification to the Hunterdon County Soil Conservation District, if applicable.

F-11 Three (3) copies of a Traffic Impact Study, if applicable

F-12 Three (3) copies of an Impact Assessment of Water Supply.

F-13 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.

F-14 Three (3) copies of a Flood Hazard Area Permit issued by the NJDEP (if applicable).

F-15 When applicable, a Financial Disclosure Statement, in accordance with NJS 40:55D-48.1 and 48.2, when the applicant is a corporation or partnership.

F-16 Three (3) copies of any existing protective covenants or deed restrictions applying to the land, and a summary outline of proposed covenants or deed restrictions including any applicable open space restrictions.

F-17 Three (3) copies of all deeds with metes and bounds descriptions for all existing lots, proposed lots and remaining lands, as well as any proposed easement dedications.

F-18 An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).

F-19 Initially, submit four (4) black or blue line prints of plans prepared by a New Jersey licensed Professional Engineer, Architect, or Landscape Architect as appropriate. Each sheet must be signed and sealed by the appropriate professional.

Eight (8) additional copies of the site plans must be submitted when application has been determined to be complete.

### **The site plans must show or include the following for a complete application:**

F-20 All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 8½"x13".

F-21 The plan scale shall be 1-inch equals not more than 50 feet.

F-22 The tax map sheet, block and lot number of the tract shall be indicated.

F-23 The name of development, if any, shall be indicated.

F-24 The name, address, telephone number, and fax number of the owner of the property shall be indicated.

F-25 The name, address, telephone number, and fax number of the applicant shall be indicated.

F-26 The date of original preparation and date(s) of revisions, if any, shall be indicated.

F-27 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.

F-28 A written and graphic scale shall be indicated on each plan sheet.

F-29 A reference meridian shall be indicated on each plan sheet.

F-30 The name, address, and block and lot numbers of all property owners within two hundred (200) feet of tract shall be indicated on the plans.

F-31 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.

F-32 Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be

F-33 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 site plan application.

F-34 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 site plan drawings is accurate and correct, to the best of my knowledge and ability.

F-35 Bearings, distances, curve data, etc., on all existing and proposed property lines shall be indicated on the site plan. The plan shall be based upon an actual property survey performed by a licensed land surveyor. The site plan shall either be signed and sealed by the licensed land surveyor who performed the survey or shall be accompanied by a signed and sealed copy of the survey map.

There shall be a signed and sealed certification on the site plan by the surveyor 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.

F-36 The plan shall indicate the acreage of the tract.

F-37 Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.

F-38 The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.

F-39 The plans shall indicate all streets and roads with correct names or route numbers.

F-40 The plans shall indicate all existing streams, bridges, culverts, drainage ditches, and natural watercourses within the tract and within three hundred (300) feet thereof.

F-41 The plans shall indicate the location and size of all existing and proposed easements of any kind.

F-42 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.

F-43 The plans shall indicate the dimensions, floor area, and floor elevation(s) for all proposed buildings. Floor plans for all proposed buildings shall be included.

F-44 The plans shall include preliminary architectural elevation drawings, including dimensions, for each façade of all proposed buildings.

F-45 The plans shall indicate the existing elevation contours at 2-foot intervals within the tract and within 50 feet thereof.

F-46 The plans shall indicate the proposed finished grade elevation contours at 2-foot intervals within the tract; and also indicate proposed finished grade spot elevations at building corners, at street intersections, at parking and loading/unloading area corners, at building entrances and exits, at sidewalk intersections, at drainage inlets, at drainage and wastewater manholes, and at the top and bottom of any proposed retaining wall.

F-47 The plans shall indicate floodways and flood hazard areas, freshwater wetland areas and wetland transition zones, special water resource protection areas, and riparian zones.

F-48 The plans shall indicate the area of disturbance, in acres.

F-49 The plans shall indicate the area of existing and proposed impervious surface, in acres.

F-50 The plans shall indicate parking and loading/unloading space requirement calculations for the proposed development in schedule form; and indicate the location of existing and proposed parking areas, parking spaces, and loading/unloading spaces and facilities. The plans shall show dimensions from parking areas and loading/unloading areas to the property lines, street lines and structures.

F-51 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.

F-52 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.

F-53 The plans shall indicate the construction details for all on-site improvements (i.e. curb, pavement, lighting, etc.)

F-54 The site plans shall include the engineering plans and profiles for all proposed water mains, sanitary sewers, storm drains, and drainage swales.

Scales for plans and profiles shall be: one (1) inch equals not more than fifty (50) feet horizontal, and one (1) inch equals not more than five (5) feet vertical.

F-55 The plans shall indicate the locations, sizes, elevations, grades, and capacities of existing sanitary sewers, storm drains, and drainage ditches or streams to which any proposed facility is to be connected.

F-56 The plans shall indicate the existing and proposed location of all utilities, including electric, telephone, gas, etc.

F-57 The plans shall indicate the location, height, size, appearance (graphic details, materials, color, etc.), and proposed illumination method of all proposed signs, if applicable. Elevation views of all proposed signs shall be included on the plans.

F-58 The plans shall include a Storm Water Management Plan in accordance with Article XXIV of the Holland Township Land Use Code, if applicable.

F-59 The plans shall include a plan for proposed lighting, including fixture location, area of illumination, height and specifications for lamp posts and lighting fixtures, if applicable

F-60 The plans shall include a landscape and buffer planting plan, including a schedule of plant materials and sizes, and construction details.

F-61 The site plans shall indicate the location and size of any existing or proposed above-ground or underground storage tanks.

F-62 A site plan for any manufacturing or industrial use shall be accompanied by:

A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured;

A statement on the anticipated number of shifts and number of employees per shift.

## Check List

### For Determining Completeness of Environmental Impact Assessment

#### Township of Holland, Hunterdon County, New Jersey

Project Name: \_\_\_\_\_

Street Name: \_\_\_\_\_

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

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

Zoning District: \_\_\_\_\_

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

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. An Environmental Impact Assessment is required [under Sec. 100-168.1 of the Township Code] to be prepared and submitted for review and approval in conjunction with the following types of projects:

- An application for major subdivision approval; or
- An application for major site plan approval involving the creation of more than five dwelling units, or more than 20,000 square feet of non-residential floor area, or more than 20 new parking spaces, or more than 20,000 square feet of total additional impervious surface coverage on a site; or
- An application for subdivision or site plan approval requiring a variance pursuant to N.J.S.A. 40:55D-70d(2) [expansion of a non-conforming use], N.J.S.A. 40:55D-70d(4) [an increase in permitted floor ratio], N.J.S.A. 40:55D-70d(5) [an increase in permitted density], or N.J.S.A. 40:55D-70d(6) [an increase in the allowed height of a structure].

## SECTION G:

# Environmental Impact Assessment

*Version September 6, 2018*

Applicant Portion Township Portion

Applicant Portion

Complies, Not Applicable, Waiver Requested

Township Portion

Complies, Not Applicable, Waiver Requested

**Phase I Requirements- The Phase I EIA requirements are encouraged to be submitted at the concept plan review stage. [Details are in Sec. 100-168.1 of the Township Code.]**

G-1 Submit twenty-one (21) copies of the Phase I EIA (the applicant is encouraged to submit the Phase I EIA before submitting a concept plan for proposed project).

G-2 Inventory of existing conditions, including:

- a. Site description
- b. Scenic resources
- c. Geology
- d. Soils
- e. Topography
- f. Surficial hydrology and surface water hydrology
- g. Groundwater hydrology and groundwater quality
- h. Flora and fauna
- i. Historical and archeological sites
- j. Unique or Irreplaceable Land Type and Scenic Resources
- k. Environmental constraints map(s)
- l. Air Quality
- m. Noise

G-3 Description of proposed development, including a project narrative and mapped descriptions indicating the nature of the proposed development, the changes that will occur on the site as a result of the proposed construction, the intended use of buildings, and a comparison to applicable zoning requirements.

G-4 Written assessment of proposed project impacts, including increased potential for water pollution, potential damage to existing vegetation and wildlife systems, alteration of geological features, soil disturbance, increased potential for sedimentation and siltation, increased volumes of stormwater runoff, increases in peak or decreases in low stream flows, loss of farmland, and loss of scenic resources.

G-5 Summary listing of short term and long term impacts attributable to the proposed development.

G-6 Analysis of design alternatives.

G-7 List of required permits and other agency approvals. .

G-8 Bibliography and sources of data.

**Phase II Requirements- The additional Phase II requirements shall be submitted as part of a complete application for any development approvals listed in Section 100-168.1.B.1 of the Holland Township Code.**

G-9 Submit twenty-one (21) copies of the Phase II EIA with an application for development approval.

G-10 Inventory of existing conditions, including:

- a. Site description
- b. Scenic resources
- c. Geology
- d. Soils
- e. Topography
- f. Surficial hydrology and surface water hydrology
- g. Water quality testing/sampling plan
- h. Water Quality Testing/Sampling Plan
- i. Groundwater hydrology and groundwater quality
- j. Hydrogeological Analysis
- k. Flora and fauna
- l. Tree survey
- m. Historical and archeological sites
- n. Unique or Irreplaceable Land Type and Scenic Resources
- o. Environmental constraints map(s)
- p. Air Quality
- q. Noise

G-11 Include a construction schedule and quantifications of proposed land clearance and soil relocation; projected traffic generation; projected sewage generation and potable water demands; proposed methods of storm water management; projected solid waste generation; projected hazardous waste generation where applicable; and projected demands on public utilities with “will serve” letters from each. Narrative to include maps, drawings, and illustrations.

G-12 Description of proposed development, including a project narrative and mapped



- descriptions indicating the nature of the proposed development, the changes that will occur on the site as a result of the proposed construction, the intended use of buildings, and a comparison to applicable zoning requirements.
- G-13 Assessment of impacts from sewage/wastewater generated by the project.
- G-14 Assessment of impacts from solid waste generated by the project.
- G-15 Assessment of impacts from hazardous waste generated from project.
- G-16 Assessment of impacts on water supply by proposed project.
- G-17 Assessment of impacts of surface water runoff from proposed project.
- G-18 Assessment of traffic (pedestrian and vehicular) impacts of proposed project.
- G-19 Assessment of impacts of artificial lighting resulting from proposed project.
- G-20 Assessment of fire protection demands generated by proposed project.
- G-21 Assessment of impacts on avian, terrestrial and aquatic flora and fauna and on their habitats, including the impacts on critical breeding or feeding habitats of rare, threatened or endangered fauna.
- G-22 Assessment of impacts on vegetation communities and associations and on unique, rare or imperiled plant species.
- G-23 Assessment of impacts on Holland Township's historic and scenic resources, with descriptions, maps and photographs of views to the site from prominent nearby and remote locations in the Township and an analysis of the impact on the context of an historic resource.
- G-24 Assessment of potential noise impacts on surrounding residences as well as an assessment of project construction and post-construction compliance with Statemandated limits on daytime and nighttime noise levels as described at N.J.A.C. 7:29-1.2.
- G-25 Assessment of irreversible or unmitigated impacts, and expected benefits to the community, resulting from proposed development.
- G-26 Summary listing of short term and long term impacts attributable to the proposed development.
- G-27 Analysis of design alternatives.
- G-28 List of required permits and other agency approvals.
- G-29 Bibliography and sources of data.

## Check List

### Checklist for Determining Completeness of Application

#### Township of Holland, Hunterdon County, New Jersey

[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: \_\_\_\_\_

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 H:

### Board of Adjustment

*Updated September 6, 2018*

Applicant Portion

Complies, Not Applicable, Waiver Requested

Township Portion

Complies, Not Applicable, Waiver Requested

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 A certified list of property owners within 200 feet, prepared by the Holland Township Tax Assessor.

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

H-11 Fee calculation form

H-12 Escrow agreement form

H-13 3 copies of existing property deeds, including any existing protective covenants or deed restrictions applying to the land.

H-14 A CD or USB Thumb Drive containing electronic (PDF) copies of all required plans, reports and documents.

H-15 A written statement summarizing requests for waivers of any submission checklist requirements (if any).

H-16 A written statement outlining the variances and/or design waivers being requested as part of the application (if any).

- H-17 One (1) copy of completed application form.
- H-18 Photographs of the area on site where improvements will be located.
- H-19 Twelve (12) copies of a Plot Plan, drawn to scale. Plot Plan (Survey) to show:
- H-20 *Overall lot dimensions*
- H-21 *Acreage of tract*
- H-22 *Reference meridian*
- H-23 *Septic and well location*
- H-24 *Existing structures, pools, fences, trees, utility services, easements, driveways, culverts, streams, and drainage ditches on the tract*
- H-25 *Written scale and graphic scale*
- H-26 *Minimum required setback lines and actual setback dimensions*
- H-27 *Proposed improvements, drawn to scale indicating dimensions and distances from side, rear and front yards*
- H-28 Floor Plans(s) of existing building (if applicable) and proposed building
- H-29 Building Elevation Plans of proposed structure (front, sides, rear) with dimensions and height of Building
- H-30 An application for Highlands Resource Review in accordance with the Highlands Land Use Ordinance Chapter 101 of the Township Code (as applicable).

Notation: Checklist G (EIA), Maser is working with the Environmental Commission on incorporating the NJDEP Green Acres Preliminary Assessment Checklist items into the Township's EIA checklist and ordinance. Once the EC reviews the document, it will be submitted to the Planning Board for review. The Board of Adjustment checklist has been sent to the Board of Adjustment for review and the Engineer works with the Planning Board Engineer with recommendations.

Mike Keady explained that the Environmental Commission is in favor of leaving the existing checklist in place and will support looking into the need for more environmental controls in the checklist as a future task.

Ken Grisewood expressed the need to review the ordinance concerning Lights regarding restrictions of glare and upward glare. The ordinance has not been updated and there are changes that should be explored. He suggests that the Engineer review the ordinance. Landscape buffering is another item of concern and we should also review that topic especially with regards to residential vs commercial. A recommendation was that Ken Grisewood would forward information to Secretary Kozak so that the planning board can explore the possibility of making future changes. All agreed that we need to explore the possibilities of making changes potentially yearly with the budget to consider as well.

A motion was made by Tom Scheibener and seconded by Mike Miller to adopt the checklists as distributed. At a roll call vote, all present were in favor of the motion. Motion carried. Secretary Kozak will forward the checklists with a memo showing the vote box to the Clerk for a Township Committee agenda item.

**Board Member Discussion:**

- Bock 15 Lot 1 – Phillips Farm on the corner of Rt 519 and Rt 614. Nothing to report at this time.

**Public Comment**

Ted Harwick – school question regarding a site plan waiver request and can a resident get the same type of waiver? More explanation of the school believe a courtesy review was being discussed at the meeting which did not necessarily require board representation.

Ken Grisewood – 672 Milford Warren Glen Road – he believes the school should be present to discuss the questions of the project. They should do a presentation. They owe Holland Township the courtesy to be present at a board meeting.

**Executive Session**

There was no Executive Session scheduled at this time.

**Adjournment**

Dan Bush made a motion to adjourn. Motion approved. The meeting ended at 8:25 p.m.

Respectfully submitted,  
*Maria Elena Jennette Kozak*  
 Maria Elena Jennette Kozak  
 Secretary