

Checklist
For Determining Completeness of Application
Submitted Under Chapter 101 Highlands Land Use Ordinance
Township of Holland, Hunterdon County, New Jersey

Project Name: _____ Street Location: _____ Applicant(s): _____ Signature of Applicant: _____	Zoning District(s): _____ Block: _____ Lot(s): _____ The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes, but required prior to the approval of the application.
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		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
General submission requirements. All applications shall be accompanied by the following:						
I-1	Application fees and escrow deposits. Fee Calculation Form, together with the required filing fee(s) and review escrow fee (For fee schedule, see §101-44 of the Holland Township Code).					
I-2	Fourteen (14) copies of completed application forms.					
I-3	Prior approvals. All applications requiring prior approvals pursuant to the provisions of Chapter 101 shall provide evidence of receipt of same, as listed in Section 101-45.A.(4). All such applications shall be accompanied by copies of the specific plans, reports and other materials to which such approval applies. For additional details See §101-45A(4)(a) through (f).					
I-4	Mapping instructions. All mapped information shall be provided for the full parcels affected by the proposed project and a distance of 200 feet from the outer boundaries of all affected parcels. See Section 101-45.A(5) for details.					
Highlands resource review:						
I-5	Identification of Highlands Planning Area or Preservation Area and Highlands Zone or Sub-Zone in which the property is located.					
I-6	Identification of Highlands Resource and Protection Areas in which the property is located, inclusive of Highlands Council maps indicating the boundary lines of same unless fully encompassing the property.					
I-7	Existing and proposed use(s) and accessory use(s), including any proposed major or minor PCS.					
I-8	Copy of property survey indicating metes and bounds, existing buildings, structures, impervious surfaces, significant site features (e.g., water bodies), easements or other such encumbrances.					
I-9	Plans showing the proposed area of disturbance for all aspects of the development, including but not limited to buildings, driveways, utilities, landscaped areas, and all appurtenant structures.					
I-10	Plans showing the proposed grading, soil conservation plan, and sediment and soil erosion control plan.					

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I-11	Plans showing proposed conservation restrictions or easement(s) to be provided (if applicable) pursuant to §101-35.					
I-12	Plans documenting baseline conditions in all areas designated for public (or non-profit land trust) open space preservation.					
I-13	<p>Water use.</p> <p>Existing and proposed water demand inclusive of calculations based on use and unit/square footage equivalents listed at §101-21C.</p> <p>For any application proposing an average of 6,000 or more gallons per day of new or increased water use pursuant to §101-27B, all submission items required pursuant to any adopted municipal or subwatershed-based WUCMP or items i through iii under §101-45B(1)(i)[2][b], where a WUCMP has not been adopted and the application proposes use of conditional water availability pursuant to §101-27G(2).</p>					
I-14	<p>Septic systems.</p> <p>For all applications proposing new septic systems, plans showing the proposed location and configuration of such system(s), including designated area(s) for reserve septic disposal field(s) pursuant to §101-38. Plan notes indicating that the septic system(s) shall be designed in accordance with N.J.A.C. 7:9A, and that design plans and details are subject to the approval of the Hunterdon County Health Director.</p> <p>Proposed deed restrictions to be imposed to prohibit the installation or construction of any permanent improvements within the reserve disposal area(s) pursuant to §101-38.</p>					
I-15	<p>Stormwater management.</p> <p>For applications regulated under municipal or regional stormwater management plans (or both), all applicable submission requirements pertinent thereto.</p> <p>Proposed low-impact development management practices to minimize the creation or increase of stormwater runoff due to development or disturbance of the site.</p>					
I-16	<p>Low-impact development.</p> <p>Description of Conservation Design Planning process, pursuant to §101-34B.</p> <p>Landscape plan indicating type, species, quantity and location of plantings; planting details.</p> <p>Description of building energy efficiencies, building orientation and site design.</p> <p>Description of proposed reuse or recycling of building materials.</p>					
The following must be submitted for Highlands Resources & Resource Areas:						
I-17	<p>In addition to the base submission requirements of §101-45A and B, the following shall apply:</p> <p>Existing features and site analysis plan, identifying and mapping of all Highlands Open Waters and water bodies, all existing structures; all significant physical features; and existing trails and greenways, and preserved lands and farmland.</p> <p>Architectural elevation renderings, if structures are proposed.</p> <p>A list of pre-existing encumbrances affecting the property.</p> <p>Copies of related surveys, site plans, professional reports and environmental site assessments.</p>					

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I-20	<p>Forest Resources.</p> <p>Plans identifying forests using the Highlands Council Forest Resource Area, and Total Forest GIS layers for forest resources.</p> <p>Information identifying upland forests existing outside of the limits of the Total Forest Area by use of the Forest Determination methodology.</p> <p>Where required in connection with disturbances pursuant to §101-22D, forest impact report (§101-22E), and Forest Mitigation Plan (§101-22F).</p>					
I-21	<p>Highlands Open Waters and Riparian Areas.</p> <p>Maps showing the location of all Highlands Open Waters, Highlands Open Waters buffers, and Riparian Areas.</p> <p>For linear development pursuant to §101-23C(8), all items required as listed therein.</p>					
I-22	<p>Steep Slopes.</p> <p>Map showing limits of Steep Slope Protection Area.</p> <p>Map showing any additional areas of contiguous steep slopes as per §101-45F(2).</p> <p>For any application proposing linear development of a Moderately or Severely Constrained Slope Area pursuant to §101-24C(1), all items as listed and required therein.</p> <p>For any application proposing disturbance of a Constrained or Limited Constrained Slope pursuant to §101-24C(2), a steep slope development plan as per §101-45F(4).</p> <p>For any application proposing to disturb 5,000 square feet or more of Constrained or Limited Constrained Steep Slopes an environmental impact statement or report as per §101-45F(5)(a) and hydrology, drainage and flooding analysis report or reports as per §101-45F(5)(b).</p>					
I-23	<p>Critical Habitat.</p> <p>Maps identifying Critical Habitat using the Critical Habitat GIS layers for Critical Wildlife Habitat, Significant Natural Areas and Vernal Pools.</p>					
I-24	<p>Carbonate Rock Areas.</p> <p>Map identifying the limits of Carbonate Rock Area.</p> <p>For applications proposing development within any Carbonate Rock Drainage Area, map identifying the limits of same.</p> <p>Identification and description of any existing or proposed major PCS and proposed best management practices pursuant to §101-29C(1).</p>					

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I-25	<p>Prime Groundwater Recharge Areas.</p> <p>Map identifying Prime Groundwater Recharge Areas.</p> <p>For any application proposing to disturb a Prime Groundwater Recharge Area:</p> <p style="padding-left: 40px;">Site analysis and proposed low-impact development techniques pursuant to §101-28C.</p> <p style="padding-left: 40px;">PGWRA Mitigation Plan pursuant to §101-28C(4).</p> <p style="padding-left: 40px;">Hydrology, drainage and flooding analysis report or reports as per §101-45(2)(c).</p> <p style="padding-left: 40px;">Site-specific geologic, hydrogeologic and pedologic analysis as per §101-45I(2)(d).</p> <p>Identification and description of any existing or proposed major PCS and proposed best management practices pursuant to §101-29C(1).</p>					
I-26	<p>Wellhead Protection.</p> <p>Map identifying WHPAs and time of travel tiers.</p> <p>Identification and description of any existing or proposed major or minor PCS.</p> <p>For parcels within a Tier 1 WHPA for which a new or expanded major PCS is proposed, the proposed best management practices pursuant to §101-29C(1).</p> <p>Copies of any related hydrogeologic/geologic reports, remediation reports, results of soil or groundwater analyses or other environmental assessment reports.</p>					
I-27	<p>Agricultural Resource Areas (ARA).</p> <p>Map identifying the limits of the ARA as provided in this chapter.</p> <p>Such additional plans and information as may be required in the review of any agricultural or horticultural development proposal pursuant to municipal provisions set forth at §101-30C.</p> <p>For cluster/conservation design development, all submission checklist items as provided at §101-45L.</p>					
I-28	<p>Cluster/conservation design development.</p> <p>Property survey(s) identifying the limits and configuration of the proposed cluster project area, inclusive of all contributing parcels in the case of noncontiguous clustering and indicating all tract or parcel areas to the nearest one hundredth acre.</p> <p>Development plans applicable to the development set-aside of the project as per §101-45L(2).</p> <p>Development plans as per §101-45L(3).</p> <p>Proposed plans applicable to the preservation set-aside of the cluster project area including:</p> <p style="padding-left: 40px;">For ARA applications proposing preserved farmland, information identifying farmland soil quality on the project site.</p> <p style="padding-left: 40px;">Plans for agricultural or horticultural development, including all information required under §101-45L(2).</p> <p style="padding-left: 40px;">Plans for open space preservation, if applicable, including amenities.</p> <p style="padding-left: 40px;">Proposed conservation restrictions pursuant to §101-41D, identifying intended dedications regarding all preserved portions, including those applicable to any noncontiguous parcels.</p> <p>Identification of any preserved land or land known to be targeted for preservation located within 200 feet of the subject property.</p>					