Township of Holland
Hunterdon County, New Jersey

General Instructions
For
Planning Board Submissions

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

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

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

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

http://hollandtownship.org/planningboard.html

This will permit more adequate public notice of last minute changes in the agenda.
PLANNING BOARD & BOARD OF ADJUSTMENT
APPLICATION FORM

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

(To be completed by Township staff only)

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

1. Subject Property

Applicant

Name ____________________________
Address ____________________________
Telephone No. ____________________________ Cell No. ____________________________
Applicant is a: Corporation _______ Partnership _______ Individual _______

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

Owner

Name ____________________________
Address ____________________________
Telephone No. ____________________________

Disclosure Statement

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

[Attach pages as necessary to fully comply]

Street Address: ____________________________

Tax Map: Page_______ Block_______ Lot(s)_______
Page_______ Block_______ Lot(s)_______

Zoning District_______ Lot Area_______ Lot Width_______ Lot Depth_______

Public Sewer_______ Public Water_______ Well_______

1
Present use of premises


Proposed use of premises


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

Yes [attach copies] ______ No ______ Proposed [explain] ________________

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

2. Applicants Professionals

Applicant's Attorney
Address
Telephone No. __________________ Fax No. __________________

Applicant's Surveyor
Address
Telephone No. __________________ Fax No. __________________

Applicant's Engineer
Address
Telephone No. __________________ Fax No. __________________

Applicant's Planner
Address
Telephone No. __________________ Fax No. __________________

Other
Address
Telephone No. __________________ Fax No. __________________

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

Name ____________________
Field of Expertise ____________________
3. Application Represents a Request for the Following:

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

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

Discussion Item:
___ Minor Subdivision
___ Major Subdivision
___ Minor Site Plan
___ Major Site Plan
___ Other

Reason for Discussion:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

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

List Ordinance Section(s) from which Variance(s) are Requested: (attach additional pages as needed)
Waivers Requested of Development Standard and/or Submission Requirements: (attach additional pages as needed)


Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: (attach pages as needed)


General Information

Is Public Water Line Available?
Is Public Sanitary Sewer Available?
Does the Application Propose a Well and Septic System?
Are any Off-Tract improvements required or Proposed?
Date Property Acquired
Has there been any previous appeal, request, application to the Townships Board’s: (if so, state the nature, date and disposition of said matter)
Other Approvals which may be Required

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Date Plans Submitted</th>
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<tr>
<td>County Health Department</td>
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<td>County Planning Board</td>
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<td>County Soil Conservation District</td>
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<td>NJ Dept. of Environmental Protection</td>
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<td>Stream Encroachment Permit</td>
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<tr>
<td>Wetlands Permit</td>
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<td>Other</td>
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Provide a delivery receipt and copy of application along with the application.

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

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

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

Sworn to and subscribed before me this
Day of , 20

______________________________  ________________________________
Notary Public                                Signature of Applicant

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

Sworn to and subscribed before me this
Day of , 20

______________________________  ________________________________
Notary Public                                Signature of Applicant

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

__________________________  ________________________________
Date                                Signature of Applicant
Township of Holland

Replenishment of Escrow Accounts

Application No. _______ Block _____ Lot _____ Applicant ________________

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

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

Applicants Signature ________________________________ Date __________

Return of Escrow Funds

Application No. _______ Block _____ Lot _____ Applicant ________________

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

Gerald Philkill, P.E., Township Engineer Date __________

Donald Morrow, Esq., Township Attorney Date __________

Betsy McKenzie, Township Planner Date __________
Site Walk Authorization

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

Applicant: ____________________________

Block______ Lot________

Site Address: __________________________

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

Applicant’s or Representative’s Signature ______________________ Date ____________
REQUEST FOR 200 FOOT PROPERTY LISTING

DATE REQUESTED _______________ BLOCK _______ LOT _______

PROPERTY LOCATED ON __________________________________________

PERSON REQUESTING LISTING ____________________________________

CONTACT PHONE NUMBER _________________________________________

LIST TO BE PICKED UP ______ LIST TO BE MAILED TO ________________________

PAYMENT RECEIVED $ _______ CHECK _______ CASH ______
NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

Township of Holland Planning Board

NOTICE OF HEARING ON APPEAL OR APPLICATION FOR DEVELOPMENT

TAKE NOTICE that on the _____ day of ________, 20__, at 8:00 o’clock p.m., a hearing will be held before the Holland Township Planning Board in the meeting room at the Municipal Building, 61 Church Road, on an appeal and/or an application for development of the undersigned for variance(s), exception(s) and/or other relief so as to permit (insert description of proposed development and use of the property along with a listing of those ordinance provisions from which relief is sought):

__________________________________________________________________________

__________________________________________________________________________

on the premises located at
and designated as Block ______ Lot _______ on the Holland Township Tax Map.

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

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

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

__________________________________________________________________________

Name of Applicant

Publication date: __________________
TOWNSHIP OF HOLLAND
COUNTY OF HUNTERDON
ORDINANCE NO. 2004-14

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

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

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

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

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

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

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

Judith Belardo, Clerk
Holland Township  
61 Church Road, Milford, NJ 08848  

Certification of Ownership  

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

Owners Signature ____________________________ Date ___________  

Applicants Signature ____________________________ Date ___________  

Sworn to and subscribed before  

me this ________ day of  

____________________, 2005.  

____________________  
Notary Public
Holland Township, Hunterdon County
Highlands Preservation Area Checklist

Applicant: ______________________________
Block: ____ Lot: ______

I hereby certify that Block _____, Lot _____ is located within the Boundaries of the Highlands Preservation Area.
Township of Holland

Fee Calculation Form

See Ordinance No. 2008-22 to calculate fees

Applicant: ________________________________
Block ____ Lot __________

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Fee</th>
<th>Escrow</th>
<th>Total</th>
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<tbody>
<tr>
<td>Appeal</td>
<td>$800</td>
<td></td>
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<tr>
<td>Request for Zoning Interpretation</td>
<td>$300</td>
<td>$2,300</td>
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<tr>
<td>Hardship Zoning &quot;c&quot; Variance</td>
<td>$500</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>&quot;c&quot; Variance – Garage or Accessory Shed (only)</td>
<td>$200</td>
<td>$1,000</td>
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<tr>
<td>Use or &quot;d&quot; Variance</td>
<td>$700</td>
<td>$6,000</td>
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<tr>
<td>Conditional Use Permit</td>
<td>$700</td>
<td>$3,000</td>
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</tr>
<tr>
<td>Construction permit in conflict with Official Map or construction permit for lot not related to street</td>
<td>$500</td>
<td>$3,000 per lot</td>
<td></td>
</tr>
<tr>
<td>Discussion Item-Informal (conceptual) review</td>
<td>$150</td>
<td>$300 per lot</td>
<td></td>
</tr>
<tr>
<td>Minor Subdivision</td>
<td>$200</td>
<td>$1,500 /lot</td>
<td></td>
</tr>
<tr>
<td>Proposed # Lots 1</td>
<td>$200/Lot</td>
<td>$1,500 /lot</td>
<td></td>
</tr>
<tr>
<td>Preliminary Major Subdivision</td>
<td>$1,000</td>
<td>$1,200 /Lot or unit (min. $12,000)</td>
<td></td>
</tr>
<tr>
<td>Total # Lots</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Major Subdivision</td>
<td>$300</td>
<td>$1,500 plus $600 /Lot or Unit (min. $6,000)</td>
<td></td>
</tr>
<tr>
<td>Total # Lots</td>
<td>$300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor Site Plan</td>
<td>$300</td>
<td>$1,100</td>
<td></td>
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<tr>
<td>Preliminary Major Site Plan w/Well</td>
<td>$1,000</td>
<td>$750, plus $11.00 /1,000 sq. ft. of lot area*, $11.00 /100 sq. ft. of gross floor area of building</td>
<td></td>
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<tr>
<td>Lot Area</td>
<td>$300</td>
<td>$750, plus $3/1,000 sq. ft. of lot area *, plus $3/100 sq. ft. of gross floor area of building</td>
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</tr>
<tr>
<td>Gross Floor Area (all levels)</td>
<td>$300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Major Site Plan</td>
<td>$300</td>
<td>$500/lot or site</td>
<td></td>
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</tbody>
</table>

TOTAL

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

✓ Separate checks payable to Holland Township are required for the filing fee and escrow.
✓ Where an application for development includes several approval requests, the sum of the individual fees and escrow shall be paid.
✓ It is the responsibility of the applicant, attorney or engineer to determine the correct fees.
* Please Fill in * mandatory effective 4/2012

Form W-9

Request for Taxpayer Identification Number and Certification

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

Print or type information and answers to questions on this page. If you need more space, attach a sheet to this page.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box:  □ Individual/ Sole proprietor  □ Corporation  □ Partnership  □ Other □ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. person (including a U.S. resident alien).

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

Sign Here

Signature of U.S. person

Date

Purpose of Form

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

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

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

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

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

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

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

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

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

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