

PLANNING BOARD  
APPLICATION FORM  
Discussion Item

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

For Township Use Only

Date Filed: \_\_\_\_\_  
Planning Board: \_\_\_\_\_  
Application No.: \_\_\_\_\_  
Application Fees: \_\_\_\_\_  
Escrow Deposits: \_\_\_\_\_  
Scheduled for: \_\_\_\_\_

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*Applicant*

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

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

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

*Attorney*

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

*Engineer*

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

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

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

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

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

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

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

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

**Discussion Item:**

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

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

Has there been any previous appeal, request, application to the Townships Board's: (if so, state the nature, date and disposition of said matter) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**100-162. Informal Submission**

Application Fee: \$75.00 Escrow Deposit: \$100.00\*

**Informal Submission** - An informal submission is optional. A Discussion application must meet the agenda deadline. The purpose of the discussion will be to review overall development concepts in order to assist the applicant in the preparation of subsequent plans. No decisions will be made and no formal action taken. Discussion and recommendations are informal and not binding. The Planning Board shall have the right

to limit and control the extent, length and scope of an informal discussion and request that the matter be heard formally. In most cases, Board Professionals will not review the discussion item.

*Submission should contain:*

1. 12 Copies of Application.
2. 12 Copies of an informally prepared plat of sufficient accuracy to discuss the overall development concept.
3. Proof that taxes are paid to date.
4. Application fee and Escrow deposit.

\*Additional escrow may be required if it is felt a Board Professional should be consulted. Decision would be made at time of application.

## 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 \_\_\_\_\_

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### Return of Escrow Funds

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Township Of Holland

**Site Walk Authorization**

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

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

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

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

Comments:

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

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

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

\_\_\_\_\_  
Date

# Township of Holland

## Fee Calculation Form

See Ordinance No. 2008-22 to calculate fees

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

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

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

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

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