

**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.
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<b>SECTION F:</b> <b>Minor Site Plan</b> <i>Version 11/20/08</i>		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
<b>The following must be submitted for a complete Minor Site Plan application:</b>						
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.					

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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	<p>An application for development shall not be deemed complete until such time as the following documents have been submitted by the applicant (a waiver from this checklist item cannot be granted by the local review authority, pursuant to the Highlands Act):</p> <ol style="list-style-type: none"> <li>1. For projects that are exempt from the requirements of the Highlands Act: <ol style="list-style-type: none"> <li>a. In the Preservation Area, a Highlands Applicability Determination issued pursuant to N.J.A.C. 7:38 by NJDEP;</li> <li>b. In the Planning Area, within a conforming jurisdiction, a Highlands Planning Area Exemption Determination issued pursuant to N.J.S.A. 13:30-28 by the Highlands Council; and</li> <li>c. A Letter of Interpretation or Letter of Exemption issued by the New Jersey Department of Environmental Protection pursuant to the requirements of the Freshwater Wetlands Protection Act rules at N.J.A.C. 7:7A, where applicable, indicating the absence of freshwater wetlands, indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, or indicating that the project or proposed activities to be conducted are exempt from the Freshwater Wetlands Protection Act regulations.</li> </ol> </li> <li>2. For projects in the Preservation and or Planning Area, where a project or proposed activity has not been determined to be exempt from the Highlands Act: <ol style="list-style-type: none"> <li>a. For applications for development in the Preservation Area, a Highlands Preservation Area Approval issued by NJDEP pursuant to the Highlands Water Protection and Planning Act rules at N.J.A.C. 7:38;</li> <li>b. A Highlands Consistency Determination issued by the Highlands Council;</li> <li>c. Specific checklist items required in compliance with Resource Protection Regulations adopted to achieve Plan Conformance; and</li> <li>d. A Letter of Interpretation or Letter of Exemption issued by the New Jersey Department of Environmental Protection pursuant to the requirements of the Freshwater Wetlands Protection Act regulations at N.J.A.C. 7:7A, where applicable, indicating the absence of freshwater wetlands, indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, or indicating that the project or proposed activities to be conducted are exempt from the Freshwater Wetlands Protection Act regulations.</li> </ol> </li> </ol>					
F-18	<p>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.</p> <p>Eight (8) additional copies of the site plans must be submitted when application has been determined to be complete.</p>					

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<b>The site plans must show or include the following for a complete application:</b>						
F-19	All plan sheets shall be of the following standard size: 30"x42", 24"x36", 15"x21", 8½"x13".					
F-20	The plan scale shall be 1 inch equals not more than 50 feet.					
F-21	The tax map sheet, block and lot number of the tract shall be indicated.					
F-22	The name of development, if any, shall be indicated.					
F-23	The name, address, telephone number, and fax number of the owner of the property shall be indicated.					
F-24	The name, address, telephone number, and fax number of the applicant shall be indicated.					
F-25	The date of original preparation and date(s) of revisions, if any, shall be indicated.					
F-26	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-27	A written and graphic scale shall be indicated on each plan sheet.					
F-28	A reference meridian shall be indicated on each plan sheet.					
F-29	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-30	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-31	Approval signature lines for Board Chairman, Board Secretary, and Board Engineer shall be indicated on the plan.					
F-32	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-33	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-34	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.					

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F-35	The plan shall indicate the acreage of the tract.					
F-36	Front, side and rear yard setback lines shall be labeled and dimensioned on the plans.					
F-37	The plans shall indicate the location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
F-38	The plans shall indicate all streets and roads with correct names or route numbers.					
F-39	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-40	The plans shall indicate the location and size of all existing and proposed easements of any kind.					
F-41	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-42	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-43	The plans shall include preliminary architectural elevation drawings, including dimensions, for each façade of all proposed buildings.					
F-44	The plans shall indicate the existing elevation contours at 2 foot intervals within the tract and within 50 feet thereof.					
F-45	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-46	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-47	The plans shall indicate the area of disturbance, in acres.					
F-48	The plans shall indicate the area of impervious surface, in acres.					
F-49	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-50	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-51	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-52	The plans shall indicate the construction details for all on-site improvements (i.e. curb, pavement, lighting, etc.)					

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F-53	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-54	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-55	The plans shall indicate the existing and proposed location of all utilities, including electric, telephone, gas, etc.					
F-56	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-57	The plans shall include a Storm Water Management Plan in accordance with Article XXIV of the Holland Township Land Use Code, if applicable.					
F-58	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-59	The plans shall include a landscape and buffer planting plan, including a schedule of plant materials and sizes, and construction details.					
F-60	The site plans shall indicate the location and size of any existing or proposed above-ground or underground storage tanks.					
F-61	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.					