

Check List
Board of Adjustment Checklist for Determining Completeness of Application
Township of Holland, Hunterdon County, New Jersey
Version 11/20/2008
SECTION H:

[If application is also being made to the Board of Adjustment for subdivision and/or site plan approval, the relevant checklist(s) in this Appendix F for that approval shall also be completed and submitted.]

Application Number: _____
Street Location: _____
Applicant: _____
Signature of Applicant: _____

Zoning District: _____

Block: _____ Lot: _____

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.

Maps, Reports and Other Written Information Required for Complete Application		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
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	Certified list of adjoining property owners.					
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					
H-14	One (1) copy of completed application form.					

Maps, Reports and Other Written Information Required for Complete Application		Applicant Portion			Township Portion	
		Complies	Not Applicable	Waiver Requested	Complies	Does Not Comply
H-15	Photographs of the area on site where improvements will be located.					
H-16	Twelve (12) copies of a Plot Plan, drawn to scale. Plot Plan (Survey) to show:					
H-17	<i>Overall lot dimensions</i>					
H-18	<i>Acreage of tract</i>					
H-19	<i>Reference meridian</i>					
H-20	<i>Septic and well location</i>					
H-21	<i>Existing structures, pools, fences, trees, utility services, easements, driveways, culverts, streams, and drainage ditches on the tract</i>					
H-22	<i>Written scale and graphic scale</i>					
H-23	<i>Minimum required setback lines and actual setback dimensions</i>					
H-24	<i>Proposed improvements, drawn to scale indicating dimensions and distances from side, rear and front yards</i>					
H-25	Floor Plans(s) of existing building (if applicable) and proposed building					
H-26	Building Elevation Plans of proposed structure (front, sides, rear) with dimensions and height of Building					