

**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.

**ADVISORY NOTIFICATION TO APPLICANTS FOR DEVELOPMENT  
COAH SCARCE RESOURCE RESTRAINT IN EFFECT**

**TO ALL APPLICANTS:**

Please be advised that the entirety of Holland Township is currently under a Scarce Resource Restraint Order imposed by the New Jersey Council on Affordable Housing (COAH). The Scarce Resource Restraint Order is expected to be in place through at least the end of 2009.

The scope of the Scarce Resource Restraint Order applies to any and all municipal actions associated with development approvals, water allocations and wastewater allocations, except for those activities listed as exempt by COAH or for which COAH has granted a waiver. ***Please review the attached copy of the December 17, 2008, letter from COAH for a listing of exempt activities and instructions for obtaining a waiver from COAH for a non-exempt activity.***

If you choose to process an application before the Holland Township Planning Board or Zoning Board of Adjustment that is not exempt, you may do so without first obtaining COAH's approval of a waiver, ***but any approval you may receive is required to be conditioned on COAH's approval of a waiver.*** Therefore, we urge you to apply first to COAH for the waiver and then to proceed with preparing and processing your development application once you have received the waiver. That way you do not expend funds unnecessarily on an application with an uncertain outcome.

This Advisory Notice is provided to you as a courtesy. In giving this Notice, the Township is not making any representation as to your ability to obtain a COAH waiver or as to whether there will or will not be other factors affecting the ability of your proposed development to use the affected Resources. This Notice is not intended to preclude you from submitting and processing your development application in Holland Township, but rather to make you aware of the conditional nature of the Township's approval authority while the Order is in effect. Applicants should communicate directly with COAH for procedures to apply for a waiver.



State of New Jersey  
Council on Affordable Housing

101 SOUTH BROAD STREET  
PO BOX 813  
TRENTON NJ 08625-0813  
(609) 292-3000  
(609) 633-6056 (FAX)

JON S. CORZINE  
Governor

JOSEPH V. DORIA JR.  
Commissioner  
LUCY VANDENBERG  
Executive Director

December 17, 2008

Re: Application of COAH Scarce Resource Restraint to Highlands Municipalities

To All Concerned:

Please accept this letter on behalf of the New Jersey Council on Affordable Housing ("COAH" or the "Council") concerning development within Highlands municipalities under the provisions of COAH's scarce resource restraint. As you are aware, on November 12, 2008, the Council adopted a resolution placing a scarce resource restraint upon all municipalities in the Highlands Region. The scarce resource restraint states in pertinent part,

BE IT FURTHER RESOLVED, that the scope of this scarce resource restraint shall apply to any and all municipal actions associated with development approvals, water allocation and wastewater allocation but shall not apply to single-family or duplex units on existing lots, any residential development that includes at least a 20 percent set-aside on-site for affordable housing or any activity that is formally determined to be exempt from the Highlands Act or is formally granted a waiver under the Highlands Act or the RMP[Regional Master Plan]...

The restraint applies in all Highlands municipalities under COAH's jurisdiction. It applies to residential and non-residential development in both the Planning Area and the Preservation area of the Highlands.<sup>1</sup>

Consistent with N.J.S.A. 40:55D-21 and 22 of the Municipal Land Use Law ("MLUL"), a municipality may review development applications and determine whether the application is complete without the project first receiving a waiver of the scarce resource restraint from COAH. Further, the municipality may also determine whether the application meets its requirements for approval. If the project meets the requirements for approval, pursuant to N.J.S.A. 40:55D-22 the municipality may issue an approval of the development application, "conditioned on removal of

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<sup>1</sup> Washington Township, Morris County and White Township, Warren County are not subject to the scarce resource restraint as they have already received third round substantive certification.

such legal barrier to development." As applied to COAH's scarce resource restraint, the removal of COAH's scarce resource restraint or the Council's grant of a waiver of the scarce resource restraint to a particular property and development would be a required condition of any development approval granted by a municipality.

In addition, COAH recommends that before proceeding with the submission of a plan by a developer and the review of same by a Highlands municipality, both parties may wish to consult with one another in order to preliminarily determine if the project would meet with COAH's approval under the scarce resource restraint. For example, the parties may wish to determine whether a particular property could be used as a potential affordable housing site to meet a municipality's obligation.

Applicants seeking a waiver of COAH's scarce resource restraint should follow COAH's waiver process set forth at N.J.A.C. 5:96- 15. Waivers should be submitted to COAH in the form of a motion pursuant to N.J.A.C. 5:96- 13, and should be submitted to the entire COAH service list. Any application covered in the list below does not need to obtain a waiver from the scarce resource restraint, and its municipal approval does not have to be conditioned upon the receipt of a waiver from COAH:

**Exemptions to the Highlands Scarce Resource Restraint:**

1. Projects consisting of a 20% (or greater) affordable housing setaside;
2. Construction of single or two family homes on existing lots;
3. Issuance of a building permit where the project has already received all necessary permits and approvals at the municipal and state level as of November 12, 2008, or where a project has received municipal approvals and does not require state permits;
4. Projects that have been formally granted a waiver under the Highlands Act or the RMP;
5. Projects that have been formally deemed exempt by the Highlands Council or NJDEP;
6. Reconstruction of buildings within 125% of the footprint that existed as of November 12, 2008;
7. Improvements to single or two-family homes in existence as of November 12, 2008, including but not limited to an addition, garage, shed, driveway, porch, deck, patio, swimming pool or septic system;
8. Improvements to non-residential structures used as a place of worship, school or hospital in existence as of November 12, 2008, including but not limited to new structures, an addition to an existing building or structure, or a sanitary facility;
9. Woodland and Forest management plans: An activity conducted in accordance with an approved woodland management plan; or an approved wetland mitigation bank;
10. Construction or extension of trails with non-impervious surfaces on publically owned lands or on privately owned lands where there is a conservation or recreational use easement;

11. Repair of transportation or infrastructure systems, including the routine maintenance and operation, rehabilitation, preservation, reconstruction, or repair of transportation or infrastructure systems by a State or local government entity provided the activity is consistent with the goals of the Highlands Act;
12. Transportation safety projects, including bicycle and pedestrian facilities by a State or local government entity provided the activity is consistent with the goals of the Highlands Act;
13. Public utility lines, rights of way or systems, including the routine maintenance and operations, rehabilitation, preservation, reconstruction, repair or upgrade of public utility lines, rights of way or systems by a public utility, provided the activity is consistent with the goals and purposes of the Highlands Act;
14. Reactivation of rail lines and rail beds existing as of November 12, 2008;
15. Construction of a public infrastructure project prior to November 12, 2008 or a capital improvement project approved by public referendum prior to November 12, 2008;
16. Mining, quarrying, or production of ready mix concrete, bituminous concrete, or Class B recycling materials occurring on a site existing on November 12, 2008;
17. Remediation of any contaminated site pursuant to P.L.1993, c.139 (C.58:10B-1 et seq.);
18. Any lands of a federal military installation existing as of November 12, 2008;
19. Cell phone antennae on existing structures;
20. Non-residential development applications seeking to re-occupy existing non-residential spaces;
21. Issuance of a certificate of occupancy for a preexisting structure;
22. Extensions of any prior approvals, where there is no change in the terms of the approval, or where the change is covered by the exemptions listed here;
23. Changes of occupancy;
24. Interior or exterior renovations;
25. Demolition of non residential structures;
26. Requests for interpretations;
27. Permits for signage;
28. Applications for site improvements that are not related to new construction or development, including retaining walls, HVAC work and handicapped access;
29. Appeals of decisions by the Administrative Officer;
30. Applications for subdivisions not related to new construction or development (e.g., lot line adjustments, consolidations);
31. Applications for development required by an Order of the Fire Marshal, Construction Official, or Code Enforcement Officer to address conditions cited pursuant to the Uniform Fire Code, the Uniform Construction Code, or the adopted Property

- Maintenance Code, or other standards, for remediation of conditions affecting public health, public or occupant safety, structural safety, or accessibility hazards;
32. Construction of accessory structures only;
  33. Lot line adjustments where no new building envelope is created;
  34. Development proposals that involve properties less than 0.10 acres in area;
  35. Subdivisions necessary to settle the estate of a decedent;
  36. Applications to the Zoning Board of Adjustment for 'a' and 'b' variances under N.J.S.A. 40:55D-70.

Applications to the Zoning Board of Adjustment for 'c' and 'd' variances under N.J.S.A. 40:55D-70 shall be reviewed by the Executive Director of COAH who shall determine whether the application needs to be processed as a waiver.

If you have any questions, please do not hesitate to contact Gina Fischetti at (609) 633-6186.

Sincerely,

A handwritten signature in cursive script that reads "Lucy L. Vandenberg". The signature is written in black ink and is positioned centrally on the page.

Lucy Vandenberg, PP, AICP  
Executive Director

# **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 \_\_\_\_\_

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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 \_\_\_\_\_

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]
- Direct Issuance of a Permit for a Lot Lacking Street Frontage [N.J.S. 40:55D-35]

List Ordinance Section(s) from which Variance(s) are Requested: (attach additional pages as needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### Other Approvals which may be Required

	Yes	No	Date Plans Submitted
_____ County Health Department	_____	_____	_____
_____ County Planning Board	_____	_____	_____
_____ County Soil Conservation District	_____	_____	_____
_____ NJ Dept. of Environmental Protection	_____	_____	_____
_____ Stream Encroachment Permit	_____	_____	_____
_____ Wetlands Permit	_____	_____	_____
Other			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***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 \_\_\_\_\_

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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**  
IN  
HUNTERDON COUNTY

61 Church Road  
Milford, New Jersey 08848  
Phone (908) 995-48

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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 \_\_\_\_\_, \_\_\_\_\_, 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):

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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, 2<sup>nd</sup> 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: \_\_\_\_\_

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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:

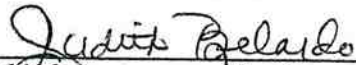
I. Subsection B. of Section 100-192 thereof is amended to read as follows:

"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 Volunteer Fire Co.**

971 Milford Warren Glen Rd.

Milford, NJ 08848

Station One (908) 995-2220 (908) 995-0045 Fax

Station Two (908) 995-4900 (908) 995-7874 Fax

March 8, 2007

Please be advised that for the 2007 calendar year, the following people are designated as the official Fire Company Liaisons for the Planning Board and Board of Adjustment:

Planning Board: Ken Vogel  
136 Bellis Rd.  
Milford, NJ 08848  
908-310-5298

Board of Adjustment : Mike Miller  
459 Spring Mills Rd  
Milford, NJ 08848  
908-500-0258

In order to expedite any review process, the Fire Company requires that a complete set of plans, a copy of the application, and a letter from the appropriate board with the specific request be sent directly to the named liaison at their home address. This information must be in the liaison's hands at least 45 days prior to any Planning Board response, and 21 days prior to any Board of Adjustment response from the Fire Company. We ask that these requests come directly from the board, and our response will, in turn, be to the boards.

It is the responsibility of the named liaisons to communicate with and obtain all official review and feedback on the part of the Fire Company. These designees are trusted members of, and part of the senior management team for the Fire Company. In this case, both are ex-Presidents and past Chiefs of the company.

The Fire Company will update you in the event of any change in responsibilities of these positions through the year, or at a minimum on an annual basis.

Thank-you for your attention in this matter.

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Peter Davis, President

**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.

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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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<b>Application Type</b>	<b>Fee</b>	<b>Escrow</b>	<b>Total</b>
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.