

*Township of Mount Holly
Joint Land Use Board
Municipal Building
23 Washington Street, Mount Holly, NJ 08060
609-845-1100 (Phone) 609-267-6295 (Fax)
www.twp.mountholly.nj.us*

LAND USE DEVELOPMENT APPLICATION INSTRUCTIONS

This application package is being provided to assist you in meeting the requirements for submission of a complete application to the Joint Land Use Board and to advise you of the steps you must take as your application is processed. All application packages must be submitted to the Joint Land Use Board Secretary and to the Board's professionals. Questions should be directed to the Board Secretary at the number noted above.

STEP 1. APPLICATION SUBMISSION

1. An original application package with all required signatures plus 15 collated copies and (1) one digital must be delivered to the Board Secretary 15 calendar days prior to a scheduled meeting in order to be considered for that meeting. **Application packages that are not collated into sets will not be accepted.**

Submission of a package before the deadline does not guarantee that the application will be heard at the Board's next meeting. No application will be scheduled for a hearing date until it is deemed complete.

The nonrefundable application fee and the initial escrow fee must be submitted with the original application. Application packages that are submitted without the required fee checks will not be accepted.

A completed Submission Checklist must be included with the original application package. Failure to submit all required items will delay your application and hearing.

2. In addition to the application packages submitted to the Board Secretary, packages must also be delivered to each of the Board's professionals 15 calendar days prior to a scheduled meeting. The name and address information for the Board professionals is provided on the Professionals Information Sheet. Please refer to the Meeting Schedule and Deadlines list for meeting and deadline dates.

3. Applicants must publish notice of an application in the Burlington County Times and provide notice to property owners within 200 feet of the subject property. A completed Request for List of Property Owners form should be submitted to the Clerk's Office when an application package is submitted to the Joint Land Use Board Secretary. New Jersey law allows 7 business days for processing of the Request for List of Property Owners. **Adjoining Municipalities**—If the subject property is within 200 feet of an adjacent municipality, notice of the application must be served on the Clerk of that municipality. In addition, you must request a 200' list from the municipality and notice of your application must be served on the persons and entities whose names appear on that list.

STEP 2. COMPLETENESS REVIEW

Staff and professionals will review the application package within 45 calendar days of receipt and will check to ensure that all items required for submission have been received. All required documentation should be provided, however, you may request waivers from various checklist submission requirements.

The Joint Land Use Board has designated the Board Engineer to make completeness determinations. The Engineer will send you written notification advising you of your application status. If your application is deemed incomplete, the notice will advise you in what manner it is deficient. When all missing items are submitted or necessary corrections are made, the application will be placed on the Board's agenda.

Please be advised that some aspects of review may require several days. Submission of a package before the deadline does not guarantee that the application will be heard at the Board's next meeting. The Joint Land Use Board Secretary will notify you of the date your application will be heard. A final determination of completeness will be made by the Board at your hearing.

STEP 3. PUBLIC NOTIFICATION & SUBMISSION OF PROOF OF NOTICE

In accordance with N.J.S.A. 40:55D-12, notice must be published in the official newspaper of Mount Holly Township which is the Burlington County Times and provided to property owners within 200 feet of the subject property. Please review the instructions provided in the Public Notice section of this application package.

STEP 4. PREPARE THE PRESENTATION

The presentation to the Joint Land Use Board should be brief and concise but it should provide all relevant facts and address the requested variances. Photographs, sketches, witnesses and/or any other pertinent information may be presented. Copies of all exhibits used in the hearing must be given to the Board Secretary. The burden of proof is on you, the applicant, since you are the one asking for an exception to the ordinance. The Joint Land Use Board is required to consider certain tests in evaluating your application as specified in the Municipal Land Use Law.

Board professionals will prepare reviews of your application. Copies will be provided to you and to the Board members approximately one week prior to your hearing. Items in those reviews should be addressed at the hearing.

If you are a corporation, partnership, LLC or some other type of entity you must be represented by an attorney in order to appear before the Joint Land Use Board. Individuals are not required to have an attorney.

Your professionals and experts will be qualified prior to giving testimony at the Joint Land Use Board hearing. The lack of a New Jersey license does not prohibit an individual from testifying but may preclude that person from being qualified as an expert witness by the Board.

STEP 5. ATTEND THE HEARING

The Joint Land Use Board typically meets on the third Monday of each month at 7:00 PM in the Municipal Building of Mount Holly located at 37 Washington Street, Mount Holly, New Jersey.

Please refer to the attached schedule for specific meeting dates. Meetings begin at 7 PM. Board agendas are posted on the Township website at www.twp.mountholly.nj.us.

STEP 6. AFTER THE HEARING

A resolution will be presented and memorialized by the Joint Land Use Board within 45 calendar days of their decision. A copy of the resolution will be mailed to you and to the professionals listed on your application.

The Board Secretary will submit a Notice of Decision to the Burlington County Times for publication within ten (10) calendar days of the memorialization of the resolution. Any party interested in appealing the decision of the Joint Land Use Board must do so within 45 calendar days of the publication of the Notice of Decision.

Items to submit after the hearing:

1. Conditions of Approval. Any and all conditions of approval must be satisfied (legal documents, additional information, etc.). Items should be submitted to the Board Secretary and to the appropriate Board professional for review.
2. Conformance Plans. Plans should be submitted to the Board Engineer and Board Planner for review and an informational copy should be submitted to the Board Secretary.
3. Escrows. Any outstanding bond payments, inspection escrows and/or additional review escrows must be paid prior to the issuance of any permits. Should a positive balance remain in an escrow account after the project is complete and all invoices are submitted, a written request for the refund of the remaining escrow must be submitted to the Board Secretary.
4. Permits. Permit applications may be obtained from the Construction Secretary. Applicants who apply for permits prior to the expiration of the 45 day time period for appeal must sign a Consent to Assume Liability form.

Please contact the Joint Land Use Board Secretary, Jill C. Torpey, at 609-864-1175 or via email at jtorpey@twp.mountholly.nj.us with any questions regarding this application package.

MOUNT HOLLY TOWNSHIP
JOINT LAND USE BOARD
PROFESSIONALS INFORMATION SHEET

Attorney

M. Lou Garty, Esq.	The Garty Law Firm 712 East Main Street, Suite 2A Moorestown, NJ 08057	856-382-0383
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Engineer

Rick Alaimo, P.E.	Richard A. Alaimo Associates 200 High Street Mount Holly, NJ 08060	609-267-8310
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Planner/Landscape Architect

Tim Kaluhiokalani	Environmental Resolutions, Inc. 815 East Gate Drive, Suite 103 Mt. Laurel, NJ 08054	856-235-7170
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Mount Holly Municipal Utilities Authority
Attn: Executive Director
2 Park Drive
Mount Holly, New Jersey 08060

**MOUNT HOLLY TOWNSHIP
LAND USE DEVELOPMENT APPLICATION
SUBMISSION CHECKLIST**

(Give one completed checklist to Board Secretary with original application)

Applicant's Name: _____

Email: _____ Phone: (____) _____

Property Address: _____ Block: _____ Lot: _____

A. The following items must be included in all application packages:

- ☐ Copy of the Application for Zoning Permit (include if you went to the Zoning Officer first)
- ☐ Land Use Development Application (5 pages)
- ☐ Affidavit of Noncollusion
- ☐ Ownership Disclosure Statement (include if you answered "Yes" to any question under Section 20 of the Land Use Development application)
- ☐ Appropriate Completeness Checklist that pertains to your application type and all additional information required by that Checklist. Full size sets of plans must be folded.

B. The following items must be included in the original application package only:

- ☐ Signed Agreement to Pay Fees
- ☐ Completed Fee Calculation Worksheet with nonrefundable Application Fee and initial Escrow Fee. Checks must be made payable to the Township of Mount Holly.
NO APPLICATION WILL BE ACCEPTED WITHOUT THE APPROPRIATE FEES.
- ☐ Request for List of Property Owners—Submit request to Clerk's Office when application package is submitted to Board Secretary.

C. The following items must be submitted to the appropriate Township department by the applicant:

- ☐ Property Tax Certification
- ☐ Letter of Satisfaction from the Mount Holly Municipal Utilities Authority
- ☐ Business License Certification (if applicable)

One completed original of each item listed in Section C. must be received by the Board Secretary in order for an application to be placed on the Joint Land Use Board's agenda.

**MOUNT HOLLY TOWNSHIP
LAND USE DEVELOPMENT APPLICATION
SUBMISSION CHECKLIST**

Applicant's Name: _____

Email: _____ Phone: (____) _____

Property Address: _____ Block: _____ Lot: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ REVIEWED BY: _____

COMMENTS: _____

DATE REVIEW COMPLETED: _____

Township of Mount Holly Joint Land Use Board

Land Use Development Application Application Submission Section A

Documents must be included in all application packages

- Land Use Development Application
- Affidavit of Noncollusion
- Ownership Disclosure Statement
- Request for List of Property Owners—submit to Clerk's Office when application is submitted to Board Secretary
- Completeness Checklist(s)
- W-9 Form

ALL APPLICATIONS MUST BE COLLATED AND STAPLED. APPLICATIONS NOT RECEIVED THIS WAY WILL BE REJECTED.

An original application package with all required signatures plus 15 collated copies and (1) digital copy must be delivered to the Board Secretary 15 business days prior to a scheduled meeting in order to be considered for that meeting. Submission of a package before the deadline does not guarantee that the application will be heard at the Board's next meeting. In addition to the application packages submitted to the Board Secretary, packages must also be delivered to each of the Board's professionals 15 business days prior to a scheduled meeting.

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23 Washington Street, Mount Holly, NJ 08060
609-845-1100 (Phone) 609-267-6295 (Fax)
www.twp.mountholly.nj.us

LAND USE DEVELOPMENT APPLICATION

FOR OFFICE USE ONLY

Date Submitted	Application No.	App Fee Check #	Escrow Fee Check #
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1. APPLICANT/DEVELOPER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Interest in Property: _____

2. OWNER

Complete this section if applicant is not owner.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

3. TYPE OF APPLICATION (check all that apply)

- ☐ "a" Variance (Appeal)
- ☐ "b" Variance (Interpretation)
- ☐ "c" Variance (Bulk)
- ☐ "d" Variance (Use)
- ☐ Build on Lot Not Fronting on Street
- ☐ Certificate of Nonconformity
- ☐ Subdivision, Minor
- ☐ Subdivision, Major Preliminary
- ☐ Subdivision, Major Final

- ☐ Site Plan, Minor
- ☐ Site Plan, Waiver
- ☐ Site Plan, Major Preliminary (Nonres or Res)
- ☐ Site Plan, Major Final (Nonres or Res)
- ☐ Subdiv. or Site Plan, Informal Review
- ☐ Subdiv. or Site Plan, Extension of Approval
- ☐ Subdiv. or Site Plan, Amend. of Approved Plan
- ☐ Other: _____

4. APPLICANT'S ATTORNEY

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

5. APPLICANT'S ENGINEER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

6. APPLICANT'S OTHER PROFESSIONALS (Architect, Planner, Surveyor, etc.)																							
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____		Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____																					
7. LOCATION OF PROPERTY																							
Street Address: _____ Zone: _____ Type of Road Frontage: _____ (Highway, County Road, Local Road)		Block(s): _____ Lot(s): _____																					
8. LAND USE																							
Existing Land Use: _____ _____ _____ Proposed Land Use: _____ _____ _____																							
9. PROPERTY DETAILS																							
# of Existing Lots: _____		# of Proposed Lots: _____																					
Existing Form of Ownership: ☐ Fee Simple ☐ Rental ☐ Condominium ☐ Cooperative																							
Existing Deed Restrictions or Easements:		☐ No ☐ Yes (attach copies)																					
Proposed Deed Restrictions or Easements:		☐ No ☐ Yes (attach copies)																					
10. UTILITIES (check all that apply)																							
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Existing:</td> <td style="width: 20%;">☐ Public Water</td> <td style="width: 20%;">☐ Private Well</td> <td style="width: 20%;">☐ Public Sewer</td> <td style="width: 25%;">☐ Private Septic System</td> </tr> <tr> <td></td> <td>☐ Natural Gas</td> <td>☐ Electric</td> <td>☐ Propane</td> <td></td> </tr> <tr> <td>Proposed:</td> <td>☐ Public Water</td> <td>☐ Private Well</td> <td>☐ Public Sewer</td> <td>☐ Private Septic System</td> </tr> <tr> <td></td> <td>☐ Natural Gas</td> <td>☐ Electric</td> <td>☐ Propane</td> <td></td> </tr> </table>				Existing:	☐ Public Water	☐ Private Well	☐ Public Sewer	☐ Private Septic System		☐ Natural Gas	☐ Electric	☐ Propane		Proposed:	☐ Public Water	☐ Private Well	☐ Public Sewer	☐ Private Septic System		☐ Natural Gas	☐ Electric	☐ Propane	
Existing:	☐ Public Water	☐ Private Well	☐ Public Sewer	☐ Private Septic System																			
	☐ Natural Gas	☐ Electric	☐ Propane																				
Proposed:	☐ Public Water	☐ Private Well	☐ Public Sewer	☐ Private Septic System																			
	☐ Natural Gas	☐ Electric	☐ Propane																				

11. ZONING SCHEDULE (complete all that apply)

	Required	Existing	Proposed		Required	Existing	Proposed
Minimum Lot Requirements				Maximum Building & Structure Height			
Area				Principle			
Width				Accessory			
Depth				Maximum Lot & Building Coverages			
Principal Buildings & Structures				Lot			
1 Side Yard				Building			
2 Side Yards				Open Space Preserved			
Front Yard				% of Tract			
Rear Yard				Is the proposed site on an inside or corner lot? ☐ Inside ☐ Corner			
Accessory Building & Structures							
Side Yard							
Rear Yard							

12. PARKING & LOADING REQUIREMENTS

of Parking Space Required: _____ # of Parking Spaces Provided: _____

of Loading Space Required: _____ # of Loading Spaces Provided: _____

13. OTHER APPROVALS REQUIRED

Burlington County Planning Board	☐ No	☐ Yes
Burlington County Soil Conservation District	☐ No	☐ Yes
Mount Holly Municipal Utilities Authority	☐ No	☐ Yes
N.J. Dept. of Environmental Protection	☐ No	☐ Yes
N.J. Dept. of Transportation	☐ No	☐ Yes
Other: _____	☐ No	☐ Yes
Other: _____	☐ No	☐ Yes

List all plans, reports, photos, exhibits _____

15. PREVIOUS OR PENDING APPLICATIONS (use additional sheets if necessary)

List all previous or pending applications for this parcel. If current application is for the Amendment of a previously approved Subdivision or Site Plan, furnish a copy of the previously approved plan and describe the proposed amendments. Provide documentation of compliance with prior conditions of approval.

16. RELIEF REQUESTED (use additional sheets if necessary)

List arguments for Variances, Waivers of Development Standards and/or Submission Requirements.

17. EXPERT WITNESSES FOR APPLICANT

Name: _____	Type of Testimony: _____
Name: _____	Type of Testimony: _____
Name: _____	Type of Testimony: _____
Name: _____	Type of Testimony: _____

18. SIGNATURE OF APPLICANT

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an Officer of the Corporate applicant or a General Partner of the Partnership applicant and am authorized to sign the application for the Corporation or Partnership.

SWORN & SUBSCRIBED before me this

_____ day of _____, 20_____

NOTARY

SIGNATURE (applicant)

DATE

PRINT NAME

19. CONSENT OF OWNER

NOTE: If the property is owned by a corporation or an LLC this "consent of owner" must be signed by a corporate officer or managing member and a resolution must be attached authorizing that corporate officer/managing member to sign on behalf of the entity.

I certify that I am the Owner of the property which is the subject of this application. I hereby consent to the filing of this application and to the approval of the plans submitted therewith. I further consent to the inspection of the property in connection with this application as deemed necessary by the board and its professional staff.

I am aware that the Township will incur costs for professional review fees in the course of hearing and deciding this application. I am aware that the applicant has signed an escrow agreement that requires said applicant to be responsible to pay the Township for the costs incurred. By consenting to the filing of this application I agree that, in the event the applicant fails to pay all of those costs, I will be responsible to pay, and I will pay, any balance of those costs owed by the applicant to the Township. I further understand that if I fail to pay the amount owed, the Township may decline to hear any other Applications before the Board relating to this or any other property owned, may file an action for a violation of Code and/or may seek and win a judgment against me for the amount owed, plus counsel fees and costs and that any judgment entered will become a lien against my property.

SWORN & SUBSCRIBED before me this

_____ day of _____, 20____

NOTARY

SIGNATURE (owner)

DATE

PRINT NAME

20. DISCLOSURE STATEMENT

If applicant is a corporation, partnership or LLC please answer the following questions pursuant to N.J.S.A. 40:55D-48.1 & 48.2:

Is this application to subdivide a parcel of land into six (6) or more lots? ☐ No ☐ Yes

Is this application for a variance to construct a multiple dwelling unit of 25 or more units? ☐ No ☐ Yes

Is this application for approval of a site (or sites) for non-residential purposes? ☐ No ☐ Yes

If you responded YES to any of the above questions, Ownership Disclosure Statement must be completed.

SIGNATURE (applicant)

DATE

21. SURVEY WAIVER CERTIFICATION

As of the date of this application, I hereby certify that the survey submitted with this application which is dated _____ shows and discloses the premises in its entirety, described as Block _____ Lot _____; and I further certify that no buildings, fences or other facilities have been constructed, installed or otherwise located on the premises after the date of the survey with the exception of the structures shown.

SWORN & SUBSCRIBED before me this

_____ day of _____, 20____

NOTARY

SIGNATURE (Applicant/Owner)

DATE

PRINT NAME

AFFIDAVIT OF NONCOLLUSION

STATE OF NEW JERSEY :
:
: S
:
COUNTY OF BURLINGTON :

_____ being duly sworn according to law upon his oath, deposes and says:
NAME OF APPLICANT

He/she is the applicant in connection with a property known as _____
STREET ADDRESS

Block _____, Lot(s) _____.

There has been no collusion between the applicant and any member of the Mount Holly Township Joint Land Use Board or any officials of the Township of Mount Holly with respect to said application.

SWORN & SUBSCRIBED before me this

_____ day of _____, 20_____

NOTARY

SIGNATURE (applicant)

DATE

PRINT NAME

OWNERSHIP DISCLOSURE STATEMENT

NAME OF CORPORATION, PARTNERSHIP OR LLC: _____

Listed below are the names and addresses of all owners of 10% or more of the stock/interest* in the above referenced corporation or partnership:

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

*If a corporation or a partnership owns 10% or more of the stock of a corporation or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners exceeding the 10% ownership criterion established have been listed.

SWORN & SUBSCRIBED before me this

_____ day of _____, 20_____

NOTARY

SIGNATURE (applicant)

DATE

PRINT NAME

REQUEST FOR LIST OF PROPERTY OWNERS

To: Township of Mount Holly
Attn: Tax Assessor
23 Washington Street
Mount Holly, NJ 08060

******SEND DIRECTLY TO TAX ASSESSOR AT
ADDRESS TO LEFT WITH \$10 FEE. DO NOT
SEND TO PLANNING BOARD SECRETARY******

Subject property must be identified by Block, Lot and Street Address. If the property contains multiple lots, list each lot separately. If the property is on multiple blocks, use separate lines for each block.

Street Address	Block	Lot	Lot	Lot

I do hereby request that the Tax Assessor compile and certify a list of Property Owners within 200 feet of the property described above. With this request, I hereby submit the required fee of \$10.00 or \$.25 per name, whichever is greater.

Requestor's Name: _____

Address: _____ Phone: _____

_____ E-mail: _____

Signature: _____ Date: _____

Note—Your request will be processed by the Tax Assessor within seven (7) calendar days of the filing of this form and payment of the required fees as required by N.J.S.A. 40:55D-12c. The seven (7) day time period will begin on the day that this form and the required fee are received by the Municipal Clerk.

Adjoining Municipalities—If the subject property is within 200 feet of an adjacent municipality, notice of your application must be served on the Clerk of that municipality. In addition, you must request a 200' list from the municipality and notice of your application must be served on the persons and entities whose names appear on that list.

OFFICE USE ONLY

AMOUNT: _____ CASH _____ CHECK _____

DATE PAID: _____

Township of Mount Holly
Joint Land Use Board

Land Use Development Application
Application Submission
Section A Completeness Checklists

**Choose the appropriate checklist(s) for your application type
and submit completed checklist(s) with ALL application packages**

- "a" Variance (Appeal of Decision by Zoning Officer)
- "b" Variance (Interpretation of Zoning Ordinance or Map)
- "c" Variance (Bulk)
- "d" Variance (Use)
- Variance to Build on a Lot Not Fronting on a Street
- Certificate of Nonconformity **Additional Instructions**

- Subdivision, Minor or Amended Minor
- Subdivision, Major Preliminary or Amended Major Preliminary
- Subdivision, Major Final or Amended Major Final

- Site Plan, Minor or Amended Minor
- Site Plan, Major Preliminary or Amended Major Preliminary
(Nonresidential or Residential)
- Site Plan, Major Final or Amended Major Final
(Nonresidential or Residential)

- Subdivision or Site Plan, Informal Review

**ALL APPLICATION MUST BE COLLATED AND STAPLED.
APPLICATIONS NOT RECEIVED THIS WAY WILL BE
REJECTED.**

"a" VARIANCE
(APPEAL OF DECISION BY ZONING OFFICER)
COMPLETENESS CHECKLIST
Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
PRINTED NAME AND TITLE	SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that all taxes and assessments are paid to date.	☐	☐
4	Submit a copy of the decision of the Zoning Officer by which the applicant feels aggrieved and from which the applicant requests relief.	☐	☐
5	Submission of plats, plans or survey of property (15 sets) as necessary to show the relief which is requested by the applicant. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	☐	☐

**"a" VARIANCE
(APPEAL OF DECISION BY ZONING OFFICER)
COMPLETENESS CHECKLIST
Page 2**

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The applicant shall submit whatever plans are necessary to show the proposed construction for which the Zoning Officer has issued a decision contrary to that requested by the applicant.	☐	☐
2	The applicant shall provide a written statement which sets forth the facts regarding the matter before the Board and which details the reasons the applicant is seeking relief from the Zoning Officer's decision.	☐	☐

"b" VARIANCE
(INTERPRETATION OF ZONING ORDINANCE OR MAP
OR REQUEST FOR DECISION ON SPECIAL QUESTION)
COMPLETENESS CHECKLIST
Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE
	_____ DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that all taxes and assessments are paid to date.	☐	☐
4	Submission of plats, plans or survey of property (15 sets) as necessary to show the relief which is requested by the applicant. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	☐	☐

"b" VARIANCE
(INTERPRETATION OF ZONING ORDINANCE OR MAP
OR REQUEST FOR DECISION ON SPECIAL QUESTION)
COMPLETENESS CHECKLIST
Page 2

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The applicant shall submit whatever plans are necessary to describe the ordinance, map or special question for which an interpretation or a decision is requested.	☐	☐
2	The applicant shall provide a written statement which sets forth the facts regarding the matter before the Board and which details the reasons the applicant is requesting an interpretation of the zoning ordinance or map or a decision on a special question.	☐	☐

**"c" VARIANCE
(BULK)
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if Applicant is not the Owner.</i> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
PRINTED NAME AND TITLE	SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	☐	☐
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	☐	☐
5	Certification that all taxes and assessments are paid to date.	☐	☐
6	Submission of plats or plans (15 sets) as necessary to show the variance(s) which are requested by the applicant. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	☐	☐

**“c” VARIANCE
(BULK)
COMPLETENESS CHECKLIST
Page 2**

Item #	Requirement	Provided or Shown	Waiver Requested
7	Submission of one (1) signed and sealed copy of a survey of the property for which the bulk variance is requested.	☐	☐

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The applicant shall submit a written statement which describes in detail the variance(s) which are requested and the reasons the requested relief should be granted.	☐	☐
2	The applicant shall submit a plot plan and/or architectural plan as necessary to show the type, magnitude and extent of the requested relief and the impacts on the surrounding neighborhood.	☐	☐
3	Scale of not less than 1" = 100'.	☐	☐
4	Key map at scale of 1" = 1,000'.	☐	☐
5	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	☐	☐
	• name, signature, address and license number of the professional(s) who prepared the plan(s);	☐	☐
	• and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
6	Acreage of the tract.	☐	☐
7	The location and width of all existing easements and rights-of-way.	☐	☐
8	The zoning district(s) affecting the tract and a summary of the required and proposed area, yard and building requirements.	☐	☐
9	If a variance is requested for a proposed addition or new construction, an architectural sketch shall be submitted which demonstrates that the proposed addition is architecturally consistent with the existing structure or, in the case of new construction, demonstrates that the proposed structure is consistent with the architectural styles existing in the surrounding neighborhood.	☐	☐

**“d” VARIANCE
(USE)
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
PRINTED NAME AND TITLE	SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	☐	☐
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	☐	☐
5	Certification that all taxes and assessments are paid to date.	☐	☐
6	Submission of plats, plans or survey (15 sets) as necessary to show the use or uses which are proposed for the property in question. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	☐	☐

**“d” VARIANCE
(USE)
COMPLETENESS CHECKLIST
Page 2**

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The Applicant shall submit a written statement which describes in detail the use or uses which are proposed at the site and the reasons the applicant is seeking a use variance.	☐	☐
2	The applicant shall submit whatever plans are necessary to show the use or uses which are proposed at the site and to demonstrate that the proposed use is compatible with the existing uses in the surrounding neighborhood.	☐	☐
3	Scale of not less than 1" = 100'.	☐	☐
4	Key map at scale of 1" = 1,000'.	☐	☐
5	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	☐	☐
	name, signature, address and license number of the professional(s) who prepared the plan(s);	☐	☐
	and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
6	Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the tax map.	☐	☐
7	A schedule indicating the acreage of the tract, the approximate number of lots, the zone(s), minimum required lot areas, and the required and proposed setbacks, yards and dimensions and percentage of recreation area provided.	☐	☐
8	Approximate location of wooded areas, streams, lakes, shoreline, flood plains, wetlands and existing and/or proposed buffer areas.	☐	☐
9	Existing lot lines to be eliminated, if any.	☐	☐
10	If the use variance is requested for a residential subdivision, show the proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.	☐	☐
11	If the use variance is requested for commercial or industrial development of the property, show the proposed layout of the site including all existing and proposed buildings, driveways, parking areas, loading areas, buffers and landscaped areas.	☐	☐

**VARIANCE TO BUILD ON A LOT
NOT FRONTING ON A STREET
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
PRINTED NAME AND TITLE	SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that all taxes and assessments are paid to date.	☐	☐
4	Submission of plans (15 sets) showing the location of the property in question and the construction which is proposed at the site. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	☐	☐

**VARIANCE TO BUILD ON A LOT
NOT FRONTING ON A STREET
COMPLETENESS CHECKLIST
Page 2**

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The applicant shall provide information to demonstrate the type of development which has occurred surrounding the property in question, if any, and demonstrating that adequate access will be available to support the proposed development.	☐	☐
	Prior to a public hearing, the applicant shall obtain letters from the following agencies to demonstrate that adequate access will be available for service to the property in question:		
2	Mount Holly Township Police Department	☐	☐
3	Mount Holly Township Fire Department	☐	☐
4	Mount Holly Township First Aid Squad	☐	☐
5	Mount Holly Township Public Works Department	☐	☐
6	Mount Holly Township Municipal Utilities Authority, if required	☐	☐
7	New Jersey American Water Company	☐	☐
8	Other	☐	☐

*Township of Mount Holly
Joint Land Use Board
Municipal Building
23 Washington Street, Mount Holly, NJ 08060
609-845-1100 (Phone) 609-267-6295 (Fax)
www.twp.mountholly.nj.us*

CERTIFICATE OF NONCONFORMITY APPLICATION ADDITIONAL INSTRUCTIONS

All Land Use Development Application instructions must be followed. These additional instructions apply to Certificate of Nonconformity applications ONLY.

1. All evidence must pre-date the specific ordinance restricting the use.
2. Evidence must be arranged in chronological order, collated, stapled in sets and attached to the Land Use Development Application. Evidence packages that are not submitted in this format will not be accepted. See Land Use Development Application Instructions for specifics regarding submitting an application package.
3. It is the applicant's burden to provide documentation that is sufficient to prove the applicant's case. Documentation should include a current survey of the property. Examples of additional accepted evidence or documentation of proof supporting a claim of nonconformity include but are not limited to:

- Property Record Card
- Certificate of Occupancy
- Building Permits
- State History Cards
- Mercantile Licenses
- Rent Control Filing Records
- Landlord Registration Statements
- Fire Code Inspection Reports
- Previously Recorded Deeds
- Advertisements or Telephone Directory Listings

4. Applicants are not precluded from submitting personal documents which may support the claim of nonconformity. Applicants are cautioned, however, that this category of documents may or may not be accepted by the Joint Land Use Board. Examples include but are not limited to:

- Property Survey
- Utility Bills
- Third Party Affidavits
- Fire and/or Flood Insurance Policies
- Private Inspection Reports
- Lease Agreements and/or Rent Receipts

**MINOR SUBDIVISION AND
AMENDED MINOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
PRINTED NAME AND TITLE	SIGNATURE _____ DATE _____

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	☐	☐
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	☐	☐
5	Certification that all taxes and assessments are paid to date.	☐	☐
6	Submission of plats or plans (15 sets) signed and sealed by an N.J.P.L.S. and folded into eighths with title block revealed.	☐	☐

**MINOR SUBDIVISION AND
AMENDED MINOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 2**

Item #	Requirement	Provided or Shown	Waiver Requested
	If freshwater wetlands are present or are suspected to be present on or near the subject property then one of the following must be submitted:		
7a	A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands and establishing the required transition areas OR	☐	☐
7b	A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act and regulations promulgated thereunder OR	☐	☐
7c	A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.	☐	☐

PLAT REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The minor subdivision plan shall be clearly and legibly drawn or reproduced at a scale of no more than 50 feet to an inch.	☐	☐
2	Key map at scale of 1" = 1,000' showing the location of the tract to be subdivided with reference to surrounding areas and existing streets which intersect or border the tract.	☐	☐
3	Title block in accordance with the rules governing title blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	☐	☐
	• name of development;	☐	☐
	• name, signature, address and license number of the professional(s) who prepared the plan(s);	☐	☐
	• and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
4	Scale (written and graphic).	☐	☐
5	Name, address and telephone number of the owner(s) of record.	☐	☐
6	Name, address and telephone number of the developer.	☐	☐
7	Acreage of the tract to be subdivided to the nearest tenth of an acre.	☐	☐
8	Distance in feet to the nearest intersection.	☐	☐
9	North arrow with reference meridian.	☐	☐
10	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	☐	☐
11	Existing block and lot numbers of the property to be subdivided as they appear on the tax map and proposed block and lot numbers as approved in writing by the Tax Assessor.	☐	☐
12	Existing tract boundary line and all proposed lot lines with bearings and distances.	☐	☐
13	The location of that portion which is to be subdivided in relation to the entire tract.	☐	☐

**MINOR SUBDIVISION AND
AMENDED MINOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 3**

Item #	Requirement	Provided or Shown	Waiver Requested
14	All existing structures within the portion of the tract to be subdivided.	☐	☐
15	A schedule indicating the acreage of the tract, number of lots, zone, minimum required lot areas, proposed area for each new lot and the required and proposed setbacks, yards and dimensions.	☐	☐
16	The location of all existing streets including names and right-of-way widths, structures with their numerical dimensions and an indication as to whether existing structures will be retained or removed, parking areas, loading areas, driveways, watercourses, floodplains, railroads, bridges, culverts, drain pipes and any natural features such as wooded areas, wetlands and lands subject to flooding, marshes, swamps, bogs, ponds, flood hazard zones and 100 year flood elevation, both within the tract and within two hundred feet (200') of its boundary.	☐	☐
17	The name of the adjoining property owners as well as those across any street or easement as disclosed by the most recent municipal tax records.	☐	☐
18	The tax map sheet, block and lot numbers of adjoining property owners as well as those across any street or easement.	☐	☐
19	The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited and the manner in which the easements will be controlled.	☐	☐
20	The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.	☐	☐
21	A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided shall be provided to the Board OR a certification shall be provided that none exist.	☐	☐
22	Minor subdivisions involving a corner lot shall provide a sight triangle easement.	☐	☐
23	A statement from the applicant noting if the minor subdivision will be perfected by deed or by map.	☐	☐
24	If the minor subdivision is to be perfected by the filing of a map, the map must show all existing and proposed monuments and must conform to all of the requirements set forth in the Map Filing Law.	☐	☐
25	If the minor subdivision is to be perfected by deed then the appropriate deed documents, including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications shall be submitted to the Board for approval prior to filing with the County Recording Officer.	☐	☐
26	No minor subdivision involving any street(s) which does not conform to the right-of-way widths specified in the Master Plan or on the Official Map shall be approved unless the additional half width right-of-way necessary to make the street(s) conforming shall be granted to the Municipality or other agency having jurisdiction.	☐	☐
	As a condition of any approval granted by the Board the applicant must obtain the following approvals when applicable to the project:		
27	New Jersey American Water Company	☐	☐
28	Mount Holly Municipal Utilities Authority	☐	☐
29	Burlington County Planning Board	☐	☐

**MINOR SUBDIVISION AND
AMENDED MINOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 4**

Item #	Requirement	Provided or Shown	Waiver Requested
30	Burlington County Soil Conservation District	☐	☐
31	Burlington County Board of Health	☐	☐
32	Burlington County Bridge Commission	☐	☐
	New Jersey Department of Environmental Protection:		
33	Freshwater Wetlands	☐	☐
34	Waterfront Development	☐	☐
35	Sanitary Sewer System Extensions	☐	☐
36	Potable Water System Extensions	☐	☐
37	Flood Hazard Area	☐	☐
38	New Jersey Department of Transportation	☐	☐
39	All other outside agency approvals as may be required	☐	☐

RESIDENTIAL SITE IMPROVEMENT STANDARDS

Item #	Requirement	Provided or Shown	Waiver Requested
1	An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.	☐	☐
2	A Storm-water Management Report must be submitted which demonstrates that the storm-water management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.	☐	☐
3	A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.	☐	☐
4	Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.	☐	☐

**PRELIMINARY MAJOR SUBDIVISION AND
AMENDED PRELIMINARY MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
PRINTED NAME AND TITLE	SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that the Applicant is the owner of the land or his properly authorized Agent, or that the Owner has consented in writing to the filing of this application.	☐	☐
4	Concerning Corporations or Partnerships, completion of the Ownership Disclosure Statement.	☐	☐
5	Certification that all taxes and assessments are paid to date.	☐	☐
6	Submission of plats or plans (15 sets) signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	☐	☐
7	Submission of Environmental Impact Statement, Composite Environmental Constraints map and test borings, percolation rates, water levels and ground water samples as set forth in Chapter 100 of the Land Use Ordinance.	☐	☐

**PRELIMINARY MAJOR SUBDIVISION AND
AMENDED PRELIMINARY MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 2**

Item #	Requirement	Provided or Shown	Waiver Requested
8	Submission of Traffic Impact Analysis.	☐	☐
	If freshwater wetlands are present or are suspected to be present on or near the subject property then one of the following must be submitted:		
9a	A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands and establishing the required transition areas OR	☐	☐
9b	A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act and regulations promulgated thereunder OR	☐	☐
9c	A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.	☐	☐

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of not less than 1" = 100'.	☐	☐
2	Key map at scale of 1" = 1,000'.	☐	☐
3	Title block in accordance with the rules governing title blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	☐	☐
	• name of development;	☐	☐
	• name, signature, address and license number of the professional(s) who prepared the plan(s);	☐	☐
	• and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
4	Scale (written and graphic).	☐	☐
5	Name, address and telephone number of the owner(s) of record.	☐	☐
6	Name, address and telephone number of the developer.	☐	☐
7	North arrow with reference meridian.	☐	☐
8	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	☐	☐
9	Names of all owners of and property lines of parcels within two hundred (200) feet of the land to be subdivided, including properties across the street, as shown on the most recent records of the Township, shall be included on the plan.		
10	The tax map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest Township tax map.	☐	☐
11	All existing streets, watercourses, floodplains, floodway and flood hazard areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof shall be shown on the plan.	☐	☐

**PRELIMINARY MAJOR SUBDIVISION AND
AMENDED PRELIMINARY MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 3

Item #	Requirement	Provided or Shown	Waiver Requested
12	Both the width of the paving and the width of the right-of-way of each street, existing public easements and township borders within two hundred (200) feet of the subdivision shall be shown.	☐	☐
13	All existing structures shall be shown along with an indication of those which are to be destroyed or removed and the front, rear and side yard dimensions of those which are to remain.	☐	☐
14	The boundaries, nature and extent of wooded areas and the location of any other significant physical features including swamps, bogs and ponds within the proposed subdivision and within two hundred (200) feet thereof shall be shown.	☐	☐
15	The detailed layout of the proposed development showing all existing and/or proposed lots, streets, utilities, curbs, sidewalks, traffic and street signs, street lighting and grading and drainage improvements, including plans, profiles, cross-sections and construction details drawn in accordance with the detailed provisions set forth in the Mount Holly Township Land Use Ordinance shall be provided.	☐	☐
16	Detailed plans for Soil Erosion and Sediment Control shall be submitted in conformance with the requirements of the Burlington County Soil Conservation District.	☐	☐
17	Preliminary utility layouts showing the methods of connection and sources of service shall be provided.	☐	☐
18	If the subdivision is to be developed in sections, then the plan shall include a sectionalization and staging plan showing each such section.	☐	☐
19	The proposed location and area, in acres or square feet, of all required or proposed open space shall be shown on the plan.	☐	☐
20	The area(s) reserved for recreational purposes shall be shown on the plan. In addition, detailed plans for improvement of these areas for active and passive recreation shall be provided as required by ordinance.	☐	☐
21	All proposed public easements or rights-of-way, the purposes thereof and proposed streets within the subdivision shall be shown on the plan. The proposed streets shall show the right-of-way and pavement widths.	☐	☐
22	Existing one (1) foot interval contours based on United States Coast and Geodetic Survey datum (MSL + 0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract in question and shall be certified by a New Jersey licensed land surveyor as to accuracy, except that where the slopes exceed five percent (5%), a two (2) foot interval may be used. The source of the elevation datum base shall be noted on the plan.	☐	☐
23	A schedule should be placed on the plan indicating the acreage of the tract, the number of lots, the zone, minimum required lot areas, setbacks, yards and dimensions and the percentage of recreation acreage provided.	☐	☐
24	The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.	☐	☐
25	All proposed lot lines and the areas of all lots, in square feet, shall be shown.	☐	☐
26	A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided shall be provided to the Board or certification that none exists.	☐	☐

**PRELIMINARY MAJOR SUBDIVISION AND
AMENDED PRELIMINARY MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 4

Item #	Requirement	Provided or Shown	Waiver Requested
27	A landscape plan shall be provided showing the proposed location of all proposed plantings, buffer areas and screening strips, a legend listing the botanical and common names of each proposed plant type, the sizes at the time of planting, a planting schedule, method of irrigation, and the total quantity of each plant type.	☐	☐
28	The proposed first floor elevation, garage floor elevation and basement floor elevation, if applicable, shall be shown on the plan for each existing and/or proposed dwelling.	☐	☐
29	The existing system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage, shall be shown on the plan.	☐	☐
30	The acreage of the drainage area (or areas) of each natural or man-made watercourse traversing the subdivision, including the area within the subdivision and the area upstream from the subdivision.	☐	☐
31	Soil borings to a depth of ten (10) feet and percolation tests shall be submitted [one (1) for each five (5) acres] for all subdivisions where on-site sanitary disposal septic systems are proposed. The location of the soil borings and percolation tests shall be indicated.	☐	☐

RESIDENTIAL SITE IMPROVEMENT STANDARDS

Item #	Requirement	Provided or Shown	Waiver Requested
1	An engineering report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the engineering report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.	☐	☐
2	A stormwater management report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.	☐	☐
3	A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.	☐	☐
4	Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.	☐	☐

**PRELIMINARY MAJOR SUBDIVISION AND
AMENDED PRELIMINARY MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 5

Item #	Requirement	Provided or Shown	Waiver Requested
5	If any <i>de minimis</i> exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:	☐	☐
	A statement of the requirements of the standards from which an exception is sought;	☐	☐
	A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and	☐	☐
	A statement of the nature and extent of such practical difficulties.	☐	☐
6	If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the Township, and shall include the following information:	☐	☐
	A copy of the development application as submitted to the municipal approving authority; and	☐	☐
	A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including:	☐	☐
	A short description of the project in narrative form;	☐	☐
	citation to the particular site improvement standard from which waiver is requested;	☐	☐
	clear description of the condition(s) giving rise to the request;	☐	☐
	clear description of the anticipated result if the standard were to be followed;	☐	☐
	name, address and telephone number of a contact person for the developer; and	☐	☐
	name, address and telephone number of a contact person for the municipal approving authority.	☐	☐
7	The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or <i>de minimis</i> exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.	☐	☐

**FINAL MAJOR SUBDIVISION AND
AMENDED FINAL MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	☐	☐
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	☐	☐
5	Certification that all taxes and assessments are paid to date.	☐	☐
6	Submission of final major subdivision plans (15 sets) signed and sealed by an N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	☐	☐
7	Submission of final major subdivision plats (15 sets) signed and sealed by an N.J.P.L.S. and folded into eighths with title block revealed.	☐	☐

**FINAL MAJOR SUBDIVISION AND
AMENDED FINAL MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 2**

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of the final major subdivision plats shall not be less than 1" = 50' and shall not contain more than one hundred (100) lots	☐	☐
2	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	☐	☐
	• name of development;	☐	☐
	• name, signature, address and license number of the professional(s) who prepared the plan(s);	☐	☐
	• and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
3	The final plat shall be one (1) of four (4) standard sizes: thirty by forty-two (30 x 42) inches, twenty-four by thirty-six (24 x 36) inches, fifteen by twenty-one (15 x 21) inches or eight by thirteen (8 x 13) inches as measured from the cutting edges. If one (1) sheet is not of sufficient size to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal size, with references on each sheet to the adjoining sheets.	☐	☐
4	The final plat shall show the dimensions, bearings and curve data, including lengths of tangents, radii, arcs, chords and central angles for all center-line and right-of-way line curves on streets, sufficient to enable the definite location of all lines and boundaries shown thereon, including drainage easements, public easements and areas dedicated for public use.	☐	☐
5	The final plat shall show the tangents, chords, arcs, radii and central angles at all street corners.	☐	☐
6	All dimensions, both linear and angular, of the exterior boundaries of the subdivision, and all lots and all lands reserved or dedicated for public use shall balance, and their description shall close within a limit of error of not more than one (1) part in ten thousand (10,000).	☐	☐
7	Any easement or land reserved for or dedicated to the public use shall be so designated on the final plat. The proposed use of sites other than residential shall be noted on the plat.	☐	☐
8	Each block and each lot shall be numbered in accordance with a scheme approved by the Township Tax Assessor and written proof of that approval shall be submitted to the Board.	☐	☐
9	All municipal boundary lines crossing or adjacent to the territory intended to be subdivided shall be shown and designated.	☐	☐
10	The names of adjoining subdivisions, if any, and the file number of the recording or the names of the owners of adjacent properties shall be shown.	☐	☐
11	All natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines existing or dedicated by the filing of the plat shall be shown.	☐	☐
12	The final plat shall clearly show all monumentation and property markers as required including monuments found, monuments set and monuments to be set. An indication shall be made where monumentation found has been reset. All monumentation shall be placed in compliance with the requirements of the Map Filing Law.	☐	☐
13	The final plat must include the required certifications as stipulated in the Map Filing Law.	☐	☐

**FINAL MAJOR SUBDIVISION AND
AMENDED FINAL MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 3**

Item #	Requirement	Provided or Shown	Waiver Requested
14	The final plat shall indicate the zone and tract acreage and show the required minimum lot area, front, side and rear yard setback lines and the lot line dimensions and areas of each lot being created by the proposed subdivision.	☐	☐
15	The date of the survey shall be shown on the final plat.	☐	☐
16	A Point of Beginning (P.O.B.) shall be shown.	☐	☐
17	Scale (written and graphic).	☐	☐
18	Name, address and telephone number of the owner(s) of record.	☐	☐
19	Name, address and telephone number of the developer.	☐	☐
20	North arrow with reference meridian.	☐	☐
21	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	☐	☐
22	The final major subdivision plans submitted for final approval must have been revised to address all of the conditions of preliminary approval as set forth in the preliminary approval resolution and the prior engineering review letters.	☐	☐
	The applicant must post sufficient funds with the Township to cover the costs of the following assessments as required by Township ordinances:		
23	Tax Map Assessment	☐	☐
24	Zoning Map Assessment	☐	☐
25	Other Township Assessments per Ordinance or MLUL	☐	☐
	As a condition of any final approval granted by the Board, the following documentation must be submitted:		
26	New Jersey American Water Company	☐	☐
27	Mount Holly Municipal Utilities Authority	☐	☐
28	Burlington County Planning Board	☐	☐
29	Burlington County Soil Conservation District	☐	☐
30	Burlington County Board of Health, if required	☐	☐
31	Burlington County Bridge Commission, if required	☐	☐
32	New Jersey Department of Environmental Protection:		
33	Freshwater Wetlands	☐	☐
34	Waterfront Development	☐	☐
35	Sanitary Sewer System Extensions	☐	☐

**FINAL MAJOR SUBDIVISION AND
AMENDED FINAL MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 4**

Item #	Requirement	Provided or Shown	Waiver Requested
36	Potable Water System Extensions	☐	☐
37	Flood Hazard Area	☐	☐
38	New Jersey Department of Transportation, if required	☐	☐
39	All other outside agency approvals as may be required	☐	☐

**MINOR SITE PLAN OR
AMENDED MINOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
PRINTED NAME AND TITLE	SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that all taxes and assessments are paid to date.	☐	☐
4	Submission of plats, plans or survey of property (15 sets) as necessary to show the use or uses which are proposed for the property in question. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	☐	☐

**MINOR SITE PLAN OR
AMENDED MINOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 2**

PLAT REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The minor site plan shall be clearly and legibly drawn or reproduced at a scale of no more than 50 feet to an inch.	☐	☐
2	For topography and boundary survey information, the site plan shall be signed and sealed by a licensed land surveyor.	☐	☐
3	For all elements of design including drainage, pavements, curbing, walkways, embankments, horizontal and vertical, geometrics, utilities and all pertinent structures, drawings shall be signed and sealed by a licensed professional engineer.	☐	☐
	The plan shall show or be accompanied by the following:		
4	A key map at a scale of one inch equals 400 feet or 500 feet showing the location of the tract and its relationship to surrounding areas within 1,000 feet of its boundaries. Zoning boundaries and the intersection of at least two public streets, together with the names of such streets, shall also be shown.	☐	☐
5	Title block in accordance with the rules governing title blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	☐	☐
	• name of development;	☐	☐
	• name, signature, address and license number of the professional(s) who prepared the plan(s);	☐	☐
	• and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
6	A title box containing the title of the map, the Tax Map sheet, block and lot numbers, the name, address, license number, signature and embossed seal of the engineer who prepared the engineering details, the date of original plat preparation and a box to record revision dates, all to appear in the lower right-hand corner of the site plan.	☐	☐
7	A survey prepared by a surveyor licensed in the State of New Jersey or certification of a licensed land surveyor as to boundaries and topographic conditions. Such certification shall include name, address, license number, signature and seal.	☐	☐
8	Notes adjacent to the title box shall include the name and address of the owner and of the applicant, if different from the owner. The current zoning and a schedule showing compliance with the zoning district bulk requirements shall also be provided.	☐	☐
9	Names of all landowners within 200 feet as disclosed by current tax records. Block and lot numbers shall also be provided.	☐	☐
10	North point and graphic scale.	☐	☐
11	The location, size, type and specifics of all existing and proposed utilities and storm drainage facilities necessary to service the site.	☐	☐
12	The location, size and use of all existing structures, wooded areas, watercourses and drainage facilities on the site and within 200 feet of the property in question, as well as the location of all property in question, as well as the location of all easements, rights-of-way, existing fences, walls, culverts, bridges, roadways, curbs, sidewalks and driveways on the tract. All trees with caliper of eight inches or more as measured four feet above the ground shall also be shown, as shall floodway and flood hazard boundaries and setback lines. Structures to be removed shall be so indicated.	☐	☐

**MINOR SITE PLAN OR
AMENDED MINOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 3**

Item #	Requirement	Provided or Shown	Waiver Requested
13	Elevations based upon U.S. Coast and Geodetic Survey datum showing existing contours with interval of one foot where slopes are 7% or less, two feet where slopes are more than 7% but less than 15% and five feet where slopes are 15% or more. Where changes in grade are proposed, finished grades shall be indicated. Topographic data shall be provided for the entire site as well as suitable overlap onto adjacent properties as deemed necessary to determine the existing drainage and grading patterns.	☐	☐
14	Existing spot elevations on structures, pavements, walks or physical features with sufficient detail to determine the existing conditions.	☐	☐
15	The proposed use(s) of land and buildings and proposed location of structures, including finished floor elevations and elevations of outside corners. Elevations should also be shown for loading docks, ramps and other points where necessary to determine proper construction of same.	☐	☐
16	All proposed means of vehicular access for ingress and egress to and from the site onto public streets, showing the size and location of driveways and curb cuts, acceleration and deceleration lanes and any other device necessary to prevent a difficult traffic situation.	☐	☐
17	All walkways and rights-of-way for pedestrian traffic.	☐	☐
18	The location and design of any off-street parking or loading areas, showing the size and location of bays, aisles and barriers.	☐	☐
19	The organization of all existing and proposed storm drainage structures, indicating pipe, swale or ditch sizes, inverts, capacities, grades and direction of flow. In addition to design information, the plan shall include a stormwater analysis report from the applicant's engineer detailing the methodologies used for calculation of runoff from all areas contributing to stormwater drainage.	☐	☐
20	The location of all proposed waterlines, valves, hydrants and service connections and of all sewer lines.	☐	☐
21	Cross sections, center line profiles and tentative grades of all proposed streets and plans and profiles of all proposed utility layouts showing feasible connections to any existing or proposed systems.	☐	☐
22	Architectural details showing proposed front, rear and side building elevations, floor plans and type of construction materials.	☐	☐
23	Location of all existing and proposed signs, including materials, colors, method of attachment or support, dimensions, area and illumination.	☐	☐
24	The proposed location, type of fixture, direction of illumination, power and time of proposed outdoor lighting showing average isolux footcandle patterns in plan view and appropriate details.	☐	☐
25	Proposed screening and landscaping, including a planting plan which identifies type, size and quantity of planting.	☐	☐
26	The location and size of refuse areas and means of screening same.	☐	☐
27	A copy of any covenants, deed restrictions or exceptions that are intended to cover all or part of the tract.	☐	☐
28	Certificate from the Tax Collector and Sewerage Authority that no property taxes, sewer taxes or assessments for local improvements are due or delinquent.	☐	☐
29	All proposed soil erosion and sediment control measures.	☐	☐
30	Environmental impact statement.	☐	☐

**MINOR SITE PLAN OR
AMENDED MINOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 4**

Item #	Requirement	Provided or Shown	Waiver Requested
31	Signature block for signatures of the Chairperson and Secretary of the Board.	☐	☐
32	The site plan shall indicate the following improvements: necessary water and sewer services, curb, sidewalk, site grading, paved driveway, concrete driveway apron, improved roadway pavement or pavement repairs along frontage of all adjoining streets and all other improvements required for the development of the site. The site plan shall also contain a list of the various types of surfacing materials used, and their identification in plan view.	☐	☐
33	Such other information or data as may be required by the Board in order to determine that the details of the site plan are in accordance with the standards of this chapter and all other chapters of the Code of the Township of Mount Holly, and further, that the building or use will not offend the public interest.	☐	☐
34	Trees proposed to be saved must be located and tree save details provided. Limit of disturbance line must be shown.	☐	☐
35	The location and dimensions of surface or subsurface structures proposed for demolition must be provided.	☐	☐
36	List of stockholders holding at least 10% of stock must be provided (nonresidential development only).	☐	☐
37	Traffic impact analysis.	☐	☐
38	In addition to all the above requirements, minor site plans for applications to the C-1, C-2 or C-3 Districts shall also provide a list of all elements or existing and proposed street furniture, their specifications and their proposed locations. The percentage of building coverage and site with impervious coverage should be indicated. Colors and color chips shall be provided from all proposed front, rear and side building elevations. For projects involving major renovation and/or new construction, colored renderings and perspectives shall be provided at an appropriate scale. The location of all existing and proposed signs, including materials, colors, method of attachment or support, dimensions, area and illumination, shall also be provided.	☐	☐
39	The site plan shall provide percentage of building coverage and percentage of the site with impervious surfaces.	☐	☐
40	The site plan shall contain a note that the developer will provide a copy of as-built plans to the Township in a form satisfactory to the Township Engineer to be inserted into the Township's GIS program. The as-built plans shall be provided following release of the certificate of occupancy, or in the case of multiple certificates of occupancy, upon the release of the last certificate of occupancy.	☐	☐

**PRELIMINARY MAJOR SITE PLAN AND
AMENDED PRELIMINARY MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	☐	☐
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	☐	☐
5	Certification that all taxes and assessments are paid to date.	☐	☐
6	Submission of site plan drawings (15 sets) signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	☐	☐
7	Submission of preliminary architectural plans and elevations (15 sets) signed and sealed by an N.J.R.A. and folded into eighths with title block revealed.	☐	☐

**PRELIMINARY MAJOR SITE PLAN AND
AMENDED PRELIMINARY MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 2**

Item #	Requirement	Provided or Shown	Waiver Requested
8	Submission of one (1) signed and sealed copy of a survey of the property upon which the major site plan is based.	☐	☐
9	Submission of Environmental Impact Statement, Composite Environmental Constraints map and test borings, percolation rates, water levels and ground water samples as set forth in Chapter 100 of the Land Use Ordinance.	☐	☐
10	Submission of Traffic Impact Analysis.	☐	☐
	If freshwater wetlands are present or are suspected to be present on or near the subject property then one of the following must be submitted:		
11a	A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands and establishing the required transition areas <u>OR</u>	☐	☐
11b	A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act and regulations promulgated thereunder <u>OR</u>	☐	☐
11c	A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.	☐	☐

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of not less than 1" = 50'.	☐	☐
2	Key map at scale of not less than 1" = 1,000'.	☐	☐
3	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	☐	☐
	• name of development;	☐	☐
	• name, signature, address and license number of the professional(s) who prepared the plan(s);	☐	☐
	• and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
4	Scale (written and graphic).	☐	☐
5	Name, address and telephone number of the owner(s) of record.	☐	☐
6	Name, address and telephone number of the developer.	☐	☐
7	North arrow with reference meridian.	☐	☐
8	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	☐	☐
9	A schedule shall be placed on the map indicating the acreage of the tract, the zone and the minimum required lot areas, setbacks, yards and dimensions.	☐	☐

**PRELIMINARY MAJOR SITE PLAN AND
AMENDED PRELIMINARY MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST**

Page 3

Item #	Requirement	Provided or Shown	Waiver Requested
10	Names of all owners of and property lines of parcels within two hundred (200) feet of the site shall be included on the plan, including properties across the street, as shown on the most recent records of the Township.	☐	☐
11	The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.	☐	☐
12	Existing one (1) foot interval contours based on United States Coast and Geodetic Survey datum (MSL-0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract in question and shall be certified by a New Jersey Licensed Land Surveyor as to accuracy, except where the slopes exceed five percent (5%), a two (2) foot interval may be used. The source of the elevation datum shall be noted on the plan.	☐	☐
13	All existing streets, watercourses, floodplains, floodway and flood hazard areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof shall be shown on the plan.	☐	☐
14	Both the width of the paving and the width of the right-of-way of each street, existing public easements and township borders within two hundred (200) feet of the site shall be shown.	☐	☐
15	The distances measured along the right-of-way line of existing streets abutting the property to the nearest intersections with other public streets shall be shown.	☐	☐
16	All existing structures shall be shown along with an indication of those which are to be destroyed or removed and the front, rear and side yard dimensions of those which are to remain. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.	☐	☐
17	The boundaries, nature and extent of wooded areas and the location of any other significant physical features including swamps, bogs and ponds within the proposed site and within two hundred (200) feet thereof shall be shown.	☐	☐
18	All proposed public easements or rights-of-way, the purposes thereof and proposed streets within the proposed site shall be shown on the plan. The proposed streets shall show the right-of-way and proposed pavement width.	☐	☐
19	The detailed layout of the proposed development showing all existing and/or proposed lots, streets, utilities, curbs, sidewalks, traffic and street signs, driveways, parking and loading areas, lighting, trash enclosures, grading and drainage improvements, including plans, profiles, cross-sections and construction details drawn in accordance with the detailed provisions set forth in the Mount Holly Township Land Use Ordinance shall be provided.	☐	☐
20	The limits of all areas of proposed cuts and fills, exclusive of excavations for basements, shall be clearly designated on the plans.	☐	☐
21	The vehicular circulation pattern on site and the means of ingress and egress of the development, showing, in particular, the size and location of driveways and curb cuts, walkways, the proposed traffic channels, acceleration and deceleration lanes, if any, and any other means of controlling vehicular and pedestrian traffic, shall be shown.	☐	☐
22	The existing system of drainage of the site and of any larger tract of which it is a part shall be provided, together with information on how it is proposed to dispose of surface drainage.	☐	☐
23	The acreage of the drainage area or areas of each natural or man-made watercourse traversing the site shall be provided, including the area within the site and the area upstream from the site.	☐	☐

**PRELIMINARY MAJOR SITE PLAN AND
AMENDED PRELIMINARY MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 4**

Item #	Requirement	Provided or Shown	Waiver Requested
24	The plans shall include a grading and drainage plan which shall show the locations of all existing and proposed drainage swales and channels, retention-recharge basins, the scheme of surface drainage and other items pertinent to drainage to demonstrate compliance with the detailed requirements of the Township's drainage ordinance.	☐	☐
25	The plans shall show the proposed grading contours at one (1) foot intervals, except that if slopes exceed five percent (5%), a two (2) foot interval may be used.	☐	☐
26	The plans shall show the approximate area contributing to each inlet, and all proposed drainage shall be shown with pipe type and sizes, invert elevations, grades and direction of flow. The direction of flow of all surface water and water courses shall be shown on the plans.	☐	☐
27	The plans shall include an off-site drainage map which provides details regarding the limits of the drainage basin in which the project is located, including pertinent off-site existing drainage which receives or discharges runoff from or onto the site. The off-site drainage map shall include the existing ground contours, other basins which may impact or be impacted by the site, the invert elevations of all existing pipes, pipe types, sizes, direction of flow and other appropriate physical data for open or nonpipe conduits.	☐	☐
28	The plans shall be accompanied by a set of drainage calculations which have been prepared in accordance with the detailed requirements set forth in the Township ordinances.	☐	☐
29	A copy of any existing or proposed covenants or deed restrictions applying to the site or certification that none exists shall be provided.	☐	☐
30	Detailed plans for soil erosion and sediment control shall be submitted in conformance with the requirements of the Burlington County Soil Conservation District.	☐	☐
31	The method of sewerage and solid waste disposal shall be described, with percolation tests and soil borings to a depth of four (4) feet below the septic facility where septic tanks and leaching fields are proposed.	☐	☐
32	Detailed utility layouts showing feasible connections to any existing or proposed utility systems shall be provided. The proposed locations of all fire hydrants shall be shown.	☐	☐
33	The locations and type of the nearest and/or proposed fire hydrants and sprinkler connections shall be shown.	☐	☐
34	The location and type of garbage and refuse disposal facilities shall be shown on the plans.	☐	☐
35	The location of driveways within one hundred (100) feet of the site boundaries shall be shown.	☐	☐
36	The location and use of all existing structures within one hundred (100) feet of the tract boundaries shall be shown.	☐	☐
37	The location, direction and illumination, height, intensity and hours of operation of the existing or proposed outdoor lighting shall be shown, to be expressed in average horizontal footcandles.	☐	☐
38	The location, size, type and height of directional, regulatory or advisory signs or pavement markings shall be shown.	☐	☐
39	The proposed location and area, in acres or square feet, of all required or proposed open space areas shall be shown on the plan.	☐	☐

**PRELIMINARY MAJOR SITE PLAN AND
AMENDED PRELIMINARY MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST**

Page 5

Item #	Requirement	Provided or Shown	Waiver Requested
40	If the site is to be developed in sections, then the plan shall include a sectionalization and staging plan showing each such section. The staging of the various sections shall be such that if development were to be discontinued after the completion of any section the developed portion would be provided with adequate street access, traffic circulation, pedestrian safety, drainage and utility systems.	☐	☐
41	The location, size and type of existing natural features including trees and shrubs shall be shown on the plans, both those to be removed as well as those to be preserved.	☐	☐
42	A landscape plan shall be provided showing the proposed location of all proposed plantings, buffer areas and screening strips, a legend listing the botanical and common names of each proposed plant type, the sizes at the time of planting, a planting schedule, method of irrigation, and the total quantity of each plant type.	☐	☐
43	A detailed written description of the proposed use and operation of the building(s), the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation open to public use shall be submitted to the Board.	☐	☐
44	No site plan involving any street(s) which do not conform to the right-of-way widths specified in the Master Plan or on the Official Map shall be approved unless the additional half width right-of-way necessary to make the street(s) conforming shall be granted to the municipality or other agency having jurisdiction.	☐	☐
45	Site plans involving corner lot shall provide a sight triangle easement.	☐	☐
46	Site triangles shall be provided and shown on the plan as required by the Township ordinances.	☐	☐
47	All required deed descriptions, including utility easements, restrictive covenants, roadway dedications and sight triangle easements, shall be submitted for approval prior to filing with the County Recording Officer.	☐	☐

THE FOLLOWING SECTION APPLIES TO RESIDENTIAL SITE PLAN APPLICATIONS ONLY.

RESIDENTIAL SITE IMPROVEMENT STANDARDS

Item #	Requirement	Provided or Shown	Waiver Requested
1	An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.	☐	☐
2	A Stormwater Management Report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.	☐	☐

**PRELIMINARY MAJOR SITE PLAN AND
AMENDED PRELIMINARY MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 6**

Item #	Requirement	Provided or Shown	Waiver Requested
3	A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.	☐	☐
4	Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.	☐	☐
5	If any <i>de minimis</i> exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:	☐	☐
	A statement of the requirements of the standards from which an exception is sought;	☐	☐
	A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and	☐	☐
	A statement of the nature and extent of such practical difficulties.	☐	☐
6	If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the Township, and shall include the following information:	☐	☐
	A copy of the development application as submitted to the municipal approving authority; and	☐	☐
	- A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including: - A short description of the project in narrative form;	☐	☐
	A citation to the particular site improvement standard from which waiver is requested;	☐	☐
	A clear description of the condition(s) giving rise to the request;	☐	☐
	A clear description of the anticipated result if the standard were to be followed;	☐	☐
	The name, address and telephone number of a contact person for the developer; and	☐	☐
	The name, address and telephone number of a contact person for the municipal approving authority.	☐	☐
7	The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or <i>de minimis</i> exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.	☐	☐

**FINAL MAJOR SITE PLAN AND
AMENDED FINAL MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
PRINTED NAME AND TITLE	SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	☐	☐
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	☐	☐
5	Certification that all taxes and assessments are paid to date.	☐	☐
6	Submission of plats or plans (15 sets) signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., or N.J.R.A., as required, and folded into eighths with title block revealed.	☐	☐
7	Submission of one (1) signed and sealed copy of a survey of the property upon which the site plan is based.	☐	☐

**FINAL MAJOR SITE PLAN AND
AMENDED FINAL MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 2**

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of not less than 1" = 50'.	☐	☐
2	Key map at scale of not less than 1" = 1,000'.	☐	☐
3	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	☐	☐
	• name of development;	☐	☐
	• name, signature, address and license number of the professional(s) who prepared the plan(s);	☐	☐
	• and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
4	Scale (written and graphic).	☐	☐
5	Name, address and telephone number of the owner(s) of record.	☐	☐
6	Name, address and telephone number of the developer.	☐	☐
7	North arrow with reference meridian.	☐	☐
8	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	☐	☐
9	The plans submitted for final approval must have been revised to address all of the conditions of preliminary approval as set forth in the preliminary approval resolution and the prior engineering review letters.	☐	☐
	The applicant must post sufficient funds with the Township to cover the costs of the following assessments as required by Township ordinances:		
10	Drainage Assessment	☐	☐
11	Recreation Assessment	☐	☐
12	Tax Map Assessment	☐	☐
	As a condition of any final approval granted by the Board, the following documentation must be submitted:		
13	New Jersey American Water Company	☐	☐
14	Mount Holly Municipal Utilities Authority	☐	☐
15	Burlington County Planning Board	☐	☐
16	Burlington County Soil Conservation District	☐	☐
17	Burlington County Board of Health, if required	☐	☐
18	Burlington County Bridge Commission, if required	☐	☐

**FINAL MAJOR SITE PLAN AND
AMENDED FINAL MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 3**

Item #	Requirement	Provided or Shown	Waiver Requested
	New Jersey Department of Environmental Protection:		
19	Freshwater Wetlands	☐	☐
20	Waterfront Development	☐	☐
21	Sanitary Sewer System Extensions	☐	☐
22	Potable Water System Extensions	☐	☐
23	Flood Hazard Area	☐	☐
24	New Jersey Department of Transportation, if required	☐	☐
25	All other outside agency approvals as may be required	☐	☐

SUBDIVISION OR SITE PLAN, INFORMAL REVIEW APPLICATION COMPLETENESS CHECKLIST

Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
PRINTED NAME AND TITLE	SIGNATURE _____ DATE _____

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	☐	☐
2	Payment of application and escrow fees.	☐	☐
3	Certification that all taxes and assessments are paid to date.	☐	☐
4	Submission of plats, plans or survey of property (15 sets) as necessary to show the use or uses which are proposed for the property in question. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	☐	☐
5	A written statement which describes in detail the type of development that is proposed at the site.	☐	☐

SUBDIVISION OR SITE PLAN, INFORMAL REVIEW APPLICATION COMPLETENESS CHECKLIST

Page 2

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of not less than 1" = 100'.	☐	☐
2	Key map at scale of 1" = 1,000'.	☐	☐
3	Title block in accordance with the rules governing title blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	☐	☐
	• name of development;	☐	☐
	• name, signature, address and license number of the professional(s) who prepared the plan(s);	☐	☐
	• and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
4	A schedule indicating the acreage of the tract, the approximate number of lots, the zone, minimum required lot areas, setbacks, yards and dimensions and percentage of recreation area provided.	☐	☐
5	Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Tax Map.	☐	☐
6	Existing lot lines to be eliminated, if any.	☐	☐
7	Approximate location of wooded areas, streams, lakes, shoreline, flood plains, wetlands and existing and/or proposed buffer areas.	☐	☐
8	For residential development, the proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.	☐	☐
9	For commercial or industrial development, the proposed access points, buildings, parking area layout, drives and traffic circulation patterns, showing that portion proposed for development in relation to the entire tract.	☐	☐

Township of Mt. Holly Land Use Board

Land Use Development Application Application Submission Section B

Documents must be included in original application package
ONLY

- Agreement to Pay Fees
- Fee Calculation Worksheet

**Separate nonrefundable Application Fee and
initial Escrow Fee checks made payable to the
Township of Mt. Holly must be submitted with Worksheet
or application will be deemed incomplete.**

**MT. HOLLY TOWNSHIP
LAND USE BOARD
AGREEMENT TO PAY FEES**

THIS AGREEMENT, made and entered on this _____ day of _____, 20____
by and between the Mt. Holly Township Land Use Board (the Board) and
_____ (the Applicant), is made upon the following terms and conditions:

1. **AGREEMENT TO PAY FEES:** Applicant hereby covenants and agrees to pay all charges and fees imposed by the Board in connection with the Joint Land Use Board Application filed contemporaneously herewith. Such fees include but are not limited to application fees, attorney review fees, engineer review fees, planner review fees, court stenographer fees, copy costs and postage. The Board will not sign plans or deeds and will not release signed plans or deeds until all such charges and fees have been paid in full.

Notwithstanding the existence or terms of any partnership, joint venture, reimbursement or other agreement between the Applicant and one or more third parties, the individual or legal entity that signs this Agreement shall be solely and exclusively responsible for all fees chargeable to the Application filed contemporaneously herewith and to the project identified at the end of this Agreement.

2. **ESCROW DEPOSIT:**

- a. Two checks are to be submitted. One check for the non-refundable application fee and a second check for the escrow deposit. The Board hereby acknowledges receipt of an escrow deposit in the amount of \$ _____. Said sum is to be placed in an escrow account to cover the cost of the aforementioned review fees. Such sum shall be charged periodically as fees and charges accrue. The balance of the escrow sum, if any, after all charges and fees have been paid shall be returned to the Applicant.
- b. Applications by individuals or business entities that owe, or business entities with one or more common principals of a business entity that owes an outstanding balance from a prior application will not be heard by the Board until the outstanding balance is paid in full. As used herein, the terms principal or common principal mean an individual or business entity that holds an ownership interest in both the applicant business entity and the debtor business entity.
- c. Whether the debt was incurred by the current owner, a previous owner or a previous applicant, if an outstanding balance remains unpaid on a previous application pertaining to this property, the Board will not hear a new application pertaining to this property or any portion of this property until the outstanding balance is paid in full.

3. **ADDITIONAL ESCROW:**

- a. The Escrow deposit is an estimate of the professional review fees that will be incurred (Engineering, Legal, Planning, Stenographic, etc.) by the Board to review the Application for Development. These Escrows are established on the basis of the Applicant submitting completed Applications and Plans in conformance with applicable Ordinance Provisions. Any further submissions required on behalf of the Applicant shall be deemed re-submissions, and the Applicant shall be required to post additional fees totaling 50% of the original escrow deposit for each plan submitted after the original submittal.

- b. If, as a result of the Applicant's failure to replenish the escrow account, the account contains insufficient sums to pay current plus anticipated additional review fees, the Board will not conduct further hearings on the application until the applicant replenishes the escrow account as directed. In addition, the Applicant's failure to replenish the escrow account will be deemed an extension of the Board's time to act on the application or, the Board may deny the application without prejudice.

4. **ESCROW ACCOUNT MANAGEMENT:** Whenever the Review and/or Inspection escrows paid under this Agreement shall exceed \$5,000.00, it shall be deposited in a banking institution or Savings & Loan Association in this State, insured by an Agency of the Federal Government, or in such deposits by the State of New Jersey in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits.

- a. The Township's Chief Financial Officer shall notify the Applicant, in writing, of the name and address of the institution or depository in which the deposit is made, and the amount of the deposit.
- b. If the amount of interest earned on the deposit exceeds \$100.00, the interest earned shall be refunded to the Applicant by the Township on an annual basis or at the time the deposit is repaid or applied for the purpose it was deposited, as the case may be; except that the municipality may retain for administrative expenses a sum equivalent to no more than 33 1/3% of the entire amount, which shall be in lieu of all other administrative and custodial expenses.
- c. In the event that the interest paid on a deposit for a year does not exceed \$100.00, the same is to be retained by the Township.
- d. For those Developments for which reasonably-anticipated inspection fees are less than \$10,000.00 fees may, at the option of the Developer, be paid in two installments. The initial amount deposited by the Developer shall be 50% of the reasonably-anticipated fees. When the balance on deposit drops to 10% of the reasonably-anticipated fees because the amount deposited by the Developer has been reduced by the amount paid to the Engineer for inspection, that Developer shall deposit the remaining 50% of the anticipated inspection fees.
- e. For those Developments for which the reasonably-anticipated inspection fees are \$10,000.00 or greater, fees may, at the option of the Developer, be paid in four installments. The initial amount deposited by the Developer shall be 25% of the reasonably-anticipated fees. When the balance drops to 10% of the reasonably-anticipated fees because the amount deposited by the Developer has been reduced by the amount paid to the Engineer for inspection, the Developer shall make additional deposits of 25% of the reasonably-anticipated fees.
- f. The municipal engineer shall not perform any inspection if sufficient funds to pay for that inspection are not on deposit.

5. **CONTEST OF REASONABLENESS:**

- a. The Applicant agrees to pay any additional sums required to pay charges and fees not covered by the initial escrow deposit within fifteen days after receipt of a billing by the appropriate Township Office. The Applicant understands and agrees to pay such sum notwithstanding any dispute as to the reasonableness of fees and charges. Payment

shall not constitute a waiver of the right to challenge the reasonableness of charges and fees as set forth herein below.

- b. The Applicant agrees that the reasonableness of any fee or charge may be challenged pursuant to the procedure set forth in NJSA 40:55D-53.2a. The Applicant understands and agrees that the aforesaid procedure shall be the sole and exclusive method of challenging the reasonableness of charges and fees.
6. **REFUND OF MONEYS IN ESCROW ACCOUNTS:** When it has been determined that there is no longer any need to retain the Escrow Account, the Applicant shall be entitled to the return of any moneys which remain in the account. In accordance with the close-out procedure set forth in NJSA 40:55D-53.2d, the applicant shall send written notice by certified mail to the Chief Financial Officer, the Administrative Officer and the relevant municipal professional(s) that the application or the improvements, as the case may be, are completed and that a refund of any funds remaining in the Escrow Account is requested.
 7. **COLLECTION:** Should the Applicant fail to pay any sum required to be paid hereunder when due, the Township shall be entitled to pursue all remedies at law or equity. Interest shall accrue at the rate of 18% per annum simple interest on all sums unpaid after the due date. The Township may collect a reasonable attorney's fee which shall not be less than \$300.00 should litigation for the purpose of collecting any sum be commenced.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their hands on the date first above written.

APPLICANT

By: _____
(Applicant's Signature)

Project Name (if applicable) _____

Location or Address _____

Block(s) _____, Lot(s) _____

Applicant's Name _____

Applicant's Federal I.D. No. _____

Applicant's Address _____

Telephone No. _____

Email Address. _____

TOWNSHIP OF MT. HOLLY

By: _____
(Secretary's Signature)

Rev. 04/17/17

Mt. Holly Township Fee Schedule Fee Calculation Worksheet

Separate checks made payable to the "Township of Mt. Holly" must be submitted.

APPLICATION TYPE	APP FEE (NONREFUNDABLE)	APP FEE DUE	ESCROW FEE (INITIAL)	ESCROW FEE DUE
VARIANCES				
"a" Variance (Appeal)	\$100		\$500	
"b" Variance (Interpretation)	\$100		\$500	
"c" Variance (Bulk)	\$250		\$500	
"d" Variance (Use)	\$250		\$1,500	
Build on Lot Not Fronting on	\$100		\$500	
VARIANCES TOTAL DUE				

NOTE: If an application requires more than one type of variance, the applicant shall pay the fees required for each type requested. For fee and escrow purposes all "c" variances requested shall be considered one variance request.

MISCELLANEOUS				
Certificate of Nonconformity	\$250		\$1,500	
Informal Review	\$150		None	

SUBDIVISION PLANS				
Minor Subdivision Plan	\$250		\$500	
Preliminary Major Subdivision Plan	\$300		\$250/lot, min \$2,000	
Final Major Subdivision Plan	\$300		\$125/lot, min \$1,000	
Extension of Preliminary or Final Subdivision Approval	\$100		\$500	
Amended Subdivision Plan	original fee		original fee	
Revised Subdivision Plan	50% of original fee		50% of original fee	
SUBDIVISION PLANS TOTAL DUE				

NOTE: Revised Subdivision Plan fees shall be charged when development plans are classified as incomplete for any reason. Such fees shall not be required when revised plans are submitted in response to comments from Board members, Board professionals or members of the public during a hearing or to satisfy a condition of approval required by the Joint Land use Board.

Mt. Holly Township Fee Schedule Fee Calculation Worksheet

Separate checks made payable to the "Township of Mt. Holly" must be submitted.

SITE PLANS				
Minor Site Plan	\$200		\$1,000	
Site Plan Waiver	\$200		\$1,000	
Preliminary Major Site Plan, Residential				
Up to 50 units	\$300		\$2,500	
51 to 100 units	\$300		\$3,500	
101 to 500 units	\$300		\$5,000	
501 units or >	\$300		\$10,000	
Preliminary Major Site Plan, Nonresidential				
Under 5,000 sq. ft. of bldg. space	\$300		\$2,500	
From 5,001 sq. ft. to 10,000 sq. ft.	\$300		\$3,500	
From 10,001 sq. ft. to 50,000 sq. ft.	\$300		\$5,000	
50,001 sq. ft. or >	\$300		\$10,000	
Final Major Site Plan, Residential or Nonresidential	\$300		\$2,500	
Extension of Preliminary or Final Site Plan Approval	\$100		\$500	
Amended Site Plan	original fee		original fee	
Revised Site Plan	50% of original fee		50% of original fee	
SITE PLANS TOTAL DUE				
NOTE: Revised Site Plan fees shall be charged when development plans are classified as incomplete for any reason. Such fees shall not be required when revised plans are submitted in response to comments from Board members, Board professionals or members of the public during a hearing or to satisfy a condition of approval required by the Joint Land use Board.				
VARIANCES TOTAL DUE (From Page 1)				
INFORMAL REVIEW TOTAL DUE (From Page 1)				
SUBDIVISION PLANS TOTAL DUE (From Page 1)				
SITE PLANS TOTAL DUE				
GRAND TOTAL APPLICATION & ESCROW FEES DUE				

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	- -
or	
Employer identification number	
	-

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. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out 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 for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

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. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Township of Mount Holly Joint Land Use Board

Land Use Development Application Application Submission Section C

ALL Documents must be submitted to the appropriate Township department at time of application

- Property Tax Certification—submit to Tax Collector
- Letter of Satisfaction from the MUA—submit to the Municipal Utilities Authority
- Business License Certification—submit to UEZ Office, if applicable

Completed originals of certifications must be received by Board Secretary in order for application to be placed on Joint Land Use Board's agenda

PROPERTY TAX CERTIFICATION

To: Township of Mount Holly
Attn: Tax Collector
23 Washington Street
Mount Holly, NJ 08060

From:

Applicant's Name & Mailing Address

Property Information: Subject property must be identified by Block, Lot and Street Address. If the property contains multiple lots, list each lot separately. If the property is on multiple blocks, use separate lines for each block. ******SEND DIRECTLY TO TAX COLLECTOR AT ABOVE ADDRESS******

Owner's Name				
Street Address	Block	Lot	Lot	Lot

Property taxes for the above referenced block(s) and lot(s) are:

☐ CURRENT as of _____

☐ DELINQUENT as of _____

Amount Due + Interest _____

Date: _____

Mount Holly Township Certified Tax Collector

TAX OFFICE INFORMATION

Phone Number: 609-845-1105 or 609-845-1108

Office Hours: Monday from 9:00 AM to 5:30 PM; Tuesday – Thursday from 9:00 AM to 3 PM
Closed on Friday

Taxes are due quarterly on February 1, May 1, August 1 & November 1

Property tax payments must be made directly to the Tax Collector. Payments will not be accepted by the Joint Land Use Board or the Clerk's Office.

No site plan approval, site plan waivers, subdivisions, variance, certification or declaration of completeness of application can be granted unless the applicant shall have fully paid any and all taxes due to the Township of Mount Holly. Mount Holly Township Code §149-31

This form must be completed and presented by the applicant to the Board Secretary in order for the application to be placed on the Joint Land Use Board's agenda. Property tax payments must be kept current.

LETTER OF SATISFACTION

To: Municipal Utilities Authority
Attn: Executive Director
P.O. Box 486
2 Park Dr.
Mount Holly, NJ 08060

From:

Applicant's Name & Mailing Address

Property Information: Subject property must be identified by Block, Lot and Street Address. If the property contains multiple lots, list each lot separately. If the property is on multiple blocks, use separate lines for each block.

Owner's Name				
Street Address	Block	Lot	Lot	Lot

Sewer taxes for the above referenced block(s) and lot(s) are:

☐ CURRENT as of _____

☐ DELINQUENT as of _____

Amount Due + Interest _____

Connection fees for the above referenced block(s) and lot(s) are:

☐ CURRENT as of _____

☐ DELINQUENT as of _____

Amount Due + Interest _____

Date: _____

Mount Holly Municipal Utilities Authority

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY INFORMATION
Phone Number: 609-267-0015; Fax: 609-267-5420
Office Hours: Monday – Thursday from 7:30 AM to 4:00 PM

Payments must be made directly to the Mount Holly Municipal Utilities Authority. Payments will not be accepted by the Joint Land Use Board or the Clerk's Office.

This form must be completed and presented by the applicant to the Board Secretary in order for the application to be placed on the Joint Land Use Board's agenda. Sewerage payments must be kept current.

BUSINESS LICENSE CERTIFICATION

To: Township of Mount Holly
Attn: UEZ Office
23 Washington Street
Mount Holly, NJ 08060

From:

Applicant's Name & Mailing Address

Property Information:

Business Name: _____

Owner's Name: _____

Street Address: _____ Block: _____ Lot: _____

The business license for the above referenced business has been:

☐ APPROVED as of _____

☐ NOT APPROVED as of _____

License #: _____

Reason: _____

UEZ

Date: _____

UEZ OFFICE INFORMATION

Phone Number: 609-845-1349 Office Hours: Monday- 9:00 AM – 5:03 PM; Tuesday –
Thursday- 9:00 AM – 3 PM; Friday- Closed

Business license payments must be made directly to UEZ Clerk. Payments will not be accepted by the Joint Land Use Board.

This form must be completed and presented by the applicant to the Board Secretary in order for the application to be placed on the Joint Land Use Board's agenda.

Township of Mount Holly Joint Land Use Board

Land Use Development Application Public Notice

Do not provide notice until you have been formally scheduled for a Joint Land Use Board hearing.

Public Notice documentation must be submitted to the Board Secretary no later than three (3) business days prior to your hearing.

- Instructions
- Notice of Hearing
- Proof of Service Certification
- Public Notice Checklist

*Township of Mount Holly
Joint Land Use Board
Municipal Building
23 Washington Street, Mount Holly, NJ 08060
609-845-1100 (Phone) 609-267-6295 (Fax)
www.twp.mountholly.nj.us*

PUBLIC NOTICE INSTRUCTIONS

In accordance with N.J.S.A. 40:55D-12, notice must be published in the official newspaper of Mount Holly Township, which is the Burlington County Times, and provided to property owners within 200 feet of the subject property. Please review the following instructions regarding proper notice procedures:

1. Do not provide notice until you have been formally scheduled for a Joint Land Use Board hearing. Notice must be provided a minimum of ten (10) calendar days prior to the hearing (not including the date of the meeting) or the application will be rescheduled for a later date which will require new notice.

2. Complete the PROPERTY LIST REQUEST from Section A of the application package and submit it to the Municipal Clerk's office if you did not do so at the time you submitted your application.

3. Complete the NOTICE OF HEARING. The notice must clearly state the nature of the application and the specific variances being sought.

a. Publish the Notice of Hearing in the newspaper. The newspaper will send you an affidavit of proof of publication which must be submitted to the Board Secretary prior to your scheduled hearing date. Below is the contact information for the Burlington County Times:

LOCAL ADDRESS:	TO PLACE NOTICE:
Burlington County Times	Please call 215-949-4112, from 8:30 a.m. to
4284 US Highway 130 North	5:00 p.m. weekdays.
Willingboro, NJ 08046	Fax information to 215-949-0603
609-871-8000	Or e-mail to legals@couriertimes.com

b. Distribute copies of the Notice of Hearing to all persons/entities on the Property Owners List either by Certified Mail or Hand Delivery. **NOTE:** Please pay careful attention to the Additional Notices section of the cover letter accompanying the Property Owners List.

4. Complete the PROOF OF SERVICE CERTIFICATION.

5. Complete the PUBLIC NOTICE CHECKLIST and submit the checklist and required documents to the Board Secretary no later than three (3) business days prior to your hearing.

**TOWNSHIP OF MOUNT HOLLY
JOINT LAND USE BOARD
NOTICE OF HEARING**

TAKE NOTICE that the undersigned has filed a Land Use Development application with the Mount Holly Township Joint Land Use Board requesting (provide a detailed description of your project including why you are requesting variances):

In addition, the applicant will request such variances, waivers or approvals that are deemed necessary by the Joint Land Use Board on the premises located at _____ and designated as Block(s) _____ Lot(s) _____ on the Mount Holly Township Tax Map.

A public hearing has been scheduled on the _____ day of _____, _____, at 7 o'clock PM at the Mount Holly Township Municipal Building, 23 Washington Street, Mount Holly, New Jersey. You may either appear in person or by attorney and present any objections which you may have to the granting of the relief sought. Letters will not be accepted in lieu of personal appearance at this hearing.

All plans and related papers are on file in the office of the Municipal Clerk, 23 Washington Street, Mount Holly, New Jersey, and may be inspected by interested persons during regular business hours.

TAKE FURTHER NOTICE that said Joint Land Use Board may, at its discretion, adjourn, postpone or continue the said hearings from time to time and you are hereby notified that you should make diligent inquiry of the Joint Land Use Board Secretary concerning such adjournments, postponements or continuations.

Date

Name of Applicant

PROOF OF SERVICE CERTIFICATION

I, _____, being of full age, duly certifies as follows:
APPLICANT

I hereby certify that I have served the people and entities whose names and addresses appear on the attached list with a Notice of Hearing regarding my pending application to the Mount Holly Township Joint Land Use Board. Attached hereto are exact duplicates of:

1. The Notice of Hearing that I served; and
2. The list of entities and adjoining property owners that was supplied to me by the Township. I have marked up this list to indicate the date when and the manner in which the Notice of Hearing was served on each person and entity (PS for personal service and CM for certified mail). All original certified mail receipts are also attached to this list.

The forgoing statements made by me are true. I am aware that if any statement contained herein is willfully false I am subject to punishment.

Date: _____

Signature: _____

Print Name: _____

PUBLIC NOTICE CHECKLIST

The following items must be submitted to the Mount Holly Township Joint Land Use Board Secretary no later than three (3) business days prior to the hearing date:

- ☐ Original Proof of Service Certification
- ☐ Copy of the Notice of Hearing
- ☐ Copy of Property Owners List marked up as directed in Proof of Service Certification
- ☐ Original certified mail receipts, date stamped by the post office
- ☐ Original Affidavit of Proof of Publication from the Burlington County Times

FOR OFFICE USE ONLY

BLOCK: _____ LOT: _____

APPLICANT: _____

DATE RECEIVED: _____ REVIEWED BY: _____

COMMENTS: _____

DATE REVIEW COMPLETED: _____