

ORDINANCE NO. 2024-13
TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH

ORDINANCE APPROVING REVISIONS TO DEVELOPMENT CHECKLISTS

WHEREAS, consistent with the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., and more specifically N.J.S.A. 40:55D-10.3, the Township of Holmdel is authorized to require a checklist that is submitted as part of an application for development; and

WHEREAS, the Township of Holmdel seeks to update its checklists and repeal provisions inconsistent with same.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Holmdel in the County of Monmouth, State of New Jersey, as follows:

SECTION 1. **The Development Checklist codified as Attachment 1 to Chapter 30, Development Regulations, is hereby repealed in its entirety.**

SECTION 2. **The “Development Application Completeness Checklist,” attached hereto as Exhibit A, is hereby adopted as Attachment 1A to Chapter 30, Development Regulations.**

SECTION 3. **The “Development Completeness Checklist for Single-Family Residential Properties,” attached hereto as Exhibit B, is hereby adopted as Attachment 1B to Chapter 30, Development Regulations.**

SECTION 4. **Section 30-8 is hereby revised as follows:**

~~a. — An application for development shall be complete for purposes of commencing the applicable time period for action by a municipal agency when so certified by the administrative officer. The administrative officer shall be authorized to reject an application as incomplete. In the event that the administrative officer does not certify the application to be complete within 45 days of the date of its submission, the application shall be deemed complete upon the expiration of the forty-five day period for purposes of commencing the applicable time period unless a) the application lacks information indicated on the Township of Holmdel Development Plan Checklist[1] adopted herein and annexed hereto a copy of which checklist shall be provided to the applicant upon request for an application, and b) the administrative officer has notified the applicant, in writing, of the deficiencies in the application within 45 days of the submission of the application. The applicant may request that one or more of the submission requirements be waived, in which event the agency or its authorized committee shall grant or deny the request within 45 days. Nothing herein shall be construed as diminishing the applicant's obligation to prove in the application process that he is entitled to approval of the application. The municipal agency involved may subsequently require correction of any information found to be in error and submission of additional information not specified in this chapter or any revisions in the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for development have been~~

~~met. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required by the municipal agency.~~

~~{1}~~

~~Editor's Note: The Development Plan Checklist referred to herein can be found as an attachment to this chapter.~~

~~b. — No application for final subdivision or final site plan approval shall be accepted for submission unless it is submitted within three years, plus any granted extensions, from the date of memorialization of preliminary approval.~~

a. An application for development other than a single-family residential property shall be submitted to the administrative officer by utilizing and completing the “Development Application Completeness Checklist.” A copy of the checklist is attached as Attachment 1A to Chapter 30, Development Regulations.

b. An application for development of a single-family residential property shall be submitted to the administrative officer by utilizing and completing the “Development Completeness Checklist for Single-Family Residential Properties.” A copy of the checklist is attached as Attachment 1B to Chapter 30, Development Regulations.

c. No application for development shall be deemed a complete application unless the items, information and documentation listed in the applicable checklist are submitted to the administrative officer. If any required item is not submitted, the applicant must request in writing a waiver and state the reasons supporting each such request.

d. The administrative officer shall review the application and determine if it is complete. If the application is not complete, or a waiver is not granted, the administrative officer shall notify the applicant, in writing, within 45 days of the submission of the application.

e. In the event that the administrative officer does not certify the application to be complete within 45 days of the date of its submission, and the municipal agency has not notified the applicant in writing pursuant to subsection (d) within the same timeframe, the application shall be deemed complete.

f. Nothing herein shall be construed as diminishing the applicant's obligation to prove in the application process that he is entitled to approval of the application. The municipal agency involved may subsequently require correction of any information found to be in error and submission of additional information not specified in this chapter or any revisions in the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for development have been met. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required by the municipal agency.

SECTION 5. Sections 30-37 through 30-44 are hereby repealed in their entirety.

SECTION 6. Severability.

The provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

SECTION 7. Repealer.

All ordinances and resolutions, and parts of ordinances and resolutions which are inconsistent with provisions of this ordinance shall be, and are hereby, repealed to the extent of any such inconsistency.

SECTION 8. Effective Date.

This ordinance shall take effect upon final adoption and publication in accordance with law.

LEGAL NOTICE

Publication by Summary Pursuant to N.J.S.A.40:49-2

This Ordinance addresses the Township's checklists for development applications.

CERTIFICATION

The foregoing ordinance was introduced and passed on the first reading at a meeting of the Township Committee of the Township of Holmdel held on May 28, 2024 and will be considered for final passage and adoption at a meeting of said Township Committee to be held on June 11, 2024 at Township Hall, 4 Crawfords Corner Road, Holmdel, NJ at 7:30 PM at which time and place all persons desiring to be heard thereon will be given full opportunity.

Rocco Impreveduto, Mayor

Attest:

Wendy L Patrovich, RMC/CMR
Township Clerk

I certify that this is a true copy of an ordinance that was adopted by the Holmdel Township Committee at the June 11, 2024 Township Committee Meeting.

Wendy L Patrovich, RMC/CMR
Township Clerk



Township of Holmdel

Department of Community Development

4 Crawfords Corner Road

Holmdel, New Jersey 07733

Phone: 732-946-2820

www.holmdeltownship.com

DEVELOPMENT APPLICATION COMPLETENESS CHECKLIST

Applicant:										Property Address:								
Owner:										Block:		Lot(s):		Zone:				
Project Name:										Application #:				Date:				
SUBMISSION REQUIREMENTS										ITEM DESCRIPTION				STATUS		NOTES		
ITEM #	EXEMPT SITE PLAN	PLANNING BOARD or ZONING BOARD						ZONING BOARD						C = Complies	APPLICANT		TOWNSHIP	
		MINOR		MAJOR				VARIANCES 40:55D-70						W = Waiver				
		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	a & b	c					d				
1	X	X	X	X	X	X	X	X	X	X	Fifteen (15) copies of the completed and signed Holmdel Township Development Application forms, including corporate disclosure statement and owner's authorization if applicable.							
2	X	X	X	X	X	X	X	X	X	X	Three (3) copies of the completed Holmdel Township Development Checklist, with letter listing all requested waivers, with explanation for each.							
3	X	X	X	X	X	X	X	X	X	X	Electronic copies of <u>all</u> application documents in PDF format.							
4	X	X	X	X	X	X	X	X	X	X	Applicable filing fees & escrow (paid by separate checks).							
5	X	X	X	X	X	X	X	X	X	X	Two (2) W-9 forms with original signatures.							
6	X	X	X	X	X	X	X	X	X	X	Certification of paid property taxes from Tax Collector.							
7	X	X	X	X	X	X	X	X	X	X	Certified list of names, blocks and lots, and property owners within 200 feet of the property as prepared by the Township Tax Assessor, also to be shown on site plan if applicable.							
8	X	X	X	X	X	X	X	X	X	X	Fifteen (15) copies of detailed narrative as to the applicant's proposal for the overall project, including existing and proposed site conditions, use, and operations.							
9	X	X	X	X	X	X	X	X	X	X	Three (3) copies of protective covenants, deed restrictions, or easements applying to the site, to be submitted with the application, and/or indicated on the submitted plan (if applicable).							
10	X	X	X	X	X	X	X			X	Fifteen (15) copies of property survey no more than 5 years old, prepared by a NJ-licensed land surveyor and showing data including, but not limited to: Block/Lot number(s), existing and proposed monuments, structures, lot lines, lot area, lot dimensions, metes and bounds, right-of-way lines, and easements and/or deed restrictions.							
11	X		X		X					X	Three (3) copies of plans, including floor plans and complete elevation views. Plans shall be prepared by a NJ licensed architect and shall sufficiently depict all building features, including color, materials, and textures.							

SUBMISSION REQUIREMENTS										ITEM DESCRIPTION	STATUS		NOTES		
ITEM #	EXEMPT SITE PLAN	PLANNING BOARD or ZONING BOARD						ZONING BOARD			C = Complies	APPLICANT		TOWNSHIP	
		MINOR		MAJOR				VARIANCES 40:55D-70			W = Waiver				
		SUBDIVISION	SITE PLAN	PRELIM	SITE PLAN	SUBDIVISION	SITE PLAN	a & b	c		d				
12		X	X	X	X						Three (3) copies of Environmental Resource Survey and Environmental Impact Report, including a natural resource survey map, prepared per §30-59 and addressing all sensitive land areas per §30-116 et seq.				
13	X	X	X	X	X	X	X				Three (3) copies of Stormwater Management Report, including drainage calculations, drainage area maps, and/or operations & maintenance manual.				
14		X	X	X	X					X	Three (3) copies of Traffic Impact Report, also addressing parking if applicable.				
15	X	X	X	X	X	X	X			X	Three (3) copies of proof of application for all required outside agency approvals, including but not limited to Monmouth County Planning Board, Freehold Soil Conservation District, Monmouth County Board of Health, NJDOT, and NJDEP.				
16	X	X	X	X	X	X	X				Three (3) copies of current "will-serve" letters from applicable utility companies.				
17		X	X	X	X	X	X			X	Fifteen (15) copies of folded development plans, e.g. grading, plot, or landscaping.				
18		X	X	X	X	X	X				Title block appearing on each sheet of site plan or plat in accordance with the rules governing such for professional engineers and land surveyors including: plan type; address, tax map sheet, and block and lot number; date prepared and dates of last revision; name, signature, license number, and contact information of professional preparing plans, with seal; written and graphic scale; north arrow; date of original drawing and list of specific revisions and dates.				
19		X	X	X	X	X	X				Owner/Applicant information on plan, including name, title, address and telephone number.				
20		X	X	X	X	X	X				On cover sheet, a key map at a scale not smaller than 1 inch = 2000 feet depicting site and surrounding area; a zoning map at a scale not smaller than 1" = 500 feet including existing zoning, zone boundaries, and zoning of contiguous lands; and an area map at a scale not smaller than 1" = 200 feet showing location of parcel and surrounding area, with blocks and lots.				
21		X	X	X	X	X	X				Signature blocks for Board Chairman, Board Secretary, Board Engineer, Owner's certification, and all other signature blocks in accordance with the Map Filing Law (NJSA 46:23-9.0).				
22	X	X	X	X	X	X	X			X	Zoning schedule indicating zone classification, existing and proposed use, and all bulk and area requirements, including site area, setbacks, building coverage, impervious coverage, building height, floor area ratio, density, and all other data needed to insure conformity with the Township of Holmdel Development Regulations. Front, rear and side yard setback lines shall be depicted graphically on the plan.				
23		X	X	X	X	X	X			X	Location of all existing and proposed easements, covenants, or restrictions, identified by purpose and with metes and bounds descriptions shown.				

SUBMISSION REQUIREMENTS										ITEM DESCRIPTION	STATUS		NOTES		
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		MINOR		MAJOR				VARIANCES 40:55D-70			W = Waiver				
		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	a & b	c		d				
24		X	X	X	X	X	X		X	X	Dimensions of all existing and proposed property lines.				
25		X	X	X	X	X	X		X	X	All proposed buildings and structures, including location, use, and footprint area.				
26		X	X	X	X	X	X				Location on the site and within 200 feet of open waters, streams, floodplains, wetlands, wetlands buffers, wooded areas, coastal or tidal areas, and other environmentally sensitive areas.				
27		X	X	X	X	X	X				The location of all watercourses, railroads, bridges, culverts, drainpipes and natural features, such as treed areas, both on site and within 100 feet of its boundaries.				
28		X	X	X	X	X	X				All proposed ingress/egress routes to public rights-of-way, including locations, dimensions, circulation routes, control signs or signals, and acceleration and deceleration lanes.				
29		X	X	X	X	X	X				Location and capacity of off-street parking areas, including dimensions of all access drives, aisles, and parking stalls, and details of materials to be used for surfaces.				
30		X	X	X	X	X	X				Location and dimensions of fire zones and loading areas.				
31		X	X	X	X	X	X				Pedestrian circulation details, including locations of curbs, sidewalks, crosswalks, and ADA-accessible routes, and details of material to be used for surfaces.				
32		X	X	X	X	X	X		X		Location of accessory structures, including fences, walls, trash enclosures, recycling areas, and details of each.				
33		X	X	X	X	X	X		X		Total area of landscaping/open space expressed in square feet and as a percentage of total area disturbed.				
34		X	X	X	X	X	X				Landscaping plan including details as to the size, number, location and type of vegetation and method of planting to be used and showing existing and proposed wooded and landscaped areas; proposed buffering and screening; and planting details.				
35		X	X	X	X	X	X				Planting list to include planting symbol, number, genus, species, common name, and size at planting (height, caliper, container).				
36		X	X	X	X	X	X				Tree location plan with identification by complete common name or identification of all trees 6 inches or greater (Minor) or 3 inches or greater (Major), with tabulation of located trees by number, including DBH, identification (complete common name), health, form, and whether to be removed, remain, and/or remain and be protected during construction.				
37		X	X	X	X	X	X				Calculation of total diameter of trees to be removed as compared to total proposed trees to be planted (shrubs/groundcover not included).				
38		X	X	X	X	X	X				Exterior lighting plan depicting amount of illumination in footcandles and at 10-foot intervals, as well as location, size, height, type, construction, and design of light poles and building mounted fixtures.				
39		X	X	X	X	X	X				Grading plan based on National Geodetic Control Survey Datum, showing existing and proposed grades at 2-foot contour intervals (5-foot intervals may be provided when the slope is 10% or greater), with additional spot elevations provided to sufficiently depict proposed grading.				

SUBMISSION REQUIREMENTS										ITEM DESCRIPTION	STATUS		NOTES	
ITEM #	EXEMPT SITE PLAN	PLANNING BOARD or ZONING BOARD						ZONING BOARD			C = Complies			
		MINOR		MAJOR				VARIANCES 40:55D-70			W = Waiver			
		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	a & b	c		d	APPLICANT		TOWNSHIP
40				X	X	X	X				Drainage area map showing tributary areas on and off site before development; areas contributing to each storm drain facility; and direction of flow of all surface waters and streams; complete drainage calculations in accordance with Township requirements.			
41				X	X	X	X				Limit of disturbance and limits of all cut and fill areas.			
42		X	X	X	X	X	X		X		Finished grade and basement and first floor elevations for all existing and proposed structures.			
43		X	X	X	X	X	X		X		Location, type and size of all existing and proposed drainage features, including basins, swales, structures, watercourses, ditches, outfalls, and pipes, including pipe materials.			
44		X	X	X	X	X	X				Location and type of all existing and proposed utility services, including manholes, sewer mains, water lines, utility poles, fire hydrants, and all other related features on site and within 200 ft.			
45	X	X	X	X	X	X	X		X	X	Location of existing and proposed wells and septic systems, with Board of Health application if applicable.			
46				X	X	X	X				Plans, profiles, cross-sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract, as well as similar details on curbing, sidewalks, storm and sanitary sewers, water mains, drainage structures and street cross sections.			
47				X	X	X	X				Information required to assess conformance with the Resource Management Regulations (§30-116 et seq.) including, as applicable: scenic resource/sightline analysis steep slope analysis; riparian zones and buffers; all existing and proposed conservation/landscape easements; open waters; species habitats; and freshwater wetlands documentation from NJDEP (e.g., Letter of Interpretation).			
48				X	X	X	X				Woodland Retention and Preservation Plan, prepared in accordance with §30-116.10.			
49	X	X	X	X	X	X	X		X	X	For application involving signs: Location, appearance, dimensions, and details for all existing and proposed signs, and other details indicating sign materials, lighting, landscaping and any other applicable information.			

Notes:

- The approving Board may waive submission of any information required of any application for development where deemed appropriate, after first considering all waiver requested made by the applicant and the opinion(s) of the Township professionals.
- The approving Board may request additional information of any Applicant if said information is deemed necessary by the Board to make an informed opinion on the application, though such request shall not cause the application to be deemed incomplete.

Signature and Title of Preparer of Checklist

Date



Township of Holmdel

Department of Community Development

4 Crawford's Corner Road

Holmdel, New Jersey 07733

Phone: 732-946-2820

www.holmdeltownship.com

DEVELOPMENT COMPLETENESS CHECKLIST for SINGLE-FAMILY RESIDENTIAL PROPERTIES

Applicant:				Property Address:				
Owner:				Block:	Lot(s):	Zone:		
Project Name:				Application #:			Date:	
SUBMISSION REQUIREMENTS				ITEM DESCRIPTION			STATUS	NOTES
ITEM #	ZONING BOARD				C = Complies			
	VARIANCES 40:55D-70				W = Waiver			
	a & b	c	d		APPLICANT	TOWNSHIP		
1	X	X	X	Fifteen (15) copies of the completed and signed Holmdel Township Development Application forms, including corporate disclosure statement and owner's authorization if applicable.				
2	X	X	X	Three (3) copies of the completed Development Checklist, with letter listing all requested waivers, with explanation for each.				
4	X	X	X	Electronic copies of <u>all</u> application documents in PDF format.				
5	X	X	X	Applicable filing fees & escrow (paid by separate checks made payable to Holmdel Township).				
6	X	X	X	Two (2) W-9 forms with original signatures				
7	X	X	X	Certification of paid property taxes from Tax Collector.				
8	X	X	X	Certified list of names, blocks and lots, and property owners within 200 feet of the property as prepared by the Township Tax Assessor, also to be shown on site plan if applicable.				
9	X	X	X	Fifteen (15) copies of detailed narrative as to the applicant's proposal for the overall project, including existing and proposed site conditions, use, and operations.				
10	X	X	X	Three (3) copies of protective covenants, deed restrictions, or easements applying to the site, to be submitted with the application, and/or indicated on the submitted plan (if applicable).				
11		X		Fifteen (15) copies of property survey no more than 5 years old, prepared by a NJ-licensed land surveyor and showing data including, but not limited to: Block/Lot number(s), existing and proposed monuments, structures, lot lines, lot area, lot dimensions, metes and bounds, right-of-way lines, and easements and/or deed restrictions.				
12		X	X	Three (3) copies of dimensioned architectural plans, including floor plans and complete elevation views. Plans shall be prepared by a NJ licensed architect and shall sufficiently depict all building features, including color, materials, and textures (if applicable).				

Application #: _____

EXHIBIT B

SUBMISSION REQUIREMENTS				ITEM DESCRIPTION	STATUS		NOTES
ITEM #	ZONING BOARD				C = Complies		
	VARIANCES 40:55D-70				W = Waiver		
	a & b	c	d	APPLICANT	TOWNSHIP		
13		X	X	Three (3) copies of proof of application for all required outside agency approvals, including but not limited to Monmouth County Planning Board, Freehold Soil Conservation District, Monmouth County Board of Health, NJDOT, and NJDEP.			
14		X	X	Fifteen (15) copies of folded development plans, e.g. grading, plot, or landscaping.			
15		X	X	Zoning schedule indicating zone classification, existing and proposed use, and all bulk and area requirements, including site area, setbacks, building coverage, impervious coverage, building height, floor area ratio, density, and all other data needed to insure conformity with the Township of Holmdel Development Regulations. Front, rear and side yard setback lines shall be depicted graphically on the plan.			
16		X		Location of accessory structures, including fences, walls, trash enclosures, recycling areas, and details of each.			
17		X		Total area of landscaping/open space expressed in square feet and as a percentage of total area disturbed.			
18		X	X	Location of existing and proposed wells and septic systems, with Board of Health application if applicable.			
19		X	X	Photographs (including date) showing existing conditions and structures on the subject property.			
20		X	X	Letter from Homeowners' Association consenting to proposed development (if applicable).			

Notes:

- This checklist shall also be applicable to two-family residential development in accordance with the provisions of the MLUL.
- The approving Board may waive submission of any information required of any application for development where deemed appropriate, after first considering all waiver requested made by the applicant and the opinion(s) of the Township professionals.
- The approving Board may request additional information of any Applicant if said information is deemed necessary by the Board to make an informed opinion on the application, though such request shall not cause the application to be deemed incomplete.

Signature and Title of Preparer of Checklist

Date