

ZONING BOARD DEVELOPMENT APPLICATION CHECKLIST

*The first 13 items must be submitted **before** you can be considered administratively complete. You must be considered administratively complete to be placed on the Zoning Board's agenda and given a date and time for your meeting.*

	APPLICANT CHECKLIST	OFFICE CHECKLIST
1. Appropriate Fees & Breakdown sheet	_____	_____
2. Plans – 1 <u>Original sealed survey</u> & 13 copies (showing existing & proposed work)	_____	_____
3. Development Application – 1 original & 13 copies	_____	_____
4. Tax Certification/From Tax Collector – 1 original & 1 copy	_____	_____
5. Notice of Fees & Agreement to Pay Same – 1 original & 1 copy	_____	_____
6. Tax Map Sheet/From Tax Assessor – 1 original & 13 copies	_____	_____
7. Affidavit of Ownership – 1 original & 1 copy	_____	_____
8. Disclosure of Ownership – 1 original & 1 copy (If Partnership, Corp. or Joint Venture)	_____	_____
9. Affidavit of Non-Collusion – 1 original & 1 copy	_____	_____
10. W-9 Form – PLEASE SIGN IN BLUE INK	_____	_____
11. Professionals List – 1 original & 1 copy	_____	_____
12. Permit Refusal from Zoning Officer – 1 copy	_____	_____
13. Contribution Disclosure Statement – 1 original & 1 copy	_____	_____
** For Applicant and each person on Professionals List	_____	_____

THE FOLLOWING MUST BE SUBMITTED NO LESS THAN 3 DAYS PRIOR TO MEETING DATE.

1. Affidavit of Proof of Service – 1 original & 1 copy	_____	_____
2. Letter Sent to Property Owners – 1 copy	_____	_____
3. List of Property Owners Within 200' - ORIGINAL From Tax Assessor's Office (ALL UTILITY COMPANIES MUST BE NOTICED ALSO)	_____	_____
4. Certified Mail/Return Receipts from Post Office – <u>Green & Green & White</u> Originals Dated at least 10 calendar days prior to meeting date.	_____	_____
5. Certification of Publication from Newspaper – Original with seal Published at least 10 calendar days prior to meeting date.	_____	_____
<u>UPON COMPLETION:</u>		
1. Notice of Decision – To Be Published in Newspaper by Applicant if Approved within 10 days of Approval. Please include application number .	_____	_____

**CUT OFF DATE: 10 DAYS PRIOR TO MEETING DATE FOR "C" VARIANCES
30 DAYS PRIOR TO MEETING DATE FOR SITE PLANS & SUBDIVISIONS**

MEETING TIME: 7:00 PM (unless otherwise posted)

APPLICANT MUST BE PRESENT AT MEETING, UNLESS REPRESENTED BY AN ATTORNEY

DEVELOPMENT APPLICATION

1. APPLICANT: _____ PHONE: _____

2. ADDRESS: _____

3. PURPOSE OF APPLICATION: _____

4. LOCATION OF SUBJECT PROPERTY: _____
Block(s) _____ Lot(s) _____ Zone _____

5. VARIANCES:

	<u>MINIMUM REQUIREMENTS</u>	<u>PROPOSED</u>	<u>Deficient</u>
LOT AREA	_____	_____	_____
LOT WIDTH	_____	_____	_____
LOT DEPTH	_____	_____	_____
LOT FRONTAGE	_____	_____	_____
SETBACKS:			
FRONT	_____	_____	_____
SIDE	_____	_____	_____
COMBINED	_____	_____	_____
REAR	_____	_____	_____
HEIGHT	_____	_____	_____
LOT COVERAGE	_____	_____	_____

6. WAIVERS: (Describe in Detail)

CURB _____
SIDEWALKS _____
PARKING _____
SHADE TREES _____
LANDSCAPE _____
BUFFER _____
PAVING _____
OTHER _____

TYPE OF DEVELOPMENT: (Check one or more as applicable)

_____ Bulk/Hardship Variance

_____ Use Variance

_____ Minor Subdivision

_____ Major Subdivision

_____ Minor Site Plan

_____ Major Site Plan

_____ Appeal

_____ Interpretation of Township regulations

FEE BREAKDOWN

ITEMIZE APPROPRIATE FEES WHICH ARE BEING SUBMITTED BELOW:

NOTICE

IN THE EVENT THE APPLICATION OR REVIEW FEES EXCEED THE FEES POSTED
WITH THIS APPLICATION FOR BLOCK _____, LOT(S) _____,
ALSO KNOWN AS _____,
THEN IT IS FULLY UNDERSTOOD THE APPLICANT WILL BE RESPONSIBLE FOR
ANY EXCESS AMOUNT.

Sworn to and subscribed before me
this _____ day of _____, 20____

Notary Public

DISCLOSURE OF OWNERSHIP

NAME OF APPLICANT _____

APPLICANT IS A: Corporation _____ Partnership _____ Joint Venture _____

<u>Full Name of Individual Stockholder/ Partner</u>	<u>Address of Individual Stockholder/Partner</u>	<u>Share % Owned</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

Number of Minority (less than 10%) owners not listed _____

Attach additional sheets in this format if necessary.

If corporation or partnership is shown as a greater than 10% owner, attach a similar breakdown of its individual owners.

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	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; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> 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.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
or									
Employer identification number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

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?* on page 2 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 Publication 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 28% 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 Part II instructions on page 3 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* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

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* on page 3 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, list first, and then circle, the name of the person or entity whose number you entered in Part I of 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)(ii). 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 in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in 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.

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. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), 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 the chart on page 4 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. You can get Forms W-7 and SS-4 from the IRS by visiting irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

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

*Note. 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 Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system 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 contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov 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.

PROFESSIONALS

APPLICANT: Name: _____
Address: _____

Telephone: _____

ENGINEER: Name: _____
Address: _____

Telephone: _____

ATTORNEY: Name: _____
Address: _____

Telephone: _____

LANDSCAPE ARCHITECT: Name: _____
Address: _____

Telephone: _____

PLANNER: Name: _____
Address: _____

Telephone: _____

Contribution Disclosure Statement

Name of Applicant/Associate/Professional:

In accordance with the provisions of Ordinance 2004-88, also known as Chapter 23-3 *et seq.* of the Stafford Township Code, the following is a listing of contributions made to or on behalf of any candidate, candidate committee, joint candidates committee, political committee, continuing political committee, or political party committee of or pertaining to the Township of Stafford made up to one year prior to filing the variance, subdivision and/or development application and/or during the pendency of the application process, and required to be reported pursuant to N.J.S.A.19:44A-1 *et seq.*

<u>Amount of Contribution</u>	<u>Date of Contribution</u>	<u>Recipient</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

I certify that the information contained herein is true and correct as of the date of this filing. I acknowledge and understand that I must amend and/or augment this information if additional contributions are made subsequent to the date of the initial filing of this Statement.

Signature of Applicant/Associate/Professional

Date of Filing: _____

PROOF OF SERVICE AFFIDAVIT

STATE OF NEW JERSEY:

COUNTY OF _____ SS
_____:

I, _____, being of full age and being duly sworn according to law, upon my oath depose and say:

1. On _____, I deposited at the United States Post Office, copies of the Notice attached hereto, addressed and forwarded certified mail, return receipts requested, to all persons shown on the list of property owners within 200 feet, and others to whom notice must be given, shown on the list annexed hereto, with sufficient postage prepaid. The list of persons within 200 feet was prepared and certified by the Tax Assessor of Stafford Township.

2. I also attach hereto proof of the publication of the Notice published in the

_____ on _____
(Newspaper) (Date)

3. I make this Affidavit based on my own knowledge of the truth of the facts contained herein.

Sworn to and subscribed before me
this _____ day of _____, 20____

Notary Public

SAMPLE NOTICE - TO BE SENT CERTIFIED MAIL – RETURN RECEIPT REQUESTED

NOTICE OF HEARING

TO: _____

YOU ARE HEREBY NOTIFIED, as provided in the Municipal Land Use Law, that the Zoning Board of the Township of Stafford, County of Ocean, State of New Jersey, will hold a hearing on _____ 20,___ at 7:00 PM in the Township Municipal Building, 260 E. Bay Avenue, Manahawkin, New Jersey, to consider an application affecting the property whose street address is known as

_____,
Block _____, Lot _____.

The conditions affecting this property and the reasons for the application being heard are as follows:

Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Development, 260 E. Bay Avenue, Manahawkin, New Jersey, and may be inspected any workday between the hours of 8:30AM and 4:30PM. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

APPLICANT: _____

ADDRESS: _____

SAMPLE NOTICE OF HEARING FOR PUBLICATION

TO: *Official Publication*

TAKE NOTICE THAT the Zoning Board of the Township of Stafford in the County of Ocean and State of New Jersey, will hold a hearing on _____ 20__ at 7:00 PM in the Township Municipal Building at 260 E. Bay Avenue, Manahawkin, New Jersey, to consider an application affecting the property whose street address is known as _____,
Block _____, Lot _____.

The conditions affecting this property and the reasons for the application being heard are as follows:

Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Development, 260 E. Bay Avenue, Manahawkin, New Jersey, and may be inspected any workday between the hours of 8:30AM and 4:30PM. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

This Notice is published in compliance with the Code of the Township of Stafford.

APPLICANT'S NAME: _____

**ARTICLE IX
DEVELOPMENT REVIEW FEES 130-95**

Payments must be in the form of a check or money order.

APPLICATION ADMINISTRATIVE FEE (non-refundable) – SEPARATE CHECK
(choose one fee which applies to your application)

Major Site Plan/Major Subdivision	\$500.00
Minor Site Plan/Minor Subdivision and all other Development Applications except the following:	200.00
"C" Variances in connection with existing single-family resident use.	75.00
"C" Variances – Accessory Structures	25.00
Home Occupation/Conditional Use	75.00
Extension of Preliminary/Final Approval	75.00
Pre-applications	25.00

COURT REPORTER - SEPARATE CHECK

Residential "C" Variance	100.00
All other applications	200.00

THE FOLLOWING FEES MAY BE COMBINED IN ONE CHECK

SUBDIVISION

Minor-Preliminary and Final	\$500.00
Plus per Lot	50.00
Major-Preliminary	1,500.00
Plus per Lot	50.00
Major Final-(50% of fees for Preliminary)	750.00

SITE PLAN

Minor-Preliminary and Final	850.00
Major-Preliminary	1,500.00
Plus per Acre/Any portion above an Acre	500.00
Major Final-(50% of fees for Preliminary)	750.00
Home Occupation of Home Professional Office	300.00

EXTENSION OF PRELIMINARY/FINAL APPROVAL

Escrow fee	100.00
------------	--------

VARIANCES

Hear and Decide Appeals	\$50.00
Interpretation of Zoning Regulations or Map	50.00
Hardship or Bulk Variance	200.00
Use Variance	500.00

RESOLUTION PREPARATION 100.00

PRE-APPLICATIONS

Escrow Fee	225.00
------------	--------

CONDITIONAL USE 25.00

CERTIFICATE OF SUBDIVISION 25.00

ZONING/CHANGE OF USE PERMIT 25.00

ENVIRONMENTAL REVIEW

(required on site plans and major subdivisions where wetlands are within 200 feet of the tract)

A. Nonrefundable Administrative Fees	100.00
B. Environmental Fee	250.00

**ARTICLE IX
DEVELOPMENT REVIEW FEES 130-95**

The developer shall, upon filing an application, pay an escrow fee to the Township by Check or money order, based on the schedule set forth above. Proposals involving more than one (1) application type shall pay a cost equaling the sum of the costs for the component elements of the plat. Proposals requiring a combination of approvals, such as subdivision, sit plan, and/or a variance, shall pay a cost equal to the sum of the cost for each element.

RE-REVIEW FEES

The fees paid under 130-95A (2), (3) and (5) are estimated to cover the costs incurred by the Board for the review of the initial application. Additional fees totaling 50% of the original fee shall be posted by the applicant for each plan review submitted after the original submission.

**NOTICE OF DECISION
BY THE STAFFORD TOWNSHIP
ZONING BOARD**

On (date), the Stafford Township Zoning Board of Adjustment granted (your name as it appears on the application to the board) the following relief for (block, lot and street address); (here list subdivision approval in specific terms, such as "subdivision approval to divide lot 2 into lots 2.101 and 2.02", or "a variance to permit a side setback of 25 feet where thirty feet is required," or "design wavers to permit extra site lighting," etc. (The summary should be short but complete.) Documents and plans pertaining to this matter are available for public inspection at the Stafford Township Municipal Building, 260 East Bay Ave., Manahawkin, NJ 08050 during regular business days and hours.

(Your name and town of residence, street address and phone number are not necessary.)

**APPLICANT'S OFFER TO ABUTTING
PROPERTY OWNERS**

Mr./Mrs. _____
Block _____ Lot _____
Address: _____

Re: Application # ZB _____

Dear Mr./Mrs. _____:

I have made application to the **STAFFORD TOWNSHIP ZONING BOARD** for a variance(s) to construct _____ on Block _____, Lot _____, which abuts your property. This letter is to inquire whether you would be interested in selling me your lot or a portion of your lot in order to make my lot conform or more nearly conform with the current **STAFFORD ZONING ORDINANCE**. In the alternative, you may have an interest in purchasing my lot at the "fair market value" which in this instance means a building lot price as if the variance had been granted.

It is my intention to demonstrate to the **STAFFORD ZONING BOARD** that a "hardship" exists as I am unable to either acquire additional land or sell my land at its fair market value.

If you have any interest in selling your lot, or a portion of your lot to me or in purchasing my lot, please indicate on the enclosed copy of this letter your position with respect to this application. The **STAFFORD TOWNSHIP ZONING BOARD** hearing on the undersigned's variance application is scheduled for _____ at which time a copy of this letter and any response from you will be offered into evidence.

Enclosed is a stamped-return addressed envelope for your convenience. You may, of course, attend the Zoning Board hearing and give testimony concerning your position.

Very truly yours,

Applicant

Applicant's Tel. No. (Home) _____
(Work) _____

CERTIFIED MAIL ___ RRR# _____
AND ORDINARY MAIL

cc: Zoning Board of Adjustment Secretary

RESPONSE OF ABUTTING PROPERTY OWNERS

RE: Applicant _____
Block _____, Lot _____
Address of Applicant's Property _____

1. We have an interest in purchasing the Applicant's property _____
(yes or no)
2. We are willing to pay \$ _____
3. We have an interest in selling our property _____
(yes or no)
4. We are willing to sell our property for \$ _____
5. We have an interest in selling a portion of our property
consisting of _____ square feet _____
(yes or no)
6. We are willing to sell the property described in #5 for \$ _____
7. We have no interest in buying the Applicant's property
or selling our property or a portion of our property _____
(yes or no)
8. We will be in attendance at the Zoning Board meeting
to give our testimony _____
(yes or no)

Date: _____

Signature _____
Address: _____

Date: _____

Signature _____
Address: _____

*You may send a copy of this response directly to the Zoning Board Secretary at the following address:
Stafford Township Zoning Board, 260 E. Bay Avenue, Manahawkin NJ 08050.

**NOTICE OF DECISION
BY THE STAFFORD TOWNSHIP
ZONING BOARD**

On (date), the Stafford Township Zoning Board of Adjustment granted (your name as it appears on the application to the board) the following relief for (block, lot and street address); (here list subdivision approval in specific terms, such as "subdivision approval to divide lot 2 into lots 2.101 and 2.02", or "a variance to permit a side setback of 25 feet where thirty feet is required," or "design waivers to permit extra site lighting," etc. (The summary should be short but complete.) Documents and plans pertaining to this matter are available for public inspection at the Stafford Township Municipal Building, 260 East Bay Ave., Manahawkin, NJ 08050 during regular business days and hours.

(Your name and town of residence, street address and phone number are not necessary.)

N.J.S.A. 40:55D-70 Variance Applications

Helpful Hints

The board has the power to:

C. GRANT A BULK VARIANCE -

(1) Where:

(a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or

(b) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or

(c) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon,

the strict application of any zoning bulk regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property, OR

(2) where in an application relating to a specific piece of property the purposes of zoning would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment,

D. GRANT A USE VARIANCE, in particular cases for special reasons*, to allow departure from use regulations to permit: (1) a use or principal structure in a district restricted against such use or principal structure, or (2) an expansion of a nonconforming use. A use variance shall be granted only by affirmative vote of at least five members.

*Special reasons may be found where:

(1) the proposed use inherently serves the public good, such as a school, hospital, or public housing facility; (2) the property owner would suffer undue hardship if compelled to use the property in conformity with the permitted uses in the zone; or

(3) the proposed use would serve the general welfare because the proposed site is particularly suitable for the proposed use.

No bulk or use variance may be granted without a showing that such variance can be granted without substantial detriment to the public good and will not substantially impair the intent and the purpose of the zone plan and zoning ordinance.

NOTE: variances are granted based upon the condition of the property and not the personal circumstances of the property owner.

RESOLUTION 2018-07

**RESOLUTION OF MEMORIALIZATION OF THE STAFFORD TOWNSHIP
ZONING BOARD OF ADJUSTMENT REGARDING DESIGNATION OF
OFFICIAL NEWSPAPERS FROM JANUARY 1, 2018 TO DECEMBER 31, 2018**

WHEREAS, there exists the need for official newspapers for the Zoning Board of Adjustment of the Township of Stafford for legal matters:

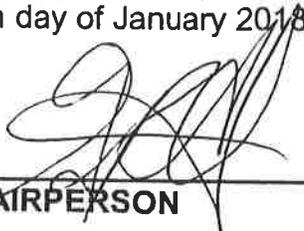
NOW, THEREFORE, BE IT RESOLVED by the Zoning Board of Adjustment of the Township of Stafford that the official newspapers shall be the following:

1. **TIMES-BEACON**
2. **ATLANTIC CITY PRESS**
3. **ASBURY PARK PRESS**

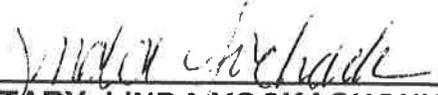
This Resolution shall be published once in an official newspaper.

CERTIFICATION

I hereby certify that the above is a true copy of the Resolution duly adopted by the Stafford Township Zoning Board of Adjustment of the Township of Stafford, County of Ocean and State of New Jersey, at its meeting held on the 17th day of January 2018.



CHAIRPERSON



SECRETARY LINDA YOCKACHONIS