

**North Hanover Township**  
Municipal Building  
41 Schoolhouse Road  
Jacobstown, NJ 08562

**13 Copies of Application, checklist, and plans must be submitted to the Board Secretary in order to be heard**

- ***It is the responsibility of the applicant to forward the application and plans to the Engineer, Planner and Attorney for review (addresses below)***
- ***Board Secretary must be copied on ALL correspondence with JLUB Professionals.***

**Application Packet consists of the following**

1. Instruction to Applicants
2. Application information
3. Ordinance 2009-10 Escrow Fee Schedule
4. Fee Computation
5. Proof of Taxes Paid Current
6. Application for 200 Ft Property list – Submit to the Joint Land Use Board Secretary
7. Agreement to Pay Fees
8. W-9 Form
9. Proof of Service
10. Notice to be placed in paper (if required)
11. NHT JLU Board Checklist (subdivisions, site plans, concept plan)
12. Burlington County Planning Board Checklists (subdivisions, site plans)

**PROFESSIONALS:**

Stephen Raymond of the Law Firm of Raymond, Coleman and Heinhold  
325 New Albany Rd  
Moorestown, NJ 08057  
Telephone: (856) 222-0100  
Fax: (856) 222-04111

Joseph R. Hirsh, PE, CME, CPWM, Twp. Engineer of Environmental Resolutions, Inc.  
815 East Gate Drive - Suite 103  
Mt. Laurel, NJ 08054  
Office: (856) 235-7170  
Fax: (856) 273-9239

Ed Fox, PP, Engineer of Environmental Resolutions, Inc.  
815 East Gate Drive - Suite 103  
Mt. Laurel, NJ 08054  
Office: (856) 235-7170  
Fax: (856) 273-9239

**MEMBERS:**

Tom Kimball, Chair  
Greg Grauer, Vice Chair  
Dave Forsyth, Class I  
Joseph Greene, Class II  
Ron DeBaecke, Class III  
Jack Smylie, Class IV

Jim Durr, Class IV  
Debbie Kucowski, Class IV  
Russ Comisky, Class IV  
Wayne Voorhees, Alternate #1  
Patricia Mellor, Alternate #2

Caitlin Decker, Secretary (609) 758-2522 x218 or [cdecker@northhanovertwp.com](mailto:cdecker@northhanovertwp.com)

**All applications must be handed into the Board Secretary and each Board Professional no later than 12:00 noon on the last Friday of each month with exception to November where the application submission is the**

**Wednesday before Thanksgiving. Within a week of your completeness review, you will receive a letter from the Board Engineer, advising you of the status of your application.**

Should it be found that more information is necessary in order to complete your application, you must have all revisions to the Land Use Office not later than two weeks PRIOR to the meeting date. Submitting revisions after this time will jeopardize your chances of being heard formally before the board. The 2023 meeting schedule is below:

January 25, 2023 at 7:00 pm  
February 22, 2023 at 7:00 pm  
March 22, 2023 at 7:00 pm  
April 26, 2023 at 7:30 pm  
May 24, 2023 at 7:30 pm  
June 28, 2023 at 7:30 pm  
July 26, 2023 at 7:30 pm  
August 23, 2023 at 7:30 pm  
September 27, 2023 at 7:30 pm  
October 25, 2023 at 7:30 pm  
November 15, 2023 at 7:00 pm  
December 20, 2023 at 7:00 pm  
January 10, 2024 at 7:00 pm (Re-Org)

# NORTH HANOVER TOWNSHIP

APPLICATION FOR:

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

- ☐ Site Plan Review
- ☐ Minor Subdivision
- ☐ Variance
- ☐ Planned Development
- ☐ Zoning Interpretation
- ☐ Informal Conceptual
- ☐ Waiver of Site Plan Review

Date Filed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Check/cash# \_\_\_\_\_

Tax Certification: \_\_\_\_\_

Application Received by: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Land Owner(s): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Owner Representative: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Property Location: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Area of Tract: \_\_\_\_\_ # of Lots: \_\_\_\_\_

Property Development Use: \_\_\_\_\_

Area Being Subdivided: \_\_\_\_\_

Person Preparing Plan: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Development Review Committee Determination:      complete      incomplete

Completeness Letter To:

Applicant  
Representative

Date

\_\_\_\_\_  
\_\_\_\_\_

Scheduled for JLUB Meeting: \_\_\_\_\_

Reviewed at Joint Land Use Meeting: \_\_\_\_\_ Resolution # \_\_\_\_\_

Action Taken: \_\_\_\_\_

Planning Board Action Published on: \_\_\_\_\_

Resolution To:

Date

Township Clerk

Applicant

Engineer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NORTH HANOVER TOWNSHIP JOINT LAND USE BOARD  
INSTRUCTIONS TO APPLICANTS

THESE instructions are provided to assist you in the submission of your application to the North Hanover Joint Land Use Board for Site Plan Review or for Major or Minor Subdivisions.

PLEASE note, however, that it is your responsibility to comply with all of the requirements of New Jersey Law and the Ordinances of North Hanover Township. A copy of the Land Use Ordinances of North Hanover Township may be purchased at the Municipal Clerk's Office. You are urged to have the Ordinances carefully reviewed by your attorney and by your engineer before submission of your plan and application.

The Joint Land Use Board Completeness Review Designee may reject as incomplete any plans that do not include the required information. Resubmission of plans will require the payment of an additional application fee.

APPLICATIONS for Joint Land Use Board Review must be signed by the owner of the property. A secondary application can be received if accompanied by a power of attorney authorizing the agent to make the application. The Secretary of the Joint Land Use Board will advise applicants of the date of the hearing.

RESUBMISSIONS must also be filed three (3) weeks prior to the meeting at which they will be considered.

ALL PROCESSING FEES ARE NON-REFUNDABLE.

IT is the obligation of the applicant to make the appropriate application and to obtain the required approval from any other agency, including but not limited to, Burlington County Planning Board.

ALL Applicants for minor or major subdivisions are advised that the Joint Land Use Board will require that the plan comply with all of the requirements of the Map Filing Law and that the plan be filed, after final approval, with the Clerk of Burlington County.

FOR your convenience, attached is a schedule of applicable fees and a list of items that the professionals will consider in reviewing your application.

TECHINAL REVIEW FEES: All applicants before the North Hanover Township Joint Land Use Board are advised that costs incurred by North Hanover Township for engineering, legal, planning, or other technical or professional services in respect to the application will be the responsibility of the applicant. No permits will be issued unless such costs have been paid or a deposit is placed with the Township to cover the costs.

ALL applicants must make sure that the architect or engineer is aware of the requirements outlined in Township Ordinances which are online at [www.northhanovertwp.com](http://www.northhanovertwp.com). All requirements must be incorporated in any plans forwarded to the Joint Land Use Board for review. Submissions are to be made to the Board Secretary's Office located at:

North Hanover Township  
Municipal Building  
41 Schoolhouse Road  
Jacobstown, NJ 08562

7. ESCROW ACCOUNT: I agree to be responsible for all bills against this development's escrow account. In the event that this project is sold or my interest is transferred to another party, my obligation can only be relieved if all outstanding escrow bills are paid and the new principal obligates himself of the responsibly of all future bills in an agreement with the Township.

THIS AGREEMENT made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Applicant's Signature

**ORDINANCE 2009-10  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**AN ORDINANCE AMENDING CHAPTER 19 OF THE GENERAL CODE OF  
THE TOWNSHIP OF NORTH HANOVER, CONCERNING FEES AND  
ESCROWS ASSOCIATED WITH APPLICATIONS MADE TO THE JOINT  
LAND USE BOARD**

**WHEREAS**, the Township Committee of the Township of North Hanover desires to amend Chapter 19 of the Township's General Code to plainly set forth application fees and escrows associated with applications submitted to the Township's Joint Land Use Board; and

**WHEREAS**, the Township Committee of the Township of North Hanover desires to amend established fees and establish an "escrow plus" account to secure the costs and expenses of processing and reviewing any applications addressed herein;

**NOW THEREFORE BE IT ORDAINED**, by the Township Committee of the Township of North Hanover, County of Burlington, State of New Jersey, that Chapter 19, Section 030.3 entitled "Land Subdivision and Site Plan Review Fees" and Section 030.4 entitled "Planning Board and Zoning Board of Adjustment" are hereby amended as follows:

**SECTION 1. CHAPTER 19-030.3 and CHAPTER 19-030.4 – [Repealed].**

**SECTION 2. CHAPTER 19-030.3 – Fees and Escrow for Applications Submitted to the Joint Land Use Board for Subdivisions, Site Plans, and Residential and Commercial Development.**

- A. The application fees as set forth herein are nonrefundable flat fees and shall cover direct administrative expenses associated with processing the application at issue.
- B. An escrow account shall be established to cover the costs of professional services, including engineering, legal, planning, professional salaried personnel and consultants retained to evaluate material submitted with the application, and other expenses connected with the review of the submitted materials, **except** for those costs associated with the revision of the municipal tax map.
  - 1. Sums not utilized in the review process shall be returned to the applicant.
  - 2. If additional sums are deemed necessary, the applicant shall be notified of the required additional amount and shall add such sum to escrow.
- C. The Township Chief Financial Officer shall monthly advise the Joint Land Use Board Secretary of the balance of all escrow accounts and whether additional funds are required. In the event additional funds are required, it shall be the obligation of the Joint Land Use Board Secretary to notify the applicant of the additional escrow amount required, and in the event there is a refusal or failure to make the payments required, the Joint Land Use Board Secretary shall notify the reviewing Board and the Township Construction Office.

- D. The escrow associated with each application shall be replenished whenever the original escrow is reduced by charges against the account to 35% or less of the original amount. The Joint Land Use Board Secretary shall notify the applicant of the requirement to replenish the escrow, and the applicant shall be requested to deposit an amount to bring the balance up to 100% of the original escrow amount. No building permits or certificates of occupancy shall be issued until the additional escrow has been paid. Any fees paid for informal concept without professional review shall be credited toward fees for a subsequent application for development by the same applicant and for the same development.
  - 1. The amount of additional escrow monies shall be determined by the CFO and Joint Land Use Board Secretary.
- E. Where one application for development includes several approval requests, the sum of the required fees for each individual application shall be paid. The applicant shall provide a detailed breakdown of each calculation used in determining the fee pursuant to a form prescribed by the Joint Land Use Board Secretary.
- F. Each applicant for subdivision or site plan approval shall agree, in writing, to pay all reasonable costs for professional review of the application, including costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. Additionally, each applicant shall agree, in writing, to pay all reasonable costs for the municipal inspection of the constructed improvements. All such costs for review and inspection must be paid before any construction permit is issued, and all remaining costs must be paid in full before any occupancy of the premises is permitted or certificate of occupancy is issued.
- G. If an applicant desires a court reporter at any Joint Land Use Board hearing, the cost of taking testimony and transcribing it and providing a copy of the transcript to the Township shall be at the expense of the applicant, who shall arrange for the reporter's attendance.
- H. Notwithstanding the schedule of fees and charges contained in this section, any person(s) proposing any development within the Township of North Hanover may request that the Joint Land Use Board provide him/her with an express informal concept review without the necessity for prior review by the Township's professionals. Such review is optional and may be conducted with or without professional review. Any developer requesting an express informal concept review pursuant to this subsection shall comply with the following:
  - 1. The developer/applicant must submit a fee of \$500.00, which shall be deemed as a credit towards fees for review of any application subsequently filed by the applicant for development that is essentially identical to that which was the subject of the express informal concept review in accordance with N.J.S.A. 40:55D-10.1.
    - i. If an additional appearance(s) is required, an additional charge of \$500 for each appearance shall be paid by the developer/applicant prior to each



appearance. Said fees shall be deemed to be a credit toward fees for review of any application subsequently filed by the applicant for development which is essentially identical to that which was the subject of the express informal concept review in accordance with N.J.S.A. 40:55D-10.1. Thereafter, the Board may establish a time frame within which the applicant shall file a formal development application(s) pursuant to applicable Township ordinances.

2. The maximum time to be allotted for an express review shall not exceed 20 minutes and shall be scheduled at the discretion of the Joint Land Use Board Secretary, unless the time is extended by the reviewing Board pursuant to good cause shown.
- I. In the event that an applicant requests informal concept review and (1) a revised Master Plan has been adopted but no implementing Zoning Ordinance has been adopted or (2) the applicant proposes development which is consistent with the Master Plan but does not comport with the Zoning Ordinance in use, floor area ratio or density, or the applicant submits for review a draft of a proposed ordinance or of amendments to the Zoning Ordinance, the applicant shall deposit the sum of \$2,500 in escrow at the time of request for informal concept review, as funds to cover the costs of professional services, including engineering, legal and planning review. In the event said escrow is depleted in the course of the review, the applicant shall immediately deposit additional funds in the escrow account, in an amount specified by the Joint Land Use Board Secretary, to cover any deficiency in said amount and to cover any additional anticipated costs of professional services, including engineering, legal and planning review.
  - J. In the event a property owner or other interested party requests review of any ordinance or the Master Plan of the Township as it relates to a particular property, the property owner or other interested party shall deposit the sum of \$1,000.00 in escrow at the time the request for ordinance or Master Plan review is made, to cover the costs of professional services, including engineering, legal and planning review prior to the matter being referred to the appropriate professional(s) for review. In the event said escrow is depleted in the course of the review, the applicant shall immediately be notified of the required additional amount and shall add such sum to the escrow. Sums not utilized in the review process shall be returned to the applicant.
  - K. Fees and escrow associated with subdivision applications are as follows:

Subdivision Application	Charge	Escrow Plus
Minor	\$500.00 plus \$75.00 per lot.	\$575.00 per lot.
Preliminary Plat	\$500.00 plus \$100.00 per lot.	\$200.00 per lot (minimum \$1,500.00).
Final Plat	\$500.00 plus \$100.00 per lot.	\$100.00 per lot (minimum \$900.00).
Cluster Review	\$300.00 plus preliminary subdivision fee.	\$30.00 per lot (minimum \$1,000.00).

Resubmittal of Preliminary or Final Subdivision Plat	\$400.00	\$60.00 per lot (minimum \$1,000.00).
Amendment to Preliminary or Final Subdivision Plat	\$400.00	\$60.00 per lot (minimum \$1,000.00).
Informal Concept with Professional Review	\$500.00	\$1,000.00

L. Fees and escrow associated with site plan applications are as follows:

Site Plan Application	Charge	Escrow Plus
Administrative Site Plan Review	\$250.00	\$750.00
Informal Concept (with Professional Review)	\$500.00	\$1,000.00
Preliminary Plan	\$300.00 per acre or \$20.00 per each 1,000 square feet of gross floor area proposed, whichever is greater (minimum \$800.00).	\$200 per acre, or \$200 per each 1,000 square feet of gross floor area proposed, whichever is greater (minimum \$2,500.00).
Final Plan	\$150 per acre or \$20.00 per each 1,000 square feet of gross floor area proposed, whichever is greater (minimum \$800.00).	\$100.00 per acre or \$100.00 per each 1,000 square feet of gross floor area proposed, whichever is greater (minimum \$2,000.00).
Resubmittal of Preliminary or Final Plat	\$400.00 per acre or \$20.00 per each 1,000 square feet of gross floor area proposed, whichever is greater (minimum \$800.00).	\$100.00 per acre or \$100.00 per each 1,000 square feet of gross floor area proposed, whichever is greater (minimum \$1,500.00).
Amendment of Preliminary or Final Site Plan	\$60.00 per acre or \$10.00 per 1,000 square feet of gross floor area proposed, whichever is greater (minimum \$700.00).	\$90.00 per acre or \$90.00 per each 1,000 square feet of gross floor area proposed, whichever is greater (minimum \$1,500.00).
Signage	\$50.00	\$200.00
Home Occupation	\$50.00	
Design Waiver	\$200.00	\$500.00
Waiver of Site Plan Review	\$400.00	\$750.00
Minor Site Plan Review	\$500.00	\$1,500.00

M. Fees and escrow associated with applications for planned residential and planned commercial developments are as follows:

<b>Application Type</b>	<b>Charge</b>	<b>Escrow Plus</b>
Informal Concept Plan (with Professional Review)	\$500.00	\$1,500.00
Preliminary Plat/Plan – Residential	\$250.00 for 1st 10 units and \$12.50 per unit for each unit thereafter, up to 100 units, and \$5.00 per each unit thereafter (minimum \$800.00).	\$250.00 for 1st 10 units and \$35.00 per unit for each unit thereafter, up to 100 units, and \$20.00 per unit for each unit thereafter (minimum \$6,000.00).
Preliminary Plat/Plan – Nonresidential	\$150.00 per acre for lots to be occupied by a building or \$25.00 per 1,000 square feet of gross floor area of all proposed buildings, whichever is greater, plus \$5.00 per acre of common property, land to be offered to the Township, flood hazard areas or open spaces (minimum \$1,000.00).	\$150.00 per acre for lots to be occupied by a building or \$50.00 per 1,000 square feet of gross floor area of all proposed buildings, whichever is greater, plus \$5.00 per acre of common property, lands to be offered to the Township, flood hazard areas or open spaces (minimum \$6,000.00).
Final Plat/Plan	1/2 preliminary plat/plan fee.	1/2 escrow for preliminary plat/plan.
Amended	\$500.00	\$1,000.00

O. Fees and escrow associated with applications for variances are as follows:

<b>Application Type</b>	<b>Charge</b>	<b>Escrow Plus</b>
Appeals	\$200.00	\$1,500.00
Interpretation	\$200.00	\$1,500.00
Bulk/Hardship – Commercial	\$400.00	\$1000.00
Bulk/Hardship – Residential	\$200.00	\$850.00
Use	\$600.00	\$2,000.00
Conditional Use Permit	\$300.00	\$600.00

- P. Fees and escrow associated with other applications concerning zoning, planning and/or residential and commercial development are as follows:

Application Type	Charge	Escrow Plus
Publication Fee	\$25.00	

**SECTION 3.** All ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall remain valid and effective.

**SECTION 5.** This ordinance shall take effect upon final passage and publication according to law.

\*\*\*\*\*

#### NOTICE

The Ordinance entitled above was adopted by the Members of the North Hanover Township Committee, at a meeting held on April 23, 2009, after a public hearing was held on said date. It will become effective upon publication and notification according to law.

---

Monica L. Zur, RMC  
Municipal Clerk

**ORDINANCE 2017-08  
COUNTY OF BURLINGTON  
TOWNSHIP OF NORTH HANOVER**

**AN ORDINANCE OF THE TOWNSHIP OF NORTH HANOVER, BURLINGTON COUNTY RESCINDING AND REPLACING ORDINANCE 2008-04 (AN ORDINANCE ESTABLISHING CHAPTER 15-080.12 (B)) AND AMENDING ORDINANCE 2009-10 (AN ORDINANCE AMENDING CHAPTERS 19-030.3 AND 19-030.4)**

**NOW THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of North Hanover in the County of Burlington, State of New Jersey that Ordinance 2008-04 establishing Chapter 15-080.12 (B) of the Township Code of North Hanover and Ordinance 2009-10 amending Chapters 19-030.3 and 19-030.4 of the Township Code of North Hanover are hereby amended as follows:

**SECTION 1.** Ordinance 2008-04 establishing Chapter 15-080.12 (B) of the Township Code of North Hanover which provided for the assessment of fee for revisions to the Official Tax Map required by certain site plan applications be and is hereby rescinded and replaced as follows:

**15.080.12 (B) Tax Map/GIS database update fee.**

(1) Purpose.

(a) It is the purpose of this subsection to impose upon developers/applicants the costs incurred by North Hanover Township in updating its municipal Tax Map/GIS database as a result of the approval of various site plans, subdivisions or the creation of any new lots within North Hanover Township. Said costs are directly related to the development process, and therefore North Hanover Township hereby determines that they should be borne by the developer/applicant.

(b) Tax Map/GIS database update fees: each applicant and/or developer, for any approval that results in the creation of any new lot(s), revision of any existing lot(s) and/or other alterations to the Tax Map/GIS database, shall be responsible for paying all reasonable charges incurred by North Hanover Township in updating said Tax Map/GIS database. These costs shall include, but not be limited to, update to the GIS database, revisions to existing Tax Map plates, creation/addition of new tax map plates, appropriate revisions to the Key Map(s), reprographic services for applicable Township, county and state submission copies, as well as any reasonable shipping and handling fees involved.

(2) Costs.

(a) Once final site plan, subdivision and/or new lot approval has been received, an escrow account shall be established by the applicant and maintained by North Hanover Township for the express purpose of maintaining the Tax Map/GIS database. No construction permit shall be issued until said escrows as outlined below are posted with the Township:

[1] Minor subdivisions: \$75 per lot.

[2] Major subdivisions are further broken down as follows:

[a] One to 25 lots: \$55 per lot.

[b] Twenty-six to 75 lots: \$50 per lot.

[c] Seventy-six to 125 lots: \$45 per lot.

[d] One hundred twenty-six to 175 lots: \$40 per lot.

[e] One hundred seventy-six or more lots: \$35 per lot.

[f] Commercial site plan: \$800.

[g] Condominium site plan: \$1,000 plus \$20 per unit for residential condominium projects.

[h] Each lot/Tax Map revision due to deed discrepancies, lot line adjustments, easement detailing, ownership labeling, acreage calculation and labeling, street name changes and other minor revisions: \$55 per lot or per change.

[3] If the initial escrow account is insufficient to cover the cost for revisions to the Tax Map/GIS database, then the developer/applicant shall be required to replenish the escrow account in such amounts as are required to satisfy the total cost of the revisions. In the event that the developer/applicant fails to do so, the Township shall have the option of revoking the construction permit and/or failing to issue a final certificate of occupancy or approval until such time as the applicant complies. If any portion of the escrow account remains unused following the appropriate revisions to the Tax Map/GIS database, it shall be refunded to the developer/applicant.

(b) In the event that any application for development is denied and the application is no longer pending before the respective Township board, then any portion of the aforementioned fee which has not been expended by the engineer responsible for maintaining the Tax Map/GIS database shall be refunded to the applicant.

(c) In addition to the maintenance fees noted, each approved applicant must supply a map of the new subdivision or new lot in a scale suitable for inclusion on the North Hanover Township Tax Map/GIS database. Said map must be submitted in both electronic and hard copy formats and must be compliant with current New Jersey Map Filing Law guidelines (N.J.S.A. 46-23.1).

**SECTION 2.** Ordinance 2009-10 which in part repealed and replaced Chapter 19-030.3 of the Township Code of North Hanover entitled "Fees and Escrow for Applications Submitted to the Joint Land Use Board for Subdivisions, Site Plans, and Residential and Commercial Development" is hereby amended as follows (deletions have strikethrough and additions are bolded and underlined):

**19-030.3 – Fees and Escrow for Applications Submitted to the Planning Board and Zoning Board of Adjustment for Subdivisions, Site Plans, and Residential and Commercial Development.**

- A. The application fees as set forth herein are nonrefundable flat fees and shall cover direct administrative expenses associated with processing the application at issue.
- B. An escrow account is hereby established to cover the costs of professional services, including engineering, legal, planning, professional salaried personnel and consultants retained to evaluate material submitted with the application, and other expenses connected with the review of the submitted materials, ~~except for these costs associated with the revision of the municipal tax map.~~ Applicants are also directed to refer to the Township's Land Use ordinances regarding requirements for establishment of escrow account for tax map/GIS database updates.

\*\*\*

**SECTION 3.** At least three copies of said full Ordinance are on file in the Office of the Municipal Clerk for public examination and acquisition. Copies are available for inspection or acquisition during regular weekday working hours and arrangements have been made for the publication of said proposed Ordinance in pamphlet or other similar form which will be available for purchase from the Township Clerk.

**SECTION 4.** This ordinance shall take effect upon final passage and publication according to law.

**SECTION 5.** The Township Clerk is hereby directed to give notice at least ten days prior to the hearing on the adoption of this Ordinance to the County Planning Board, and to all others entitled thereto pursuant to the provisions of N.J.S. 40:44D-15. Upon adoption of this Ordinance, after public hearing thereon, the Township Clerk is further directed to publish notice of passage thereof and file a copy of this Ordinance as finally adopted with the County Planning Board as required by N.J.S. 40:55D-16 and with the Township Tax Assessor.

**SECTION 6.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 7.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor DeBaecke	X		X			
Committeeman Doyle			X			
Committeeman Kocubinski		X	X			
Committeeman O'Donnell			X			
Mayor DeLorenzo			X			

## **NOTICE**

This Ordinance published herewith was introduced and passed upon first reading at the regular meeting of the Township Committee of the Township of North Hanover held on July 6, 2017. It will be further considered for final passage after a public hearing to be held on July 20, 2017 at the Municipal Building, 41 Schoolhouse Road, Jacobstown, NJ at 7:00 p.m. or as soon thereafter as the matter may be heard, at which time and place any persons desire to be heard upon the same will be given an opportunity to be heard. Copies are available free of charge at the Municipal Clerk's Office prior to the public hearing.

---

Mary Picariello, RMC/CMR/CTC  
Township Clerk

## **NOTICE**

The ordinance read by title upon second reading herewith has been adopted at the meeting of the Mayor and Township Committee of North Hanover Township, held on July 20, 2017 and the 20 day period of limitation within which a suit, action or validity of such ordinance can be commenced, has begun to run from the date of the publication of this notice.

---

Mary Picariello, RMC/CMR/CTC  
Township Clerk

### **Vote to Adopt Ordinance 2017-08:**

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor DeBaecke			X			
Committeeman Doyle		X	X			
Committeeman Kocubinski	X		X			
Committeeman O'Donnell			X			
Mayor DeLorenzo			X			



**North Hanover Township Fee Computations**  
**Reference Ordinance 2009-10 for Fees**

Block# \_\_\_\_\_ Lot(s)# \_\_\_\_\_  
Applicant Name \_\_\_\_\_  
Applicant Address \_\_\_\_\_  
Applicant Phone \_\_\_\_\_  
Applicant Email/Fax \_\_\_\_\_  
If applicable...  
Subdivision Name \_\_\_\_\_  
Subdivision Address \_\_\_\_\_

**Subdivision**                      Number of Lots:   Residential \_\_\_\_\_ Commercial \_\_\_\_\_

	<b><u>Application Fee</u></b>	<b><u>Escrow Plus</u></b>
Minor	_____	_____
Informal (w/Prof. Review)	_____	_____
Preliminary Plat	_____	_____
Final Plat	_____	_____
Cluster Review	_____	_____
Resubmittal	_____	_____
Amendment	_____	_____
Subtotal	\$ _____	\$ _____

**Site Plan**

Lot Area = \_\_\_\_\_ Acres = \_\_\_\_\_ S.F.  
Total Gross Floor Area = \_\_\_\_\_ = \_\_\_\_\_ S.F.  
Parking Spaces = \_\_\_\_\_

	<b><u>Application Fee</u></b>	<b><u>Escrow Plus</u></b>
Minor	_____	_____
Informal (w/Prof. Review)	_____	_____
Preliminary Plat	_____	_____
Final Plat	_____	_____
Cluster Review	_____	_____
Resubmittal	_____	_____
Amendment	_____	_____
Signage	_____	_____
Home Occupation	_____	_____
Design Waiver	_____	_____
Waiver of Site Plan Review	_____	_____
Minor Site Plan Review	_____	_____
Subtotal	\$ _____	\$ _____

**Planned Development**

Units: \_\_\_\_\_ Acres: \_\_\_\_\_

Village \_\_\_\_\_ Commercial \_\_\_\_\_

Total Gross Floor area = \_\_\_\_\_ S.F.

	<u>Application Fee</u>	<u>Escrow Plus</u>
Informal (w/Prof. Review)	_____	_____
Preliminary Plat (Res)	_____	_____
Preliminary Plat (NonRes)	_____	_____
Final Plat	_____	_____
Amended	_____	_____
Subtotal	\$ _____	\$ _____

**Variances**

	<u>Application Fee</u>	<u>Escrow Plus</u>
Appeals	_____	_____
Interpretation	_____	_____
Bulk/Hardship (Resident)	_____	_____
Bulk/Hardship (Commercial)	_____	_____
Use	_____	_____
Conditional Use Permit	_____	_____
Amendment	_____	_____
Signage	_____	_____
Home Occupation	_____	_____
Design Waiver	_____	_____
Waiver of Site Plan Review	_____	_____
Minor Site Plan Review	_____	_____
Subtotal	\$ _____	\$ _____

**Publication Fee****\$25.00****GRAND TOTAL**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Please submit two (2) checks payable to North Hanover Twp, one for the application fee and one for escrow, accompanied by the above calculations.

**NORTH HANOVER TOWNSHIP  
BURLINGTON COUNTY, NJ**

**NAME OF  
OWNER:** \_\_\_\_\_

**ADDRESS OF OWNER:** \_\_\_\_\_

**BLOCK:** \_\_\_\_\_ **LOT(S):** \_\_\_\_\_

**LOCATION OF PROPERTY:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**APPLICANT'S ADDRESS:** \_\_\_\_\_

**TAXES DUE:** \$ \_\_\_\_\_

**ASSESSMENTS DUE:** \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**I hereby certify that the information stated  
above pertaining to the taxes and assessments on  
the property for which the application is made is  
true and correct.**

\_\_\_\_\_  
**COLLECTOR OF TAXES**

\_\_\_\_\_  
**DATE**

## Request for Certified List of Owners within 200 feet

To: Don Kosul

From: (Name/Company Name) \_\_\_\_\_

(Mailing Address) \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

This is to request a Certified List of Property Owners within 200 feet of:

Block: \_\_\_\_\_ Township (s): \_\_\_\_\_

Lot: \_\_\_\_\_

Address: \_\_\_\_\_

For: \_\_\_\_\_ Subdivision

\_\_\_\_\_ Variance

\_\_\_\_\_ Other \_\_\_\_\_

Please send 200ft list by:

\_\_\_\_\_ Fax to: \_\_\_\_\_

\_\_\_\_\_ Email to: \_\_\_\_\_

\_\_\_\_\_ Pick up please call: \_\_\_\_\_

\_\_\_\_\_ Please mail the original to the above address

\_\_\_\_\_  
Signature of Applicant

Date Received: \_\_\_\_\_

*Office Use*

Notes: \_\_\_\_\_

\$10 fee paid: \_\_\_\_\_

Date sent to requester: \_\_\_\_\_

## AGREEMENT TO PAY FEES

THIS AGREEMENT, made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Township of North Hanover, and \_\_\_\_\_ (hereinafter DEVELOPER), is made upon the following terms and conditions:

1. AGREEMENT TO PAY FEES: DEVELOPER hereby covenants and agrees to pay all charges and fees imposed by TOWNSHIP in connection with the Application for Development filed contemporaneously herewith. Such fees include but are not limited to application fees, attorney review fees, engineers review fees, planners review fees, court stenographer fees, copy costs and postage.
2. ESCROW DEPOSIT: TOWNSHIP hereby acknowledges receipt of \$\_\_\_\_\_ said sum being a check to be placed in a township escrow account to cover the cost of the aforementioned review fees. Such sum shall be charged periodically as fees, and charges accrue and the balance of the escrow sum, if any, after all charges and fees have been paid, shall be returned to the DEVELOPER.
3. ADDITIONAL PAYMENTS: DEVELOPER agrees to pay any additional sum required to pay charges and fees not covered by the escrow deposit within fifteen (15) days after receipt of a billing by the appropriate Township Office. DEVELOPER 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.
4. CONTEST OF REASONABLENESS: DEVELOPER agrees that the reasonableness of any fee or charge may be challenged by an appropriate legal action brought within forty-five (45) days from the date that the DEVELOPER'S escrow deposit balance is returned, or forty-five (45) days from the date the DEVELOPER receives notice that additional payments are requested, to pay charges and fees not covered by the escrow deposit. DEVELOPER understands and agrees that the aforesaid procedure shall be the sole and exclusive method of challenging the reasonableness of charges and fees and hereby waives any longer statute of limitations.
5. NOTICE: DEVELOPER agrees that all notices or refunds shall be mailed to the following address:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address  
\_\_\_\_\_

City, State, & Zip Code

6. COLLECTION: Should the DEVELOPER fail to pay any sum required to be paid hereunder when due, 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 same; unpaid after the due date. TOWNSHIP may collect a reasonable attorney's fee which shall not be less than \$300.00, should litigation for the purpose of collection any sum be commenced.

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

TOWNSHIP OF NORTH HANOVER

DEVELOPER

By\_\_\_\_\_

By\_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

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.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <small>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.</small>  <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) _____  <small>(Applies to accounts maintained outside the U.S.)</small>	
	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](http://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 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 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 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> 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](http://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](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://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](http://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 <sup>1</sup>
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 <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
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 <sup>4</sup>
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

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> 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.

<sup>4</sup> 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](mailto: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 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://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.

PROOF OF SERVICE OF NOTICE UPON PROPERTY OWNERS

NORTH HANOVER TOWNSHIP  
JOINT LAND USE BOARD

STATE OF NEW JERSEY :

COUNTY OF :

\_\_\_\_\_, of full age, being according to law, deposes

and says, that she (he) is a secretary in the office of

\_\_\_\_\_, applicant,

\_\_\_\_\_ in a proceeding before the Joint Land

Use Board of the Township of North Hanover relating to premises known and

designated as BLOCK \_\_\_\_\_,

LOT \_\_\_\_\_, North Hanover Township, Burlington County, New Jersey; and that on

\_\_\_\_\_, 20\_\_\_\_, gave written notice of the hearing to each and all of the

owners of property affected by the application filed by applicant, in the form attached

hereto, and according to the attached lists, and in the manner indicated thereon.

\_\_\_\_\_

Sworn and Subscribed to before me on

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary

Suggested wording for Advertisement

PLEASE TAKE NOTICE that on (date) at 7:30 p.m., the undersigned shall appear before the North Hanover Township Joint Land Use Board at the Municipal Building, 41 Schoolhouse Road, Jacobstown, NJ 08562, for a variance for \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On premises known as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Official Tax Map of the Township of North Hanover.

A Copy of the proposed site plan for which approval is sought is available for inspection in the Office of the Township's Joint Land Use Board between the hours of 12 pm to 7 pm, Monday, and 8:30 am to 4pm Tuesday through Friday.

\_\_\_\_\_  
Applicant

# NORTH HANOVER LAND DEVELOPMENT CHECKLIST

Fill in Applicant Column with applicable check mark

## PROJECT INFORMATION Submission Requirements

Item Number	Concept Plan	Minor Subdiv	Minor Site Plan	Gen Dev Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Item Description	Applicant Mark	Status complies NA Submission Waiver waiver or variance	JLUB Mark
1	X	X	X	X	X	X	X	X	Name, address, telephone & fax numbers of owner and applicant, certification by owner			
2		X	X	X	X	X	X	X	Name, signature, NJ License # seal, address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat.	complies NA Submission Waiver waiver or variance		
3	X	X	X	X	X	X	X	X	Title block denoting date of preparation, date(s), of revision(s), type of application, tax map sheet, county, name of municipality, block and lot, and street location.	complies NA Submission Waiver waiver or variance		
4	X	X	X	X					A key map at a specified scale with with a north arrow, showing location of tract with reference surrounding properties, streets, zone lines, abutting zones, and municipal boundaries, within 1,000 feet. Key map should show street names, including at least name of street on which site fronts and names of nearest intersecting streets in each direction.	complies NA Submission Waiver waiver or variance		
5					X	X	X	X	A key map at a specified scale with a north arrow, showing location of tract with reference to surrounding properties, streets, zone lines, abutting zones, and municipal boundaries within 500 feet.	complies NA Submission Waiver waiver or variance		
6	X	X	X	X	X	X	X	X	A schedule of mandated and provided zone district(s) requirements including lot area, width, depth yard setbacks, building coverage, open space and parking. See attached Zoning Schedule of Area and Height Requirements.	complies NA Submission Waiver waiver or variance		
7				X					A general land-use plan at a scale specified by ordinance, indicating the tract area and general locations of the land use to be included.	complies NA Submission Waiver waiver or variance		

\*\* Final approval submission is a resubmission of documents from the preliminary stage, with any revisions required as a condition of approval  
by the municipality or other agency\*\*

**PROJECT INFORMATION**  
Submission Requirements

**APPLICATION/PROJECT NAME:**  
Item Description

Item Number	Concept Plan	Minor Subdiv	Minor Site Plan	Gen. Dev. Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Applicant Mark	Status	JLUB Mark
8		X	X	X	X	X	X	X	Signature blocks for chairperson, secretary, municipal clerk (if posting of a bond is required for monuments of municipal improvements), and municipal engineer.	complies NA Submission Waiver waiver or variance	
9		X			X		X		If applicant intends to file map, appropriate certification blocks as required by the Map Filing Law.	complies NA Submission Waiver waiver or variance	
10		X			X		X		Where applicable, proposed monumentation as specified by the Map Filing Law.	complies NA Submission Waiver waiver or variance	
11		X	X	X	X	X	X	X	Source and date of current property survey.	complies NA Submission Waiver waiver or variance	
12		X			X		X		For map, use one (1) or four (4) standardized sheets: 30" x 42"      24" x 36" 15" x 21"      8.5" x 13"	complies NA Submission Waiver waiver or variance	
13					X		X		Preliminary Plat @ 100 Scale Final Plat @ 50 Scale	complies NA Submission Waiver waiver or variance	
14		X	X		X	X			Mets and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way, utility easements, and sight-triangle easements.	complies NA Submission Waiver waiver or variance	



**PROJECT INFORMATION**  
Submission Requirements

**APPLICATION/PROJECT NAME:**

Commissioner's Requirements										JLUB Mark	
Item Number	Concept Plan	Minor Subdiv	Minor Site Plan	Gen Dev Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Item Description	Applicant Mark	Status complies NA Submission Waiver waiver or variance
15									Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way, utility easements, and centerline curves on streets.		
16	X	X	X	X	X	X	X	X	Acreage of tract to nearest one-hundredth of an acre.		complies NA Submission Waiver waiver or variance
17	X	X	X	X	X	X	X	X	Revision box with dates of preparation and revision.		complies NA Submission Waiver waiver or variance
18	X	X	X	X	X	X	X	X	Size and location of any existing or proposed uses or structures (incl. Wells & septic) with all setbacks dimensioned, incl. Any buildings or structures to be removed (for concept plan & general development plan, general location only).		complies NA Submission Waiver waiver or variance
19	X			X					Location and dimensions of any existing or proposed streets (general location only).		complies NA Submission Waiver waiver or variance

**APPLICATION/PROJECT NAME:**  
Item Description

Item Number	Concept Plan	Minor Subdiv	Minor Site Plan	Gen Dev Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Item Description	Applicant Mark	Status complies	JLUB Mark
20		X	X		X	X	X	X	Location and dimensions of any existing or proposed streets, rights-of-way, and pavement widths. Existing driveways should be shown that are within 300 ft of any proposal site access.		NA Submission Waiver waiver or variance	
21	X								Lot lines and area of lots in square feet (approximated).		complies NA Submission Waiver waiver or variance	
22		X	X		X	X	X	X	All proposed lot lines, area of lots in square feet, and setback lines.		complies NA Submission Waiver waiver or variance	
23		X	X	X	X	X	X	X	Copy and or delineation of any existing or proposed deed restrictions or covenants.		complies NA Submission Waiver waiver or variance	
24	X	X	X	X	X	X	X	X	Any existing easement or land reserved for or dedicated to public use, utility use, conservation use or restricted by reason of wetlands or wetland buffers and any organizations for the ownership and maintenance of open space required by the Municipal Land Use Law (NJSA 40:55D 43) for concept plans, general location suffices		complies NA Submission Waiver waiver or variance	
25		X	X	X	X	X	X	X	Any proposed easement or land reserved for or dedicated to public use, utility use, conservation use or restricted by reason of wetlands or wetland buffers and any organizations for the ownership and maintenance of open space required by the Municipal Land Use Law NJSA 40:50D 43. Homeowners or property owners association documents should be submitted if an association is to be used.		complies NA Submission Waiver waiver or variance	
26		X	X	X	X	X	X	X	Sight triangles.		complies NA Submission Waiver waiver or variance	

**PROJECT INFORMATION**  
Submission Requirements

**APPLICATION/PROJECT NAME:**  
Item Description

Item Number	Concept Plan	Minor Subdiv	Minor Site Plan	Gen Dev Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Item Description	Applicant Mark	Status complies NA Submission Waiver waiver or variance	JLUB Mark
27				X	X	X		X	Development stages or staging plans - final only.		NA Submission Waiver waiver or variance	
28		X	X	X	X	X	X	X	List of requires regulatory approvals or permits.		complies NA Submission Waiver waiver or variance	
29	X	X	X	X	X	X	X	X	List of variances requested or obtained. Please attach typed, detailed supplement.		complies NA Submission Waiver waiver or variance	
30	X	X	X	X	X	X	X	X	Payment of application and escrow fees, if applicable.		complies NA Submission Waiver waiver or variance	
31		X	X	X	X	X	X	X	Property owners and lines of all parcels within 200 ft. Identified on most recent tax map sheet. (Provide names, addresses, blocks and lots).		complies NA Submission Waiver waiver or variance	
32	X	X	X	X	X	X	X	X	All existing streets, adjoining uses, structures, wells, septic systems, driveways, watercourses, floodplains, wetlands, or other environmentally sensitive areas on and within 500 ft. of the property.		complies NA Submission Waiver waiver or variance	
33	X	X	X	X	X	X	X	X	Existing rights-of-way and/or easements on and within 500 ft. of the tract.		complies NA Submission Waiver waiver or variance	

**PROJECT INFORMATION**  
Submission Requirements

**APPLICATION/PROJECT NAME:**

Item Number	Concept Plan		Minor Subdiv		Minor Site Plan	Gen Dev Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Item Description		Applicant Mark	Status complies NA Submission Waiver	JLUB Mark
	34	X				X					Topographical features of subject property from best, readily available, published (public) source.			NA Submission Waiver	
35			X		X		X	X	X	X	Existing and proposed contour intervals on USC and GS data. Contours to extend at least 200 feet beyond subject property as follows: Up to 3% grade = 1 foot between 3% and 10% grade = 2 feet 10% grade and above = 5 feet			complies NA Submission Waiver	
36	X					X					Boundary, limits, nature and extent of wooded areas and other significant physical features.			complies NA Submission Waiver	
37			X		X		X	X	X	X	Boundary, limits, nature and general extent of wooded areas, specimen trees of eight inches or more in diameter measured four feet above grade, and other significant physical features. (Map all and indicate those features to be disturbed).			complies NA Submission Waiver	
38					X		X	X			Existing system of drainage of subject site and preliminary design of proposed system of drainage (including preliminary drainage calculations).			complies NA Submission Waiver	
39					X				X	X	Detailed engineering design of proposed system of drainage of subject site.			complies NA Submission Waiver	
40					X		X	X	X	X	Drainage area map for existing and developed site condition.			complies NA Submission Waiver	

**PROJECT INFORMATION**  
Submission Requirements

**APPLICATION/PROJECT NAME:**

Item Number	Concept Plan	Minor Subdiv	Minor Site Plan	Gen Dev Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Item Description	Applicant Mark	Status complies NA Submission Waiver waiver or variance	JLUB Mark
41			X		X		X		Soil borings, percolation, and permeability rates.		NA Submission Waiver waiver or variance	
42			X				X	X	Final drainage calculations.		complies NA Submission Waiver waiver or variance	
43				X	X	X			An environmental inventory including a general description of natural and cultural resources, and the probable impact of the development on the environment attributes of the site (EIS).		complies NA Submission Waiver waiver or variance	
44				X	X	X	X	X	An open space plan showing the proposed land area of parks and conservation set-asides, improvements proposed and plans for their operation and maintenance, consistent with the Master Plan. Recreation facilities plan and details, where applicable.		complies NA Submission Waiver waiver or variance	
45		X	X	X	X	X			Environmental Assessment Ordinance 2005-06		complies NA Submission Waiver waiver or variance	
46			X		X	X	X	X	Will topsoil be removed from the site and/or transported outside municipal boundaries? If yes, see Soil Removal Ordinance.		complies NA Submission Waiver waiver or variance	
47				X					A community facility plan including, but not limited to, educational or cultural facilities, historic sites, libraries, hospitals, firehouses and police stations.		complies NA Submission Waiver waiver or variance	

**PROJECT INFORMATION**  
Submission Requirements

**APPLICATION/PROJECT NAME:**  
Item Description

Item Number	Concept Plan	Minor Subdiv	Minor Site Plan	Gen Dev Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Item Description	Applicant Mark	Status complies NA	JLUB Mark
48	X	X	X		X	X	X	X	Plan meets Barrier-Free Subcode requirements, if applicable.		NA	Submission Waiver
49		X			X		X		Construction details as required by the Residential Site Improvement Standards, including cross-section details of all drainage systems and details for roads, sidewalks, stormwater management systems, water supply, and sanitary sewers.		complies NA	Submission Waiver
50			X			X		X	Construction details.		complies NA	Submission Waiver
51		X					X		Proposed block and lot number to be approved by Township Assessor and Township Engineer.		complies NA	Submission Waiver
52			X				X	X	Address plan submitted to 911 Coordinator.		complies NA	Submission Waiver
53					X	X	X	X	Proposed street names when new road(s) proposed.		complies NA	Submission Waiver
54			X	X	X	X	X	X	Proposed vehicular and pedestrian circulation and utility Infrastructure plans.		complies NA	Submission Waiver

**PROJECT INFORMATION**  
Submission Requirements

**APPLICATION/PROJECT NAME:**

Item Number	Concept Plan	Minor Subdiv	Minor Site Plan	Gen Dev Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Item Description	Applicant Mark	Status complies NA Submission Waiver waiver or variance	JLUB Mark
55	X	X					X	X	Show fencing per Ordinance 16-220.2		complies NA Submission Waiver waiver or variance	
56				X	X	X	X	X	Traffic report describing anticipated volumes, and impact on existing and proposed roads and intersections.		complies NA Submission Waiver waiver or variance	
57	X	X	X		X	X	X	X	Finished spot elevations at all property corners. Finished spot elevations at all building corners and finished first floor elevations of proposed buildings.		complies NA Submission Waiver waiver or variance	
58					X	X	X	X	Road and paving cross-sections (at 50 foot intervals) and centerline profiles.		complies NA Submission Waiver waiver or variance	
59			X		X	X	X	X	Lighting plan and details.		complies NA Submission Waiver waiver or variance	
60		X	X		X	X	X	X	Landscape plan showing the proposed location of all proposed plantings and buffer areas, a legend listing the botanical and common names of each proposed plant type, the size at the time of planting, a planting schedule, method of irrigation, the total quantity of each plant type, and any tree protection plan(s).		complies NA Submission Waiver waiver or variance	
61		X			X	X	X	X	Location of containers for solid waste, including recyclables, and design/details of containers.		complies NA Submission Waiver waiver or variance	

**APPLICATION/PROJECT NAME:**

Item Number	Concept Plan	Minor Subdiv	Minor Site Plan	Gen Dev Plan	Major Prelim Subdiv	Major Prelim Site Plan	Major Final Subdiv	Major Final Site Plan	Item Description	Applicant Mark	Status complies NA Submission Waiver waiver or variance	JULIB Mark
62			X		X	X	X	X	Signage plan showing location and details of site identification signs, traffic control signs, fire zone signs, and directional signs.		complies NA Submission Waiver waiver or variance	
63	X		X		X	X	X	X	Parking plan, where applicable, showing spaces (size and type), aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.		complies NA Submission Waiver waiver or variance	
64			X			X	X	X	Preliminary architectural plan and elevations (required where new building or alterations to existing building are proposed).		complies NA Submission Waiver waiver or variance	
65	X	X	X	X	X	X	X	X	Appropriate number of copies of each item per attached list.		complies NA Submission Waiver waiver or variance	
66		X	X	X	X	X			Proposed housing plan setting forth manner in which applicant shall meet Affordable Housing requirements required pursuant to 3rd Round COAH rules and regulations.		complies NA Submission Waiver waiver or variance	



**BURLINGTON COUNTY PLANNING BOARD**

**MINOR SUBDIVISION CHECKLIST**

**B.C.P.B FILE # \_\_\_\_\_**

Each checklist item has a reference to a paragraph in the Burlington County Land Development Review Resolution.

- ( ) 1. Correct application, complete with applicant's signature. (7.01)
- ( ) 2. Application fee \$100.00. (11.03)
- ( ) 3. Three (3) legible prints of the plan where site fronts on county road, two (2) prints for all others. (7.01)
- ( ) 4. Pinelands certificate of filing or approval when in the Pinelands. (7.01)
- ( ) 5. All plans submitted must be drawn at the scale indicated below unless otherwise approved prior to submission: (7.02)

<u>Area</u>	<u>Scale</u>
less than 20 acres	not less than 1" = 50'
20 - 100 acres	not less than 1" = 100'
more than 100 acres	not less than 1" = 200'

(The entire area involved in the subdivision must be drawn at the proper scale, not just the subdivided portion.)

The Subdivision Plan shall include the following information:

- ( ) 6. Signature and seal of a licensed land surveyor. The name and address of the person preparing the plan must be printed under the signature and/or in the title block. (7.02.1)
- ( ) 7. Date of preparation and a revision date for each revision. (7.02.2)
- ( ) 8. North arrow. (7.02.3)
- ( ) 9. Scale clearly noted. (7.02.4)
- ( ) 10. Key map at a scale of 1" = 2000'. (7.02.5)
- ( ) 11. Road names and Route numbers on all roads. (7.02.6)
- ( ) 12. Name of the land development and the municipality in which it is located. (7.02.7)
- ( ) 13. Name and address of the owner and/or developer. (7.02.8)
- ( ) 14. Total area of the development and the area of each proposed lot. (7.02.9)
- ( ) 15. Tax map sheet, block and lot number. (7.02.10)
- ( ) 16. State the zoning district. (7.02.11)

- ( ) 17. Outbound property description based on deeds, and outbound survey of the subdivided lot(s). (7.02.12)
- ( ) 18. Clearly note which lot lines are proposed, and which lot lines are to be removed. (7.02.13)
- ( ) 19. Existing and proposed right-of-way width dimensioned with respect to centerline. (7.02.14)
- ( ) 20. Existing and proposed driveway locations. (7.02.15)
- ( ) 21. Signature block of the Chairman of the County Planning Board clearly worded. (7.02.16)
- ( ) 22. Proposed lot numbers for each lot involved in the subdivision. (7.02.17)
- ( ) 23. Additional comments:

---

---

---

---

**BURLINGTON COUNTY PLANNING BOARD**

**MAJOR SITE PLAN CHECKLIST**

**B.C.P.B. FILE # \_\_\_\_\_**

Each checklist item has a reference to a paragraph in the Burlington County Land Development Review Resolution.

- ( ) 1. Completed and signed application form. (6.01 & 6.03)
- ( ) 2. Correct application fee \$ \_\_\_\_\_. (11.03)
- ( ) 3. Three (3) legible prints of plans of developments with frontage on a County road and two (2) copies for all others. (6.01 & 6.03)
- ( ) 4. Pinelands certificate of filing, or approval when in the Pinelands. (6.01 & 6.03)
- ( ) 5. *No longer applicable, per Planning Board, February 27, 1996*
- ( ) 6. Plans shall be drawn at a scale of not less than 1" = 50' unless otherwise approved prior to submission. (6.03)
- ( ) 7. If more than one sheet is required to show the entire site plan, a separate composite map shall be Drawn showing the entire development at a scale of not less than 1" = 100' or 1" = 200'. (6.03.1)
- ( ) 8. The signature and seal of a N.J. Licensed Professional Engineer or Registered Architect (on all plans). The name and address of the person preparing the plan shall be printed under the signature or in the title block. (6.03.2)
- ( ) 9. Date of preparation and revision dates of plans and data. (6.03.3)
- ( ) 10. North arrow on all plans. (6.03.4)
- ( ) 11. Scale clearly noted on all plans. (6.03.5)

The Site Plan or Composite Plan shall include the following information (12 - 24) all on the same sheet:

- ( ) 12. Road names and route numbers on all existing and proposed roadways. (6.03A.6)
- ( ) 13. Name of the land development and the municipality in which it is located. (6.03A.7)
- ( ) 14. Name and address of owner and the developer of the property. (6.03A.8)
- ( ) 15. Total area of the development. (6.03A.9)
- ( ) 16. Total number of existing and proposed units and/or floor space. (6.03A.10)
- ( ) 17. Key map at a scale of 1" = 2000' is required to show an area of not less than 4" x 4". (6.03A.11)
- ( ) 18. Tax map sheet, block and lot number. (6.03A.12)

- ( ) 19. An outbound survey of the site showing the location of existing property lines and identifying the source of the survey. (6.03A.13)
- ( ) 20. The municipal zoning district. (6.03A.14)
- ( ) 21. Location of existing and proposed roads, driveways, parking areas (including proposed number of spaces) and buildings. Statement of the proposed use of each building. (6.03A.15)
- ( ) 22. Existing and proposed right-of-way width dimensioned with respect to centerline. (6.03A.16)
- ( ) 23. Location of existing water courses and their associated flood plains. (6.03A.17)
- ( ) 24. Existing and proposed contours and/or spot elevations sufficient to determine the grading of the site. (6.03A.18)
- ( ) 25. Detailed plans of the work to be done in the County right-of-way shall be drawn at a scale of no less than 1" = 30', and shall include the following: (6.03A.19)
  - ( ) A. Existing spot elevations every twenty-five (25) feet on the centerline and edge of existing pavement extending at least one hundred (100) feet beyond the proposed improvements. (6.03A.19.a)
  - ( ) B. Proposed spot elevations every twenty-five (25) feet in gutter and top of curb. (6.03A.19.b)
  - ( ) C. Existing and proposed underground utilities and utility poles. (6.03A.19.c)
  - ( ) D. Existing and proposed drainage facilities showing size, type, slope, invert and grate elevations. (6.03A.19.d)
  - ( ) E. Existing and proposed pavement markings, signs and traffic control devices. (6.03A.19.e)
  - ( ) F. At least two (2) permanent bench marks based on USGS datum. (6.03A.19.f)
  - ( ) G. Separate striping plan where new striping is proposed. (6.03A.19.g)
  - ( ) H. Typical county curb and paving detail. (6.03A.19.h)
- ( ) 26. Cross sections are required every one hundred (100) feet, where widening of a county road is proposed, showing existing and proposed grades. Additional cross sections will be required at critical locations and where a large change in grade occurs adjacent to County right-of-way. Cross sections should be at a scale of 1" = 10' horizontal and 1" = 2' vertical. (6.03B.20)
- ( ) 27. Soil erosion and sediment control plan. (6.03B.21)
- ( ) 28. Overall drainage plan showing existing and proposed drainage facilities. (6.03B.22)
- ( ) 29. Drainage area map (pre-developed and post-developed) showing a number for each area, size of each area, and the existing and proposed drainage facilities. (6.03B.23)
- ( ) 30. Overall utility plan showing all existing and proposed utilities. (6.03B.24)
- ( ) 31. Standard details such as curbing, paving, inlets, manholes, etc. (6.03B.25)

- ( ) 32. Drainage calculations for total undeveloped and developed runoff, storm sewer design, basin, hydrographs, etc. Proposed retention/recharge systems must have at least one (1) soil profile and percolation test within the limits of the system. (6.03B.26)
- ( ) 33. Traffic study where required by the Land Development Review Resolution. (6.03B.27)
- ( ) 34. Detailed plans and specifications for all proposed box culverts and bridges which may become structures under County jurisdiction or improvements to existing County box culverts or bridges. (6.03B.28)
- ( ) 35. Additional comments:

---

---

---

---

**BURLINGTON COUNTY PLANNING BOARD**

**FINAL SUBDIVISION CHECKLIST**

**B.C.P.B. FILE # \_\_\_\_\_**

Each checklist item has a reference to a paragraph in the Burlington County Land Development Review Resolution. (LDRR)

- ( ) 1. Correct application, complete with applicant's signature (for each final section) (7.08)
- ( ) 2. Application fee: Major Final Plan \$200.00 (11.03)  
Minor Final Plan \$100.00
- ( ) 3. Three (3) legible prints of the plan(s) where site fronts on a county road, two (2) prints for all others. (7.08)
- ( ) 4. All final plans submitted must be drawn at the scale indicated below unless otherwise approved prior to submission: (7.09)

<u>Area</u>	<u>Scale</u>
less than 20 acres	not less than 1" = 50'
20 - 100 acres	not less than 1" = 100'
more than 100 acres	not less than 1" = 200'

The Final Subdivision Plan shall include the following information:

- ( ) 5. Signature and seal of a licensed land surveyor. The name and address of the person preparing the plan must be printed under the signature and/or in the title block. (7.09)
- ( ) 6. Date of preparation and a revision date for each revision. (7.09.02)
- ( ) 7. North arrow. (7.09.03)
- ( ) 8. Scale clearly noted. (7.09.04)
- ( ) 9. Road names and Route numbers on all roads. (7.09.05)
- ( ) 10. Name of the land development and the municipality in which it is located. (7.09.06)
- ( ) 11. Name and address of the owner and/or developer. (7.09.07)
- ( ) 12. Total area of the development or section and the area of each proposed lot. (7.09.08)
- ( ) 13. Tax map sheet, block and lot number. (7.09.09)
- ( ) 14. Clearly note which lot lines are proposed and which lot lines are to be removed. (7.09.10)
- ( ) 15. Existing and proposed right-of-way width dimensioned with respect to centerline. (7.09.11)

- ( ) 16. All items required by the Map Filing Law to be on the plat.  
*(Not an LDRR requirement, but will be required prior to signing of the plat.)*
- ( ) 17. Signature block of the Chairman of the County Planning Board correctly worded. (7.09.12)
- ( ) 18. A statement of the proposed number of lots (building, open space, remainder) in the development or section. (7.09.13)
- ( ) 19. Show a lot and block number for each new lot. (7.09.14)
- ( ) 20. If R.O.W. is being dedicated, show the correct wording for dedication. (7.09.15)
- ( ) 21. Location of proposed monuments as required by the Map Filing Law. (7.09.16)

When final section plans are submitted for approval of improvement plans, the following information should also be included:

- ( ) 22. Utility Plan (7.10.17)
- ( ) 23. Drainage Plan and its associated calculations. (7.10.18)
- ( ) 24. County Road Improvement Plans when not approved at the Preliminary Plan stage. (7.10.19)
- ( ) 25. Additional Comments:

---

---

---

---