UPPER DEERFIELD TOWNSHIP
1325 Highway 77
Seabrook, N.J. 08302

Office of Housing and Zoning
Phone: 856-455-9591
Fax: 856-451-5006

Planning Board
Phone: 856-451-3811
Fax: 856-451-1379

ZONING BOARD VARIANCE INFORMATION

1. **Taxes** must be current

2. **Zoning Application**;

   A. **Obtain Application for Zoning Permit** (3 part copy) from **Zoning Officer, Maria DiSalvatore**
   B. **Complete application & return to** Zoning Officer, (will inform if applicant needs to come before Planning/Zoning Board). May need drawing of proposed project.
   C. **If applicant must come before Planning/Zoning Board** applicant will obtain a **Zoning Application packet** from Secretary, Vicki Vagnarelli or print from Township website www.upperdeerfield.com
   D. **If application is going to be represented by an attorney** he/she will proceed with the process

   E. **Development Application Fee schedule** shows Variance fees, Escrow fees and additional Application Zoning fees where applicable. Zoning fees below

   F. **Homeowners who will represent themselves: follow steps below to proceed** with Application packet & create & complete Plot Plan drawing

   G. **Complete Planning Board Application packet**
      a. **Pages 1-10** Planning Board Application
      b. **Checklist** Schedule "A" and "C" (used for zoning applications)
      c. **W-9 Form** Complete for Escrow Account

   H. **Request 200 Foot Property Owner List:** from Board Secretary or Tax Assessor Brian Rosenberger to **Notice** for Public Hearing; As per N.J.S.A. 40:55D-12C **(fee $10.00)**
      a. **Notice** must be published in **The Daily Journal 891 East Oak Rd, Vineland, NJ 08360 Call 888-516-9220** (any legal clerk can assist) djlegals@gannett.com **at least 10 days prior to the hearing.** (Sample Notice enclosed)
      b. **Notice** must be **sent Certified Mail** to adjourning property owners within 200 feet of applicant's property lines **at least 10 days prior to the hearing.** (Sample Certified Letter)

   I. If **Applicant** is a **Corporation or LLC**, **Must** be **Represented by a N.J. Licensed Attorney.**

   J. **Site Plan or Plot Plan** whichever is applicable must accompany the application:
      1. **Site Plan** (for use variance) to be prepared by a N.J. Licensed Engineer or Architect in accordance with Township Development Regulations, Chapter 98-59
         a. **Twenty (20)** sets of both Site Plans & Application Packets - provide to Planning Board secretary
         b. Development and Escrow **fees** - paid to Board Secretary

2. **Plot Plan** (for setback and area variances) must be drawn to scale and may be drawn by applicant/homeowner and must include the following;
   a. **Twenty (20)** plot plans - Drawn on "B" Size Paper (11" X 17")
   b. Lot with all **dimensions** shown including square footage or acreage
   c. **Street name(s)** and show **relation** to lot
   d. **North arrow** shown on plot plan
   e. Show **size and location** of All Structures on property (residence, commercial buildings, driveways, sidewalks, patios, deck, shed, garage, pool, fence, etc). (length, width, square footage and distance from property lines)
   f. Show the size and location of the proposed improvement. (length, width & square footage)
   g. Location of existing **well and septic system** (field bed or tank & cesspool)
   h. Location of any **significant plant growth**, **wetlands** or **topography**
   i. Show size and location of any **easements** (Utility, County) on the property
   j. Show size and location of any **waterways** on the property

   k Applicant shall **provide lot coverage calculations** in **percentages** on the plan for:
      1. **Permitted Principal Use (20% maximum coverage allowed)**
         Principal is: house & anything attached to it such as driveway, sidewalk write separate calculations for each

      2. **Permitted Accessory Use (3 ½ % max coverage allowed)**
         Accessory is: pool, pole barn, shed, etc. (items not attached to house)

      3. **New Proposed Use** Show on plan with all measurements

K.. **Title Block must be on Plot Plan and Include**;
   a. Applicant's Name
   b. Applicant's Address
   c. Block and Lot
   d. Zoning Classification of Applicant's property; i.e. R-1, R-2, A (agriculture), B-2, etc
   e. Scale of drawing (ex. 1"=10')

L. **200' Property Owners List:** Attach to or have Written on Plot Plan
M. **Twenty copies** of **Plot Plan** and **Application Packet** - provide to Planning Board Secretary
N. **Fees for Application, Variance & Escrow** are paid when application and plot plan are turned into Board Secretary

Applicant's Signature_____ Date_____

Board Secretary Signature_____ Date_____

Adopted July 7, 11

TOWNSHIP OF UPPER DEERFIELD

ORDINANCE

ORDINANCE AMENDING CHAPTER 405 ZONING AND DEVELOPMENT OF THE CODE OF THE TOWNSHIP OF UPPER DEERFIELD WITH RESPECT TO ARTICLE XIII FEES

WHEREAS, the Township of Upper Deerfield fee ordinance for development applications was last revised in August 1996; and

WHEREAS, the Planning Board of the Township of Upper Deerfield has recommended revisions to **Article XIII Fees** of the Zoning and Development Code of the Township of Upper Deerfield; and

WHEREAS, the Township Committee of the Township of Upper Deerfield is desirous of making changes to **Article XIII Fees** of the Zoning and Development Code of the Township of Upper Deerfield;

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of Upper Deerfield that **Article XIII Fees** of the Zoning and Development Code of the Township of Upper Deerfield is hereby amended as to the subsections thereof as hereinafter designated:

Section 1.

Section 405-100 Zoning appeals is hereby deleted in its entirety and replace with the following new section:

Section 405-100 Development and Application Fees

a. Every application for Development shall be accompanies by the appropriate Application Fee and Escrow Fee as set forth in the following schedule.

Development Application Fee Schedule

Type of Application	Application Fee	Escrow Fee
Minor Subdivision	$250.00	$350.00 per lot
Major Subdivision - Preliminary	$350.00	$500.00 plus $75.00 per lot
Major Subdivision – Final	$250.00	$500.00 plus $50.00 per lot
Minor Site Plan	$250.00	$1,000.00
Major Site Plan (Residential) – Preliminary	$350.00	$500.00 plus $75.00 per dwelling unit
Major Site Plan (Residential) – Final	$250.00	$500.00 plus $50.00 per dwelling unit
Major Site Plan (Commercial) – Preliminary	$350.00	$500.00 plus $750.00 per acre
Major Site Plan (Commercial) – Final	$250.00	$500.00 plus $500.00 per acre
Waiver of Site Plan Approval	$200.00	$750.00
Conditional Use	$200.00	$1,250.00
Appeal per NJS 40:55D-70.a	$200.00*	$500.00
Interpretation per NJS 40:55D-70.b	$200.00	$500.00
Bulk/Area → Variance per NJS 40:55D-70.c	$200.00	$500.00[1]
Use → Variance per NJS 40:55D-70.d	$250.00	$1,250.00
Issuance of Permits – Bld or Structures Appeals → Variance per NJS 40:55D-34	$200.00	$500.00
Variance per NJS 40:55D-36	$200.00	$500.00
– Conceptual (informal) Plan –		
Minor Subdivision or Site Plan	$150.00	$750.00
Major Subdivision or Site Plan	$150.00	$1,000.00
Extension of Approval	$150.00	$750.00
Certificate of Nonconformity –		
Issued by Administrative Officer	$200.00	-----
Issued by Planning Board	$200.00	$750.00
Resubmission of Incomplete Application	$250.00	-----
Tax Map Revisions from subdivision	$250.00 per lot	-----
Redevelopment Plan Revision	$250.00	$1,500.00
Request for Rezoning	$250.00	$1,000.00

[1] This fee is not required for "C" variances related to structures that are accessory to single-family residences.

b. All application fees and escrowed review fees pursuant to the Schedule listed above shall be submitted at the time of application. These monies are intended to cover all necessary and reasonable costs incurred by the technical and/or professional staff retained by the Planning Board to review and make recommendations on such applications. The technical and professional staff is intended to include but not be limited to the following: Board Attorney, Municipal Planner, Municipal Engineer, other professionals as may be required on particular applications. The fee for the services of the technical and professional staff shall be determined by resolution of the Planning Board.

c. The amount specified for escrow deposits are estimates, and it is recognized additional escrow fees may be necessary in particular applications. In the event that more than the amount specified for escrow is required in order to pay the reasonable costs incurred, the applicant shall, prior to being permitted to move forward in the approval procedure, or prior to obtaining construction permits or Certificates of Occupancy for any portion of the application project, pay all additional required sums.

d. Escrow fees shall be controlled by the Township Treasurer. In the event that the escrow deposit is more than required to pay necessary and reasonable costs of the technical and professional staff, the excess funds shall be returned to the applicant within one hundred eighty (180) days of publication of the resolution approving the application.

e. Additionally, if the Planning Board creates as a condition of any approval, a requirement that ongoing inspections or approvals are necessary by the professional staff or Township Officials to insure compliance as a condition of approval by an applicant, then it shall be the obligation of the applicant to bear the cost of the additional fees by placing a sum designated by the Planning Board or the Township, as appropriate, in an escrow fund. When all approvals or inspections have been completed to the satisfaction of the Planning Board or Township, any excess escrow fund shall be returned to the applicant within sixty (60) days of the last approval or inspection.

f. When applications for preliminary and final approval are made simultaneously the Planning Board shall have the right to waive the payment of additional deposits.

g. Exemption from Application Fee and/or Escrow Amount.

1. All charitable, philanthropic, fraternal and religious nonprofit organizations shall be exempt from the payment of application fees and escrow amounts as required by this section, provided that:

(a) The nonprofit organization holds a tax exempt status under the Federal Internal Revenue Code of 1954 (26 U.S.C. Sections 501(c) or (d)); and

(b) The nonprofit organization is submitting a development application for a minor or major subdivision which shall preserve open space or farmland, and shall not create any new buildable lots.

2. The board of education shall be exempt from the payment of application fees as required by this section.

3. Disabled persons, or a parent or sibling of a disabled person, shall be exempt from the payment of application fees as required by this section, provided that the application relates to development which promotes accessibility to the disabled person's own living unit.

h. Where the Planning Board reverses the decision of the administrative officer, the $200.00 appeal fee will be refunded to the applicant.

Section 2.

Section 405-104 Subdivision and site plan review is repealed in its entirety and replaced with the following:

Section 405-104 Reserved

Section 3.

Section 405-105 Planned development is repealed in its entirety and replaced with the following:

Section 405-105 Reserved

Section 4.

Section 405-106 Conditional uses is repealed in its entirety and replaced with the following:

Section 405-106 Reserved

BE IT FURTHER ORDAINED by the Township Committee of the Township of Upper Deerfield that the foregoing changes municipal fees pertaining to applications for development be incorporated into **Article XIII Fees** of the Code of the Township of Upper Deerfield; and

BE IT FURTHER ORDAINED by the Township Committee of the Township of Upper Deerfield that except as modified herein, the remaining provisions of **Article XIII Fees** of the Code of the Township of Upper Deerfield shall remain as heretofore and unaltered by the provisions hereof.

NOTICE

Notice is hereby given that the foregoing proposed Ordinance was introduced and passed by the Township Committee of the Township of Upper Deerfield, in the County of Cumberland, at a meeting thereof held on June 2 2011, and will be further considered for final adoption at a public hearing to be held by said Township Committee on Thursday, July 7, 2011 at 7:00 P.M., then prevailing time, at the Municipal Building, Seabrook, New Jersey.

Township Clerk
Roy Spoltore

TOWNSHIP OF UPPER DEERFIELD

PLANNING BOARD APPLICATION FORM

Municipal Building

1325 Highway 77, P.O. Box 5098

Seabrook, New Jersey 08302

The application, with supporting documentation, must be filed with the Planning Board Secretary and must be delivered to the professionals for review at least fifteen (15) business days prior to the meeting at which the application is to be considered.

A. This section to be completed by Township staff only.

Date Filed_____ Application No._____

Application Fees _____

Escrow Deposit _____

Scheduled for: Completeness _____ Hearing _____

_____

Approvals: _____ _____ _____ _____

B. This section to be completed by the applicant or his/her representative

1. APPLICANT

Name _____

Address _____

Telephone Number_____

Email Address _____

Applicant is a Corporation ❒ Partnership ❒ Individual ❒

2. SUBJECT PROPERTY

Location (street address): _____

Tax Map: Page _____ Block(s) _____ Lot(s) _____

Page _____ Block(s) _____ Lot(s) _____

Dimensions: Frontage _____ Depth _____ Total Area _____

Zoning District: _____

3. DISCLOSURE STATEMENT

Pursuant to NJS 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with NJS 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. [**Attach pages as necessary to fully comply.**]

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

4. If Owner is other than applicant, provide the following information on Owner's

Name _____

Address _____

Telephone _____ Fax _____ Email _____

5. PROPERTY INFORMATION:

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes [attach copies] _____ No _____ Proposed_____

> Note: All deed restrictions, covenants, easements, association bylaws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises: _____

_____

_____

_____

6. Applicant's Attorney_____

Address _____

Telephone Number _____

Fax Number_____ Email Address_____

7. Applicant's Engineer_____

Address _____

Telephone Number _____

Fax Number_____ Email Address_____

8. Applicant's Planning Consultant _____

Address _____

Telephone Number _____

Fax Number_____ Email Address _____

9. Applicant's Traffic Engineer _____

Address _____

Telephone Number _____

Fax Number_____Email Address _____

10. List any other Expert who will submit a report or who will testify for the Applicant: [Attach additional sheets as may be necessary]

Name _____

Field of Expertise_____

Address _____

Telephone Number _____

Fax Number _____Email Address _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION (check all that are applicable):

_____ Minor Subdivision Approval

_____ Major Subdivision Approval [Preliminary]

_____ Major Subdivision Approval [Final]

_____Amendment or Revision to an Approved Subdivision Plan

Number of lots to be created (including remainder lot) _____

Number of proposed dwelling units (if applicable) _____

SITE PLAN (check all that are applicable):

_____ Minor Site Plan Approval

_____ Preliminary Major Site Plan Approval [Phases (if applicable)

_____ Final Major Site Plan Approval [Phases (if applicable)

_____Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) _____

Total number of proposed dwelling units _____

Total square footage of all proposed new buildings _____

Total number of new parking spaces _____

_____ Request for Waiver from Site Plan Review and Approval

Reason for request: _____

_____

OTHER APPLICATION TYPES (check all that are applicable):

_____Informal Review

_____Appeal decision of an Administrative Officer [N.J.S. 40:55D-70a]

_____Map or Ordinance Interpretation, Special Question [N.J.S. 40:55D-70b]

_____Variance Relief (hardship) [N.J.S. 40:55D-70c(1)]

_____Variance Relief (substantial benefit) [N.J.S. 40:55D-70c(2)]

_____Variance Relief (use, height, etc.) [N.J.S. 40:55D-70d]

_____Conditional Use Approval [N.J.S. 40:55D-67]

_____Extension of Approval

_____Direct issuance of a permit for a structure in the bed of a mapped street, public drainage way, or flood control basin [N.J.S. 40:55D-34]

____Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]

12. Section(s) of Ordinance from which a variance is requested: _____

_____

_____

13. Waivers Requested of Development Standards and/or Submission

Requirements: [attach additional pages as needed] _____

_____

14. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

Applicant shall request 200' list from the Planning Board Secretary

The publication and the service on the affected owners must be accomplished at least ten (10) days prior to the date scheduled by the Planning Board Secretary for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed with the Upper Deerfield Township Planning Board Secretary before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises:

[attach pages as needed] _____

_____

16. Is a public water line available? _____

17. Is public sanitary sewer available? _____

18. Does the application propose a well and septic system? _____

19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____

20. Are any off-tract improvements required or proposed? _____

21. Is the subdivision to be filed by Deed or Plat? _____

22. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

23. Have there been any previous development applications for the subject premises? _____ If Yes, provide explanation of outcome and a copy of the resolution from Planning Board of Zoning Board. _____

_____

24. Other approvals which may be required and date plans submitted:

	Yes	No	Date
Upper Deerfield Water Department	_____	_____	_____
County Health Department	_____	_____	_____
County Planning Board	_____	_____	_____
County Utilities Authority	_____	_____	_____
Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____

Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Public Service Electric & Gas Company	_____	_____	_____
Other _____	_____	_____	_____

25. Certification from the Tax Collector that all taxes due on the subject property have been paid.

26. List of maps, reports and other materials accompanying the application (attach additional pages as required for complete listing). **It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff [Engineer, Planner, Attorney for the Board to which the application is submitted] for their review.** The documentation must be received by the professional staff at least twenty (20) business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____

27. The Applicant hereby requests that copies of the reports produced by professional staff reviewing the application be provided to applicant's professionals as noted below. Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional	**Reports Requested**
_____ Attorney	_____
_____ Engineer	_____
_____ Planner	_____

☐ Applicant requests copies of Professional reports. (Check Box)

CERTIFICATIONS

28. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

[If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this

_____ day of _____, 20 _____

_____ _____

Notary Public Signature of Applicant

29. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

[If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this

_____ day of _____, 20 _____

_____ _____

Notary Public Signature of Applicant

30. I understand that the sum of $_____ shall be deposited in an escrow account when the application is submitted to the Township. In accordance with the Ordinances of the Township of Upper Deerfield, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

_____ _____

Date SIGNATURE OF OWNER

405 Attachment 3

Township of Upper Deerfield

Application Checklists
Schedule A
General Requirements
[Added 5-5-2005 by Ord. No. 555]

1. ~~Twelve~~[1] 20 copies of the appropriate application form(s) completely filled in. If any item is not applicable to the applicant, it should be so indicated on the application form(s).

2. Certificate that taxes are paid.

3. Receipt indicating that fees are paid.

4. ~~Twelve~~[2] 20 copies of any required plot plan, site plan, or subdivision plan.

5. Affidavit of ownership. If applicant is not the owner, applicant's interest in land; e.g., tenant, contract/purchaser, lienholder, etc.

   The Planning Board may waive the above requirements where it can be established by applicant and verified by the Board and its professionals that no wetlands exist on site or on contiguous property owned by the applicant.

6. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.

7. Number of witnesses and their expertise, if any.

8. Statement as to any requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.

[1] Number to be determined by requirements of local ordinance.
[2] Number to be determined by requirements of local ordinance.

Township of Upper Deerfield

Checklist for Submissions
Schedule C
Applications for Variance, Waiver or Appeal
[Added 5-5-2005 by Ord. No. 555]

	"A" Appeal	"B" Interpretations or Special Questions	"C" Variance	"D" Variance	Conditiona l Use	Planning Variance
Plat Specifications						
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet			X	X	X	X
2. Sheet size either 15 inches by 21 inches, 24 inches by 36 inches or 30 inches by 42 inches			X	X	X	X
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the applicant, where appropriate			X	X	X	X
4. Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the municipal agency			X	X	X	
General Information						
5. Metes and bounds description of parcel in question based upon current land survey information			X	X	X	X
6. Property line shown in degree, minutes and seconds			X	X	X	X
7. Key map showing location of tract to be considered in relation to surrounding area			X	X	X	X
8. Title block containing name of applicant, date prepared, date of last amendment and zoning district			X	X	X	X

	"A" Appeal	"B" Interpretations or Special Questions	"C" Variance	"D" Variance	Conditional Use	Planning Variance
9. Each block and lot numbered in conformity with the municipal Tax Assessor			X	X	X	X
10. Scale of map, both written and graphic			X	X	X	X
11. North arrow giving reference meridian			X	X	X	X
12. Space for signatures of Chairman and Secretary of the municipal agency					X	X
13. Names of all property owners within 200 feet of subject property	X	X	X	X	X	X
14. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places			X	X	X	X
15. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above written and graphically			X	X	X	X
16. Zone requirements per ordinance and per application			X	X	X	X
17. Acreage of affected parcel to the nearest hundredth of an acre			X	X	X	X
18. Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street			X	X	X	X
Natural Features (Topography)						
Topography of the site and within 200 feet thereof:						
19. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade, two feet; over 10% grade, five feet					X	X
20. Cliffs and rock outcroppings					X	X

	"A" Appeal	"B" Interpretations or Special Questions	"C" Variance	"D" Variance	Conditional Use	Planning Variance
21. Floodplains					X	X
22. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines					X	X
23. Aquifer recharge areas, including safe sustained groundwater yield					X	X
24. Wooded areas indicating predominant species and size					X	X
25. Location of trees six inches or more in diameter, as measured one foot above ground level, outside of wooded area, designating species of each					X	X
26. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes					X	X
27. All areas to be disturbed by grading or construction					X	X
Man-Made Features on Site and Within 200 Feet Thereof						
28. Location of existing structures and their setbacks from existing and proposed property lines			X		X	X
29. Location and type of existing easements or rights-of-way including power lines			X		X	X
30. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man-made installations affecting the tract			X		X	X
31. Location of existing wells and septic systems			X		X	X
32. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field			X	X	X	X

	"A" Appeal	"B" Interpretations or Special Questions	"C" Variance	"D" Variance	Conditional Use	Planning Variance
33. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems			X		X	X
34. Location and description of monuments, whether set or to be set			X		X	X
Streets						
35. Locations, names and widths of all existing and proposed streets on the property and within 200 feet of the tract					X	X
36. Required road dedication			X		X	X
37. Road orientation (as it relates to energy conservation)					X	X
38. Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets			X		X	X
Miscellaneous						
39. Proposed sight easements where required					X	X
40. Proposed drainage easements where required					X	X
41. Environmental impact report:						
a. Soil types as shown by the current Soil Conservation Survey Maps.						
b. Soil depth to restrictive layers of soil.						
c. Soil depth to bedrock.						
d. Permeability of the soil by layers.						
e. Height of soil water table and type of water table.						
f. Floodplain soil (status)			X	X	X	X

	"A" Appeal	"B" Interpretations or Special Questions	"C" Variance	"D" Variance	Conditional Use	Planning Variance
g. Limitation for foundation			X	X	X	X
h. Limitation for septic tank absorption field (only where septic tank is proposed to be used)			X	X	X	X
i. Limitation for local road and streets			X	X	X	X
j. Agricultural capacity classifications			X	X	X	X
k. Erosion hazard			X	X	X	X
42. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included					X	X
43. Soil erosion and sediment control plan consistent with the requirements of the local soil conservation district					X	
44. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements			X	X	X	X
45. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated, and the proposed use of sites other than residential shall be noted	X	X	X	X	X	X
46. Any sections for which a waiver is specifically being requested, and a narrative paragraph explaining why the applicant is entitled to such waiver	X	X	X	X	X	X

UPPER DEERFIELD TOWNSHIP

PLANNING BOARD
Phone: (856) 451-3811 • Fax: (856) 451-1379

P.O. Box 5098
1325 State Highway 77
Seabrook, NJ 08302

To Whom It May Concern:

Needed: W-9 Form for Escrow Account:

In order for Escrow accounts to be managed by the bank your escrow is deposited in, the enclosed W-9 form must be completed with your Business Tax ID and or Social Security Number. Please return promptly to Vicki Vagnarelli at the above address or if coming before the Planning or Zoning Board please return with your application.

Please read the following Municipal Land Use Law 40:55D-53.1 Disposition of required deposits.

40:55D-53.1. **Disposition of required deposits.** Whenever an amount of money in excess of $5,000.00 shall be deposited by an applicant with a municipality for professional services employed by the municipality to review applications for development, for municipal inspection fees in accordance with subsection h. of section 41 of P.L. 1975, c. 291 (C. 40:55D-53) or to satisfy the guarantee requirements of subsection a. of section 41 of P.L. 1975, c. 291 (C. 40:55D-53), the money, until repaid or applied to the purposes for which it is deposited, including the applicant's portion of the interest earned thereon, except as otherwise provided in this section, shall continue to be the property of the applicant and shall be held in trust by the municipality. Money deposited shall be held in escrow. The municipality receiving the money shall deposit it in a banking institution or savings and loan association in this State insured by an agency of the federal government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits. The municipality shall notify the applicant in writing of the name and address of the institution or depository in which the deposit is made and the amount of the deposit. The municipality shall not be required to refund an amount of interest paid on a deposit which does not exceed $100.00 for the year. If the amount of interest exceeds $100.00, that entire amount shall belong to the applicant and shall be refunded to him by the municipality annually or at the time the deposit is repaid or applied to the purposes for which it was deposited, as the case may be; except that the municipality may retain for administrative expenses a sum equivalent to no more than 33 1/3% of that entire amount, which shall be in lieu of all other administrative and custodial expenses.

The provisions of this act shall apply only to that interest earned and paid on a deposit after the effective date of this act.

Adopted. L. 1985, c. 315, §1. SEARCHABLE FULL TEXT AVAILABLE ONLINE AT www.gannlaw.com

Any questions you may have, please contact Ruth Moynihan, Certified Financial Officer on Thursdays between the hours of 9:00am - 4:30pm.

Respectfully,

Vicki Vagnarelli
Planning Board Secretary

3/2009

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *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.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

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

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

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

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

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

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

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

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

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

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

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

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

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

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

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

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

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

Backup Withholding

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

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

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

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

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Line 1

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

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

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

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

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

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

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

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

Line 2

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

Line 3

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

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

Line 4, Exemptions

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

Exempt payee code.

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

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

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

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

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

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

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

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

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

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

Line 5

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

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

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

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

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

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

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

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

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

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

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

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

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

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

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

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

Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

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

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

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

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

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

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

Privacy Act Notice

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

Sample Letter for Certified Mailing

NOTICE TO PROPERTY OWNERS WITHIN 200 FEET
UPPER DEERFIELD TOWNSHIP PLANNING BOARD
NOTICE OF HEARING

TO ALL PROPERTY OWNERS WITHIN 200 FEET

PLEASE TAKE NOTICE:

That (*Name of Applicant)* has filed an application with the Secretary of Upper Deerfield Township Planning Board seeking Approval of (*What applicant is seeking approval for)* and any other variances or waivers required.

The property is located at (*address of applicants property*) and also known as (*Block* _____ *Lot* ____) as shown on the Tax Map of the Township of Upper Deerfield.

This notice is being sent to you as an owner of property within 200 feet of the property affected by this application.

A public hearing has been scheduled for (*Month, Day and Year of Public Hearing)* at **7:00 pm** at the Upper Deerfield Township Municipal Building, 1325 State Highway 77, Seabrook, NJ. 08302.

When the case is called you may appear either in person or by agent or attorney and present any objections which you may have to the granting of the relief sought in the application.

All documents relating to this application are on file in the office of the Secretary of the Planning Board of Upper Deerfield Township and are available for inspection in the Planning Board Office, from Monday through Friday, 9:00am to 3:30pm.

This notice is sent to you by the applicant, by order of the Upper Deerfield Township Planning Board.

Respectfully,

(Applicants Signature)

(Applicants Name)
Dated: (*Date of Letter/Notice)*

Sample Notice for Newspaper

NOTICE

PLEASE TAKE NOTICE THAT ON *(Month, Day & Year),* 7:00 P.M. at the Municipal Building, State Highway 77, Seabrook, N.J., the Upper Deerfield Township Planning Board will hold a public hearing on the application of the undersigned, at which time and place all interested persons will be given an opportunity to be heard.

The location of the premise in question is known as (Lot ____of Block ____) on the Tax Map. The applicant, *(Name of Applicant)* is seeking approval *(What applicant is seeking approval for)* and any other variances or waivers required.

A copy of said application and documents are on file in the Board Office at the Upper Deerfield Township Municipal Building, Seabrook, and may be inspected during business hours by all interested parties prior to said meeting.

(Name of Applicant)
(Address of Applicant)
(Date of Notice)

DISCLAIMER AS TO LEGAL ADVICE

By supplying any information to a Planning or Zoning Board applicant, the Township and its employees are not providing legal advice and do not intend to provide legal advice. The provided materials are intended to familiarize applicants with the planning and zoning process. Applicants are advised and urged to consult with and retain counsel to assist with planning and zoning applications. In no way is the Township attempting to provide legal advice for services and by supplying any information to an applicant such assistance or answering of questions should not be construed as providing any legal advice or guidance.