



# **CITY OF RAHWAY ZONING BOARD OF ADJUSTMENT VARIANCE AND SITE PLAN APPLICATION**

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Meetings schedules and additional questions, please contact Steven Decker, Board Secretary, at 732-827-2196

**CITY OF RAHWAY**  
**LAND DEVELOPMENT APPLICATION**

Application # \_\_\_\_\_

SUBMISSION REQUIREMENTS: 21 COPIES OF APPLICATION, 21 COPIES OF CHECKLIST, 21 FOLDED PLANS, PLUS  
ADDITIONAL DOCUMENTS AS OUTLINED IN THE ATTACHED INSTRUCTIONS AND CHECKLIST

1. Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

2. Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

3. Attorney/Agent (corporations or partnerships must be represented by an attorney)  
Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

4. Licensed Professional Preparing Plan/Plat  
Name/Type of Practice \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

5. Describe applicant's interest in this property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. This application is for (check all that apply)

\_\_\_\_\_ Appeal Decision of Zoning Officer  
\_\_\_\_\_ Minor Site Plan  
\_\_\_\_\_ Preliminary (Major) Site Plan  
\_\_\_\_\_ Final (Major) Site Plan  
\_\_\_\_\_ Minor Subdivision  
\_\_\_\_\_ Preliminary (Major) Subdivision

\_\_\_\_\_ Final (Major) Subdivision  
\_\_\_\_\_ Use ("D") Variance  
\_\_\_\_\_ Request for Application to be Bifurcated  
\_\_\_\_\_ Bulk ("C") Variance  
\_\_\_\_\_ Conditional Use  
\_\_\_\_\_ Bulk ("C") Variance

## CITY OF RAHWAY

\_\_\_\_\_ Request Interpretation of Zoning Ordinance

\_\_\_\_\_ Request for Certificate of Non-Conformity

7. Address of Property \_\_\_\_\_

8. Tax Map # \_\_\_\_\_  
Block # \_\_\_\_\_

Existing Zoning \_\_\_\_\_  
Lot # \_\_\_\_\_

9. Existing Use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Proposed Use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Narrative description of request (include past history of property, previous appeals, and detailed explanation of proposal; use separate sheet if necessary)

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

12. Signature of Applicant \_\_\_\_\_  
\_\_\_\_\_

13. Signature of Property Owner \_\_\_\_\_  
\_\_\_\_\_

14. Notary or Attorney - Witness Owner's Signature \_\_\_\_\_

## CITY OF RAHWAY

The following is the list of items that must be included with your submission. Please check (P) if the item is provided, or (WR), waiver requested if the item is not provided.

|                                                                                                                                                                                                                | P     | WR    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Twenty-one (21) copies of completed checklist                                                                                                                                                               | <hr/> | <hr/> |
| 2. Twenty-one (21) copies of completed application                                                                                                                                                             | <hr/> | <hr/> |
| 3. Twenty-one (21) blue line or black line prints of maps or plans as required in Addenda A - G                                                                                                                | <hr/> | <hr/> |
| 4. Schedule of required and proposed zone district requirements, including lot areas, width, depth, yard setbacks, building coverage, open space, parking, tract acreage to the nearest tenth of an acre, etc. | <hr/> | <hr/> |
| 5. One tax map including subject property                                                                                                                                                                      | <hr/> | <hr/> |
| 6. One certification that all taxes on the property have been paid and there are no out-standing assessments for improvements                                                                                  | <hr/> | <hr/> |
| 7. Affidavit of ownership or owner's letter of consent if applicant is other than owner                                                                                                                        | <hr/> | <hr/> |
| 8. List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable)                                                                                        | <hr/> | <hr/> |
| 9. List of required regulatory approvals and permits - municipal, county, state, federal, other - and statement of status (if applicable)                                                                      | <hr/> | <hr/> |
| 10. Payment of application fees as required                                                                                                                                                                    | <hr/> | <hr/> |
| 11. Payment of all escrow fees as required                                                                                                                                                                     | <hr/> | <hr/> |
| 12. W-9 Identification Number and Certification<br><i>Only two (2) copies needed for W-9</i>                                                                                                                   | <hr/> | <hr/> |

# **CITY OF RAHWAY**

## **INFORMATION SHEET PLANNING BOARD/ZONING BOARD OF ADJUSTMENT City of Rahway, New Jersey**

Attached, Please find the following forms:

1. **ADDENDA** - The appropriate addendum must be attached reflecting the type of application for which you are applying. The addenda are identified by type in the title at the top of each document.

2. **PUBLIC NOTICE** - This newspaper advertisement must be published in one of the following newspapers: The Star Ledger or Homes News Tribune, for one (1) day, at least ten (10) days prior to your public hearing (The City will send you a letter giving you the date and time of your hearing). Keep in mind that the papers need four (4) days advance notice to publish. Request an Affidavit of Publication from the paper, which prove that the notice was published. Turn in the Affidavit to Rahway City Hall Planning Office as soon as you receive it.

The same notice that was published in the newspaper must be sent to everyone who owns property within two hundred feet (200') of the property which is the subject of the application. (This list can be secured from the Tax Assessor for a small fee.) The notices must be sent by certified mail or hand delivered to the property owners a minimum of ten (10) days prior to your hearing. The same certified mail notice of your application must be sent to the list of utility and cable television companies attached to this package. Failure to notice properly will REQUIRE the Board to postpone your hearing until the notices are published and served properly.

The Affidavit of Publication from the newspaper, the Certified Mail white slips and green cards, a copy of the service list from the City Assessor and the Affidavit of Service (for attached to these instructions) plus a copy of your notice must be turned in to the Board Secretary **NO LATER THAN THE FRIDAY BEFORE** your hearing so that documents can be checked for accuracy.

# CITY OF RAHWAY

## PUBLIC NOTICE

*To be published in the newspaper, sent to surrounding property owners and utility/cable companies pursuant to directions in the attached package. Block and lot information should be filled in for mail, left blank for newspaper notices.*

To the Owner of: BLOCK \_\_\_\_\_  
LOT \_\_\_\_\_

NOTICE IS HEREBY GIVEN that a public hearing will be held before the (Planning Board) or (Board of Adjustment) of the City of Rahway on \_\_\_\_\_, 20\_\_ at 7:00 PM in the Municipal Council Chambers, Rahway City Hall, 1 City Hall Plaza, Rahway NJ, 07065, for the application of (Name) \_\_\_\_\_ for the purpose of (Application Type) \_\_\_\_\_ property known and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ also known as (street address) \_\_\_\_\_

The purpose of the application specifically is to permit \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any variance requested are as follows, listing specifically what is required and what is being requested:

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

All maps and documents relating to this application are available for the public to review in the Office of Planning, 1 City Hall Plaza, Rahway, NJ 07065, from 8:30 AM until 4:30 PM, Monday through Friday.

# CITY OF RAHWAY

## AFFIDAVIT OF NOTICE

(Name of Applicant) \_\_\_\_\_  
of full age, being duly sworn according to Law, on (His) (Her) (Their) Oath deposes and says that (He) (She) (They) reside at \_\_\_\_\_  
in the City/Town/Boro of \_\_\_\_\_ County of \_\_\_\_\_  
and State of \_\_\_\_\_ and that (He) (She) (They) did on \_\_\_\_\_  
, 20\_\_\_\_, at least ten days prior to the hearing date gave personal notice to all property owners, utility and cable companies affected by this application, the property address of which is \_\_\_\_\_

Said notice was mailed by certified mail or hand delivered to each property owner. The white receipts and green cards are attached. A copy of the notice is attached. A copy of the list of property owners secured from the Tax Assessor of the City of Rahway is attached.

\_\_\_\_\_  
Signature of Applicant/Agent

Sworn and Subscribed to before  
me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

## 2022 RAHWAY UTILITIES LIST

### **Veolia- Rahway Treatment Plant (Formerly Suez)**

1045 Westfield Avenue

Rahway, NJ 07065

Phone: 732-709-6066

Contact: Andrew Suarez, Project Manager [andrew.suarez@veolia.com](mailto:andrew.suarez@veolia.com)

### **Verizon**

999 West Main Street

Freehold, NJ 07728

Phone: 732-683-5146

Contact: Ian Chan [ian.chan@one.verizon.com](mailto:ian.chan@one.verizon.com)

### **Elizabethtown Gas Company**

520 Green Lane

Union, NJ 07083

Phone: 908-289-5000

Contact: Greg Balint [gbalint@aglresources.com](mailto:gbalint@aglresources.com)

### **Public Service Electric & Gas**

80 Park Plaza, T18A

Newark, NJ 07101

Phone: 732-764-3166

Contact: Joe Mootz [joseph.mootz@pseg.com](mailto:joseph.mootz@pseg.com)

### **Comcast**

800 Rahway Avenue

Union, NJ 07083

Phone: 908-851-8557

Contact: George Palyca [George\\_palyca@cable.comcast.com](mailto:George_palyca@cable.comcast.com)

### **Rahway Valley Sewerage Authority**

1050 East Hazelwood Ave.

Rahway, NJ 07065

Phone: (732) 388-0868 ext. 231

Contact: John Buonocore, PE [jbuonocore@rahwayvalleysa.com](mailto:jbuonocore@rahwayvalleysa.com)  
Assistant Director / Chief Engineer

\*\*updated 06/22

## PROPERTY LIST REQUEST

I am requesting a list of property owners within two hundred (200') feet of the following subject property:

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

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

DATE: \_\_\_\_\_ APPLICATION No.: \_\_\_\_\_

REQUESTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

A fee of \$10.00 or \$.25/name is required, whichever is greater. Checks or money orders made payable to "The City of Rahway" can be submitted to the Department.

FEE RECEIPT No.: \_\_\_\_\_

**ATTACH THIS SHEET IF YOU ARE REQUESTING A VARIANCE  
OR CONDITIONAL USE**

1. Does applicant own adjoining property?      No \_\_\_\_\_ If yes,      Blocks \_\_\_\_\_ Lots \_\_\_\_\_
2. Size of lot(s) which are the subject of this application \_\_\_\_\_
3. Size of footprint of proposed structure(s) \_\_\_\_\_
4. Percentage of lot occupied by building(s) \_\_\_\_\_
5. Percentage of lot occupied by all impervious cover \_\_\_\_\_
6. Height of principal building \_\_\_\_\_ Stories \_\_\_\_\_
7. Proposed setback from front property line \_\_\_\_\_
8. Proposed setback from rear property line \_\_\_\_\_
9. Proposed side setback: Left \_\_\_\_\_ Right \_\_\_\_\_
10. Has there been any previous appeal regarding this property? \_\_\_\_\_
11. If yes, state character of appeal, disposition, and date of disposition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. The following variances are requested:

|          |                     |
|----------|---------------------|
| Required | _____               |
| Proposed | _____               |
| Chapter  | _____ Section _____ |
|          |                     |
| Required | _____               |
| Proposed | _____               |
| Chapter  | _____ Section _____ |
|          |                     |
| Required | _____               |
| Proposed | _____               |
| Chapter  | _____ Section _____ |

ADD ADDITIONAL SHEET IF NECESSARY

13. State reason(s) why the variance is being requested and legal justification for proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADD ADDITIONAL SHEET IF NECESSARY

FOR CONDITIONAL USE

14. Does the Conditional Use meet all requirements of Zoning Ordinance?    Yes    \_\_\_\_\_    No    \_\_\_\_\_

15. If no, where does it differ? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. State reasons why the proposed Conditional Use cannot comply with the Zoning Ordinance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# LAND USE PROCEDURES

## 53 Attachment 5

### Addendum E: Appeal or Variance Pursuant to N.J.S.A. 40:55D-34, 35 or 70 Checklist

| P                        | NP                       | WR                       |                                                                                                                                                   |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A plot plan or sketch plat prepared to an engineering scale of not less than one inch equals 100 feet containing the following details:           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1F. Address of the property, tax map sheet, block and lot number(s).                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2F. North arrow and scale.                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3F. Lot dimensions and lot area in square feet.                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4F. Location and dimensions of any existing or proposed streets.                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5F. Size and location of any existing or proposed structures with all setbacks dimensioned.                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6F. Any existing or proposed easement or land reserved for or dedicated to public use.                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7F. Property owners of all parcels within 200 feet identified on most recent tax map sheet.                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8F. All existing streets, water courses, flood plains, wetlands or other environmentally sensitive areas on site and within 200 feet of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9F. Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.       |

#### NOTES:

P = Provided; NP = Not Provided; WR = Waiver Requested.

**ATTACH THESE SHEETS IF YOU ARE REQUESTING A MINOR SITE PLAN  
or PRELIMINARY (MAJOR) SITE PLAN OR FINAL (MAJOR) SITE PLAN**

For Minor or Preliminary Site Plan:

1. List square footage of proposed site \_\_\_\_\_
2. Proposed site has footage on the following street(s) \_\_\_\_\_
3. List waivers or variances (if not listed on variance sheets) requested as part of this application

|          |       |          |       |
|----------|-------|----------|-------|
| Required | _____ | Proposed | _____ |
| Required | _____ | Proposed | _____ |
| Required | _____ | Proposed | _____ |
| Required | _____ | Proposed | _____ |
| Required | _____ | Proposed | _____ |

Add Additional Sheet if Necessary

4. State reason(s) why you cannot comply with Ordinance requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Add Additional Sheet if Necessary

**FOR FINAL SITE PLAN APPROVAL**

5. Does the proposed final site plan differ in any way from the approved preliminary site plan?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Specifically list any difference and reasons for the changes (Add additional sheet if necessary)

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

## LAND USE PROCEDURES

### 53 Attachment 2

#### Addendum B: Minor Site Plan Checklist

According to § 35-1 of the Rahway Code, a minor site plan is a development plan of one or more lots which proposes new development; it does not involve planned development, a new street or the extension of any off-tract improvements; and contains the information reasonably required in order to make an informed determination as to whether the requirements established by ordinance for approval of a minor site plan have been met. According to § 53-36A(4), a site plan may be classified as a minor site plan if 10% or less of the land area or 10% or less of the combined building/land area of the site is being disturbed.

| P                        | NP                       | WR                       |                                                                                                                                                                                                                                                |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A site plan prepared to an engineering scale of not less than one inch equals 100 feet, on standardized sheets not to exceed 30 inches x 42 inches, to enable the entire tract to be shown on one sheet, and containing the following details: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1C. Name, signature, license number, seal and address of engineer.                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2C. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3C. A key map showing the location of the land which is part of the application in relation to the surrounding area within 500 feet at a scale of one inch equals 2,000 feet.                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4C. North arrow and scale.                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5C. Signature blocks for chairman, secretary and municipal engineer.                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6C. Reference to a current property and topographic survey (based on City's elevation datum, NGVD 1929) and provide a certified copy for the Board's file if not prepared by the applicant's land surveyor.                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7C. Date of original plans and all revisions.                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8C. Size and location of any existing or proposed structures with all setbacks dimensioned.                                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9C. Existing structures on adjoining lots.                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10C. Location and dimensions of any existing or proposed streets.                                                                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11C. All proposed lot lines and areas of lots in square feet.                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12C. Any existing or proposed easement or land reserved for or dedicated to public use.                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13C. Development stages or staging plans, if applicable.                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14C. Property owners of all parcels within 200 feet identified on most recent tax map sheet.                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15C. All existing streets, water courses, floodplains, wetlands or other environmentally sensitive areas on site and within 200 feet of the site.                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16C. Existing rights-of-way and/or easements on and within 200 feet of the tract.                                                                                                                                                              |

# RAHWAY CODE

| P   | NP  | WR  |                                                                                                                                                                                                          |
|-----|-----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [ ] | [ ] | [ ] | 17C. Topographical features of subject property from USC and GS map.                                                                                                                                     |
| [ ] | [ ] | [ ] | 18C. Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features.                                                                                        |
| [ ] | [ ] | [ ] | 19C. Drainage calculations to demonstrate compliance with the City's Stormwater Runoff and Control Ordinance, Chapters 361 and 362, respectively, where proposed or future construction will take place. |
| [ ] | [ ] | [ ] | 20C. Proposed utility infrastructure plans, including sanitary sewer, water, stormwater management, telephone, electric and cable T.                                                                     |
| [ ] | [ ] | [ ] | 21C. Soil erosion and sediment control plan for soil disturbance over 5,000 square feet.                                                                                                                 |
| [ ] | [ ] | [ ] | 22C. Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations.                                                          |
| [ ] | [ ] | [ ] | 23C. Construction details as required by ordinance.                                                                                                                                                      |
| [ ] | [ ] | [ ] | 24C. Lighting plan and details.                                                                                                                                                                          |
| [ ] | [ ] | [ ] | 25C. Landscape plan and details.                                                                                                                                                                         |
| [ ] | [ ] | [ ] | 26C. Solid waste management plan.                                                                                                                                                                        |
| [ ] | [ ] | [ ] | 27C. Site identification signs, traffic control signs and directional signs.                                                                                                                             |
| [ ] | [ ] | [ ] | 28C. Sight triangles.                                                                                                                                                                                    |
| [ ] | [ ] | [ ] | 29C. Vehicular and pedestrian circulation patterns.                                                                                                                                                      |
| [ ] | [ ] | [ ] | 30C. Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.                                                             |
| [ ] | [ ] | [ ] | 31C. Preliminary architectural plan and elevations.                                                                                                                                                      |

## NOTES:

P = Provided; NP = Not Provided; WR = Waiver Requested.

# LAND USE PROCEDURES

## 53 Attachment 4

### Addendum D: Major Site Plan (Preliminary or Final) Checklist

| P                        | NP                       | WR                       |                                                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A site plan prepared to an engineering scale of not less than one inch equals 100 feet on standardized sheets not to exceed 30 inches x 42 inches to enable the entire tract to be shown on one sheet, and containing the following details: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1E. Names, signature, license number, seal and address of engineer.                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2E. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3E. A key map showing the location of the land to be subdivided in relation to the surrounding area within 500 feet at a scale of one inch equals 2,000 feet.                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4E. North arrow and scale (including graphic scale and reference meridian).                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5E. Signature blocks for chairman, secretary and municipal engineer.                                                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6E. Current property and topographic (based on City's elevation datum, NGVD 1929) survey.                                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7E. Date of original plans and all revisions.                                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8E. Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all center line and rights-of-way, and center line curves on streets.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9E. Size and location of any existing or proposed structures with all setbacks dimensioned.                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10E. Location and dimensions of any existing or proposed streets.                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11E. All proposed lot lines and areas of lots in square feet.                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12E. Any existing or proposed easement or land reserved for or dedicated to public use.                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13E. Development stages or staging plans, if applicable.                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14E. Property owners of all parcels within 200 feet identified on most recent tax map sheet.                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15E. All existing streets, water courses, floodplains, wetlands or other environmentally sensitive areas on-site and within 200 feet of the site.                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16E. Existing rights-of-way and/or easements on and within 200 feet of the tract.                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17E. Existing and proposed contour intervals based on USC and GS datum. Contours to extend at least 200 feet beyond subject property as follows: up to 10% grade = two feet; greater than or equal to 10% grade = five feet.                 |

• RAHWAY CODE

| <b>P</b> | <b>NP</b> | <b>WR</b> |      |                                                                                                                                                                                                     |
|----------|-----------|-----------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [ ]      | [ ]       | [ ]       | 18E. | Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features.                                                                                        |
| [ ]      | [ ]       | [ ]       | 19E. | Existing system of drainage of subject site and of any larger tract or basin of which it is a part.                                                                                                 |
| [ ]      | [ ]       | [ ]       | 20E. | Drainage area map.                                                                                                                                                                                  |
| [ ]      | [ ]       | [ ]       | 21E. | Drainage calculations to demonstrate compliance with the City's Stormwater Runoff and Control Ordinance, Chapters 361 and 362, respectively, where proposed or future construction will take place. |
| [ ]      | [ ]       | [ ]       | 22E. | Proposed utility infrastructure plans, including sanitary sewer, water, stormwater management, telephone, electric and cable TV.                                                                    |
| [ ]      | [ ]       | [ ]       | 23E. | Soil erosion and sediment control plan.                                                                                                                                                             |
| [ ]      | [ ]       | [ ]       | 24E. | Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations.                                                          |
| [ ]      | [ ]       | [ ]       | 25E. | Construction details as required by ordinance.                                                                                                                                                      |
| [ ]      | [ ]       | [ ]       | 26E. | Road and paving cross sections and profiles.                                                                                                                                                        |
| [ ]      | [ ]       | [ ]       | 27E. | Proposed street names, if applicable.                                                                                                                                                               |
| [ ]      | [ ]       | [ ]       | 28E. | Lighting plan and details.                                                                                                                                                                          |
| [ ]      | [ ]       | [ ]       | 29E. | Landscape plan and details.                                                                                                                                                                         |
| [ ]      | [ ]       | [ ]       | 30E. | Solid waste management plan.                                                                                                                                                                        |
| [ ]      | [ ]       | [ ]       | 31E. | Site identification signs, traffic control signs and directional signs.                                                                                                                             |
| [ ]      | [ ]       | [ ]       | 32E. | Sight triangles.                                                                                                                                                                                    |
| [ ]      | [ ]       | [ ]       | 33E. | Vehicular and pedestrian circulation patterns.                                                                                                                                                      |
| [ ]      | [ ]       | [ ]       | 34E. | Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.                                                             |
| [ ]      | [ ]       | [ ]       | 35E. | Preliminary architectural plan and elevations.                                                                                                                                                      |

**NOTES:**

**P** – Provided; **NP** = Not Provided; **WR** = Waiver Requested.

# Request for Taxpayer Identification Number and Certification

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

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

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>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.<br><br><input type="checkbox"/> Individual/sole proprietor or single-member LLC<br><br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____<br><b>Note:</b> 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.<br><br><input type="checkbox"/> Other (see instructions) ▶ _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                  |                        |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |    |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--|---|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|----|--|--|--|--|--|--|--|--|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|
| <b>Part I Taxpayer Identification Number (TIN)</b><br>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 <i>How to get a TIN</i> , later.<br><br><b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter. | <table border="1"><tr><td colspan="9">Social security number</td></tr><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="9">or</td></tr><tr><td colspan="9">Employer identification number</td></tr><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></table> | Social security number |  |   |  |  |  |  |  |  |  |  |  |  | - |  |  |  |  | or |  |  |  |  |  |  |  |  | Employer identification number |  |  |  |  |  |  |  |  |  |  |  |  | - |  |  |  |  |
| Social security number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                  |                        |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |    |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                  |                        |  | - |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |    |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |
| or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |                        |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |    |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |
| Employer identification number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                  |                        |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |    |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                  |                        |  | - |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |    |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part II Certification</b><br>Under penalties of perjury, I certify that:<br><br>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<br>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<br>3. I am a U.S. citizen or other U.S. person (defined below); and<br>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.<br><br><b>Certification instructions.</b> 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. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | 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-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                                                                                                                                       | Individual/sole proprietor or single-member LLC                                                                                 |
| • Sole proprietorship, or                                                                                                                          |                                                                                                                                 |
| • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.                              |                                                                                                                                 |
| • LLC treated as a partnership for U.S. federal tax purposes,                                                                                      | Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation) |
| • 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. |                                                                                                                                 |
| • 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)<br>b. So-called trust account that is not a legal or valid trust under state law | The grantor-trustee <sup>1</sup><br>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 14038.

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 1-800-366-4484. 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.

| APPLICATION TYPE                                                          | FILING FEE                                                                                                                                                                                                                                                                | REVIEW ESCROW |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>VARIANCES</b>                                                          |                                                                                                                                                                                                                                                                           |               |
| "C" Variance (Bulk)                                                       | \$350.00                                                                                                                                                                                                                                                                  | TBD           |
| "D" Variance (Use)                                                        | \$500.00                                                                                                                                                                                                                                                                  | TBD           |
| <b>SITE PLANS</b>                                                         |                                                                                                                                                                                                                                                                           |               |
| Minor Site Plan                                                           | \$450.00                                                                                                                                                                                                                                                                  | TBD           |
| Preliminary Major Site Plan<br>Plus (+)<br>Residential: For Each New Unit | \$500.00<br>\$75.00 (per unit)                                                                                                                                                                                                                                            | TBD           |
| All Other Uses                                                            | \$1.00 (per square foot of new construction -<br>up to 1,000 square feet)<br>\$10.00 (per square foot of new construction -<br>for each additional 1,000 square feet)<br>\$20.00 (per parking space - new or additional)<br>\$50.00 (for each proposed freestanding sign) |               |
| Final Major Site Plan                                                     | (50% of total preliminary application)                                                                                                                                                                                                                                    | TBD           |
| <b>SUBDIVISION PLANS</b>                                                  |                                                                                                                                                                                                                                                                           |               |
| Minor Subdivision Plan                                                    | \$250.00                                                                                                                                                                                                                                                                  | TBD           |
| Preliminary Major Subdivision                                             | \$500.00 (plus \$50.00 per lot)                                                                                                                                                                                                                                           | TBD           |
| Final Major Subdivision                                                   | (50% of total preliminary application)                                                                                                                                                                                                                                    | TBD           |
| <b>MISCELLANEOUS</b>                                                      |                                                                                                                                                                                                                                                                           |               |
| Appeal of Administrative Officer Decision                                 | \$150.00                                                                                                                                                                                                                                                                  |               |
| Certificate of Non-Conformity                                             | \$50.00                                                                                                                                                                                                                                                                   |               |
| Publication of Decision                                                   | \$100.00                                                                                                                                                                                                                                                                  |               |
| Special Meeting                                                           | \$1,500.00                                                                                                                                                                                                                                                                | TBD           |
| Zoning Permit                                                             | \$20.00                                                                                                                                                                                                                                                                   |               |