



Township of South Orange Village

Engineering and Zoning Department

PRE-APPLICATION SKETCH PLAN REVIEW **INSTRUCTIONS**

Per Ordinance 2019-22, the Board of Trustees amended portions of Chapters 143 and 185 (Site Plan Review and Deposit) of the Village Code to clarify and permit parties filing for plan review to benefit from review and guidance before preparation and submission of plans for land development, and specifically established a process for Informal Pre-Application Sketch Plan Reviews at Section 185-52A.

Description: Prospective Applicants are encouraged, but not required, to submit for review by the approving authority, non-binding informal pre-application sketch plan review with the Zoning Officer, Village Planner, and/or Land Use Administrator to engage in preliminary discussions regarding the development proposal, compliance with the Ordinance, review process, and board jurisdiction. A pre-application sketch plan review will provide prospective applicants with non-binding zoning guidance and input during the formative stages of site plan design.

To the extent in-person pre-application sketch plan meetings shall be desired, such meetings shall be scheduled at the availability of the Zoning Officer and/or Land Use Administrator within 45 days of submission. In-person pre-application sketch plan meetings shall be attended by the prospective applicant and may be accompanied by their professionals as appropriate. The Zoning Officer, Village Planner and/or other Village professionals may attend as appropriate.

Instructions: Applications for pre-application sketch plan review shall be made on a form provided by the Zoning Officer / Land Use Administrator and shall provide:

1. 3 Hard Copies, and 1 Digital Copy of all submissions in PDF format. Submissions to be e-mailed to dtravers@southorange.org
2. Pre-Application Sketch Plan Review Form with Applicant and property information, certification of ownership, and tax status
3. Property Survey
4. Concept Sketch showing general site design concept, including use, location and bulk; buildings and improvements; density; open space; traffic and pedestrian patterns; and other general design components. The sketch plan shall be to scale, but detailed dimensions need not be shown.
5. Technical Review Fee Form and Payment. There shall be no application fee for Pre-Application Sketch Plan Review. However, prospective applicants will be required to pay technical review fees pursuant to Chapter 185-159A(4) and in accordance with the schedule set forth in Chapter 143, Fees, of this Code

Pre-Application Sketch Plan Review:	Fee
a. Single- to- Two- Family Residential and Minor Subdivision	\$500.00
b. Mixed Use or Non-Residential on less than either 0.25 acres or 5,000 GSF	\$1000.00
c. Mixed Use or Non-Residential on less than either 0.5 acres or 15,000 GSF	\$1,750.00
d. All Other	\$3,500.00

The Application and payment must be submitted in hard copy to the Land Use Administrator in Village Hall.



Township of South Orange Village

Engineering and Zoning Department

PRE-APPLICATION SKETCH PLAN REVIEW **APPLICATION**

Date Received by Village: _____ Staff Signature: _____

Date Filed: _____

Applicant Name: _____

Applicant Telephone: _____ Email: _____

Relationship to Property (circle one): Owner Contract Purchaser Prospective Purchaser

Address of Proposed Project: _____

Block: _____ Lot(s): _____ Zone: _____

Present Use: _____

Summary of Proposal: _____

Submission Checklist: 3 Hard Copies and 1 Digital version of all below

- ☐ Application Form
- ☐ Certification of Ownership
- ☐ Certification of Tax Status
- ☐ Property Survey
- ☐ Concept Sketch
- ☐ Technical Review Fee Form and Payment



Township of South Orange Village
Engineering and Zoning Department

TOWNSHIP OF SOUTH ORANGE VILLAGE

County of Essex

Date: _____

State of New Jersey

PRE-APPLICATION SKETCH PLAN REVIEW
TECHNICAL REVIEW FEE FORM

Applicant Name _____

Address of Proposed Project _____

Block _____ Lot(s) _____

I understand that I am required to submit the sum of \$_____ pursuant to Chapter 185 – 159(A)(4) and in accordance with the schedule set forth in Chapter 143 - Fees of the Township of South Orange Village Code. I further understand that there is no application fee for Pre-Application Sketch Plan Review, however, prospective applicants are required to pay Technical Review Fees to cover the cost of professional services including engineering, planning, legal and other expenses. To the extent the Applicant desires professional services beyond those covered by the Technical Review Fee (and the applicable hourly rates of the professionals involved within the initial fee), the Applicant may request, in writing, extended services and assume responsibility for hourly fees associated with the additional professional services as shall be agreed upon by the parties.

Signature

Print Name

Title

CERTIFICATE OF OWNERSHIP

Listed below are the names and addresses of all owners of ten percent (10%) or more of the stock / interest in the undersigned Applicant Corporation / Partnership:

	<u>NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Where corporations / partnerships own ten percent (10%) or more of the stock / interest in the undersigned or in another corporation / partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders / individual partners exceeding the ten percent (10%) ownership criterion have been listed.

CORPORATION/PARTNERSHIP OFFICER

SIGNATURE

DATE

Sworn to and subscribed
before me this

_____ day of _____, 20____

Notary Public

TOWNSHIP OF SOUTH ORANGE VILLAGE

CERTIFICATE OF PAID TAXES

ARTICLE VI (n) Certificate from Tax Collector that all taxes are paid to date.

Owner: _____ Phone No. (____) _____

Address: _____

City/State: _____ Zip Code: _____

TITLE and LOCATION OF PROPERTY: _____

Block No. _____ Lot No. _____ Zone No. _____ No. of Lots _____

Tax Sheet No. _____

TAXES AS RECORDED FOR 20 _____

First Quarter _____

Second Quarter _____

Third Quarter _____

Fourth Quarter _____

The TAX COLLECTOR of the Township of South Orange Village

_____, dated _____, 20 _____,
(Name):

certifies that the above taxes are paid to date.

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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