Joint Land Use
Board Application

North Hanover Township
Burlington County, New Jersey

Municipal Building • 41 Schoolhouse Road • Jacobstown, NJ 08562
Phone: (609) 758-2522 • www.northhanovertwp.com

2026 Application Packet

NORTH HANOVER TOWNSHIP

Joint Land Use Board • 41 Schoolhouse Road • Jacobstown, NJ 08562

FRAUD ALERT — ZONING & PLANNING PAYMENT SCAM

The FBI has publicly warned (Public Service Announcement I-030926-PSA, March 2026, “Criminals Impersonating City and County Officials in Phishing Emails for Planning and Zoning Permits”) that criminals nationwide are impersonating local planning and zoning offices. Scammers email applicants fake invoices for “Application Review and Approval Fees” and demand payment by wire transfer. They often target applicants with pending land use applications, using details taken from publicly available records and meeting agendas to appear legitimate. Many local governments across the country have issued similar alerts.

How to Recognize the Scam

- The email does **not** come from an official Township address. Scammers use free, look-alike email addresses (for example, addresses ending in **@usa.com**) designed to resemble government domains.
- The email urges you to pay an invoice by **wire transfer, peer-to-peer payment app, or cryptocurrency** and to request payment instructions by replying to the email.
- The message insists that **all correspondence must be conducted via email only** — this is designed to discourage you from calling the office to verify the fees.
- Attached invoices may look official and include real project details, logos, or seals.
- The email emphasizes urgency, claiming your application has been “recommended for approval” and threatening delays if you do not pay immediately.

What North Hanover Township Will Never Do

- We will **never** email you an invoice demanding payment by wire transfer.
- We will **never** require that correspondence be conducted exclusively by email.
- All legitimate application and escrow fees are paid by **check payable to North Hanover Twp**, submitted with your application to the Board Secretary as described in this packet.
- Official Township email correspondence comes only from the **@northhanovertwp.com** domain.

If You Receive a Suspicious Email

- **Do not reply, pay, or open attachments.**
- Verify any fee request by calling the Board Secretary at **(609) 758-2522 x218 or x210**.
- Report the incident to the FBI’s Internet Crime Complaint Center at **www.ic3.gov** and to local law enforcement.

Source: FBI Public Service Announcement I-030926-PSA, www.ic3.gov/PSA/2026/PSA260309. Questions: cdecker@northhanovertwp.com or njolly@northhanovertwp.com.

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13 copies of application, checklist, and plans must be submitted to the Board Secretary to be heard.

Board Professionals

Role	Name / Firm	Contact
Board Solicitor	Stephen Raymond, Raymond, Coleman & Heinhold, LLP 325 New Albany Rd, Moorestown, NJ 08057	(856) 222-0100
Twp Engineer	Joseph R. Hirsh, PE, CME, CPWM Environmental Resolutions, Inc., 815 E. Gate Dr. #103, Mt. Laurel 08054	(856) 235-7170
Board Planner	Dave Benedetti, PP Environmental Resolutions, Inc., 815 E. Gate Dr. #103, Mt. Laurel 08054	(856) 235-7170

2026 Board Members

Tom Kimball — Chairman	**Greg Grauer** — Vice Chair	**Ron DeBaecke** — Class I
Joseph Greene — Class II	**John Giberson** — Class III	**Jack Smylie** — Class IV
Debbie Kucowski — Class IV	**Russ Comisky** — Class IV	**Patricia Mellor** — Class IV
Wayne Voorhees — Alt #1	**David Huron** — Alt #2	

Contact: Caitlin Decker or Nolan Jolly at (609) 758-2522 x218 or x210 | cdecker@northhanovertwp.com | njolly@northhanovertwp.com

Instructions to Applicants

These instructions assist you in submitting your application to the North Hanover Joint Land Use Board for a Variance(s), Site Plan Review, or Major/Minor Subdivisions.

Compliance: It is your responsibility to comply with all requirements of New Jersey Law and North Hanover Township Ordinances. Copies may be purchased at the Municipal Clerk's Office. Have the Ordinances reviewed by your attorney and engineer before submission.

Completeness: The Completeness Review Designee may reject incomplete plans. Resubmission requires an additional application fee.

KEY REQUIREMENTS

- **Signing:** Applications must be signed by the property owner. A power of attorney may authorize an agent.
- **Resubmissions:** Must be filed at least two (2) weeks prior to the meeting date.
- **Fees:** All processing fees are non-refundable.
- **Other Approvals:** Applicant must obtain approval from all required agencies including Burlington County Planning Board.
- **Map Filing:** Plans must comply with the Map Filing Law and be filed with the Clerk of Burlington County after final approval.

TECHNICAL REVIEW FEES

All costs incurred by North Hanover Township for engineering, legal, planning, or other professional services related to the application are the applicant's responsibility. **No permits will be issued unless costs have been paid or a deposit placed with the Township.**

SUBMISSION DEADLINES

Applications must be submitted to the Board Secretary and each Board Professional no later than **12:00 noon on the last Friday of each month** (November exception: Wednesday before Thanksgiving). Revisions must be submitted at least two (2) weeks prior to the meeting date.

2026 MEETING SCHEDULE

Jan 28 7:00 PM	Feb 25 7:00 PM	Mar 25 7:00 PM	Apr 22 7:30 PM
May 27 7:30 PM	Jun 24 7:30 PM	Jul 22 7:30 PM	Aug 26 7:30 PM
Sep 23 7:30 PM	Oct 28 7:30 PM	Nov 18 7:00 PM	Dec 16 7:00 PM
Jan 6 '27 7:00 PM (Re-Org)			

All meetings at Municipal Building, 41 Schoolhouse Rd, Jacobstown, NJ 08562.

ESCROW ACCOUNT AGREEMENT

I agree to be responsible for all bills against this development's escrow account. In the event this project is sold or my interest is transferred, my obligation can only be relieved if all outstanding escrow bills are paid and the new principal assumes responsibility for all future bills in an agreement with the Township.

THIS AGREEMENT made and entered on this ______ day of _____________, 20_____.

Applicant's Signature

Joint Land Use Board Application

Application Type

[ ] Site Plan Review [ ] Minor Subdivision [ ] Variance
[ ] Zoning Interpretation [ ] Informal Conceptual [ ] Waiver of Site Plan Review

Block: ______ **Lot(s):** ______

Date Filed: ______ **Check#/Cash:** ______

Tax Certification: ______ **Application Received by:** ______

APPLICANT INFORMATION

Applicant Name: ______

Applicant Address: ______

Phone #: ______ **E-Mail:** ______

LAND OWNER INFORMATION

Land Owner(s): ______

Phone #: ______ **E-Mail:** ______

Owner Representative: ______

Phone #: ______ **E-Mail:** ______

PROPERTY INFORMATION

Property Location: ______

Present Zoning: ______ **Area of Tract:** ______ **# of Lots:** ______

Property Development Use: ______

Area Being Subdivided: ______

Person Preparing Plan: ______

Phone #: ______ **E-Mail:** ______

Project Description

Please provide a detailed description of the proposed project. Include the nature of the development, intended use, scope of work, and any other relevant information that will help the Board understand your application.

Attach additional sheets if necessary.

Fee & Escrow Schedule

Per Ordinance 2026-06 (amending Ord. 2009-10 & 2017-08)

Subdivision Applications

Application Type	Application Fee	Escrow
Minor	$500 + $75/lot	$750/lot (min $2,000)
Preliminary Plat	$500 + $100/lot	$300/lot (min $3,000)
Final Plat	$500 + $100/lot	$150/lot (min $3,000)
Resubmittal	$400	$75/lot (min $1,200)
Amendment	$400	$75/lot (min $1,200)
Informal Concept w/ Prof Review	$500	$1,500

Site Plan Applications

Application Type	Application Fee	Escrow
Admin Site Plan Review	$250	$1,000
Informal Concept w/ Prof Review	$500	$1,500
Preliminary Plan	$300/ac or $20/1,000 SF (min $800)	$300/ac or $300/1,000 SF (min $3,500)
Final Plan	$150/ac or $20/1,000 SF (min $800)	$150/ac or $150/1,000 SF (min $2,500)
Resubmittal	$400/ac or $20/1,000 SF (min $800)	$150/ac or $150/1,000 SF (min $2,000)
Amendment	$60/ac or $10/1,000 SF (min $700)	$150/ac or $150/1,000 SF (min $2,000)
Signage	$50	$300
Home Occupation	$50	—
Design Waiver	$200	$750
Waiver of Site Plan Review	$400	$1,000
Minor Site Plan Review	$500	$2,500

Variance Applications

Application Type	Application Fee	Escrow
Appeals	$200	$1,500
Interpretation	$200	$1,500
Bulk/Hardship – Commercial	$400	$2,000
Bulk/Hardship – Residential	$200	$1,500
Use	$600	$3,500
Conditional Use Permit	$300	$1,500

Fee Computation Worksheet

Block #: ______________________ **Lot(s) #:** ______________________

Applicant's Name: ____

Applicant's Address: ____

Phone: ______________________ **Email:** ______________________

Subdivision Name: ______________________ **Subdivision Address:** ______________________

SUBDIVISION

Number of Lots — Residential: ___________ **Commercial:** ___________

Type	App Fee	Escrow
Minor	$_______	$_______
Informal (w/Prof. Review)	$_______	$_______
Preliminary Plat	$_______	$_______
Final Plat	$_______	$_______
Resubmittal	$_______	$_______
Amendment	$_______	$_______
Subtotal	**$_______**	**$_______**

SITE PLAN

Lot Area / Acres / S.F.: _________________ **Total Gross Floor Area:** _________________

Parking Spaces: ___________

Type	App Fee	Escrow
Minor	$_______	$_______
Informal (w/Prof. Review)	$_______	$_______
Preliminary Plat	$_______	$_______
Final Plat	$_______	$_______
Resubmittal	$_______	$_______
Amendment	$_______	$_______
Signage	$_______	$_______
Home Occupation	$_______	$_______
Design Waiver	$_______	$_______
Waiver of Site Plan Review	$_______	$_______
Minor Site Plan Review	$_______	$_______
Subtotal	**$_______**	**$_______**

Fee Computation Worksheet (continued)

VARIANCES

Type	App Fee	Escrow
Appeals	$_______	$_______
Interpretation	$_______	$_______
Bulk/Hardship (Residential)	$_______	$_______
Bulk/Hardship (Commercial)	$_______	$_______
Use	$_______	$_______
Conditional Use Permit	$_______	$_______
Amendment	$_______	$_______
Signage	$_______	$_______
Design Waiver	$_______	$_______
Waiver of Site Plan Review	$_______	$_______
Minor Site Plan Review	$_______	$_______
Subtotal	**$_______**	**$_______**

Grand Total	**$_______**	**$_______**

Submit three (3) checks payable to North Hanover Twp — one for application fee, one for escrow, one for 200 foot list.

Proof of Taxes Paid Current

North Hanover Township • Burlington County, NJ

Block: ____________________ **Lot(s):** ____________________

Name of Owner: ____________________

Address of Owner: ____________________

Location of Property: ____________________

Applicant's Name: ____________________

Applicant's Address: ____________________

Taxes Due: ____________________

Assessments Due: ____________________

TOTAL: ____________________

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

____
COLLECTOR OF TAXES

____
DATE

Request for Certified List of Owners Within 200 Feet

To: Jay Renwick

From: ______________________

Mailing Address: ______________________

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

Block: ______________ **Township(s):** ______________

Lot: ______________________

Address: ______________________

For:

[ ] Subdivision [ ] Variance [ ] Other: __________________

Please send completed 200ft list to:

[ ] Fax to: ______________ [ ] Email to: ______________

[ ] Mail to: ______________ [ ] Pick up

____
Signature of Applicant

FOR OFFICE USE

Date Received: ______________ **Date Sent to Requester:** ______________

$10 fee paid: ______________ **Notes:** ______________

Agreement to Pay Fees

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

AGREEMENT TO PAY FEES: DEVELOPER covenants and agrees to pay all charges and fees imposed by TOWNSHIP in connection with the Application for Development filed contemporaneously herewith, including but not limited to application fees, attorney review fees, engineers review fees, planners review fees, traffic consultant, or any other technical or specialty consultant review fees reasonably required including inspection and compliance monitoring fees, court stenographer and transcription fees, copy costs and postage.

ESCROW DEPOSIT: TOWNSHIP acknowledges receipt of $_______ to be placed in a township escrow account to cover review fees. Such sum shall be charged periodically as fees and charges accrue; any balance after all charges and fees have been paid shall be returned to the DEVELOPER.

ADDITIONAL PAYMENTS: DEVELOPER agrees to pay any additional sum required within fifteen (15) days after receipt of billing. DEVELOPER agrees to pay notwithstanding any dispute as to reasonableness. Payment shall not constitute a waiver of the right to challenge reasonableness as set forth below. In addition, should the escrow balance fall below $1,000.00 or twenty-five percent (25%) of the initial Escrow Deposit, whichever is greater, DEVELOPER shall replenish the escrow account to its original amount within fifteen (15) days of receipt of notice from TOWNSHIP.

CONTEST OF REASONABLENESS: DEVELOPER agrees that reasonableness of any fee may be challenged by legal action brought within forty-five (45) days from the date the escrow deposit balance is returned, or forty-five (45) days from notice of additional payments. This procedure shall be the sole method of challenging reasonableness; DEVELOPER waives any longer statute of limitations.

NOTICE: All notices or refunds shall be mailed to:

Name: ______________________________

Address: ______________________________

City, State, Zip: ______________________________

COLLECTION: Should DEVELOPER fail to pay when due, TOWNSHIP may pursue all remedies at law or equity. Interest accrues at 18% per annum. Attorney's fee shall not be less than $300.00.

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

TOWNSHIP OF NORTH HANOVER

By ______________________________

DEVELOPER

By ______________________________

W-9 Form

The IRS W-9 form (Request for Taxpayer Identification Number and Certification, Rev. March 2024) follows on the next pages. This is the standard federal form and has been included unmodified per IRS requirements.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . ________

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ________

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

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

Exempt payee code (if any) ________

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) ________

(Applies to accounts maintained outside the United States.)

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. See also *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*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they 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-NEC (nonemployee compensation).
- 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), and 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.

Caution: If you don't 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; and

4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. 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).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

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

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

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 (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

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 their 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 their 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, but are not limited to, 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, as described in item 4 under "*By signing the filled-out form*" 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.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. 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 are no longer 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.

• **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 for 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 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** 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.

• **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. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner 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. 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, enter it on line 2.

Line 3a

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

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

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 on 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 territory, 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 territory.

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 as defined under section 581.

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

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

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

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

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

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

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered 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 territory, 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, enter "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 ITIN. Enter it in the entry space for the Social security number. 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). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

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

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 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/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "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, you will generally 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. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

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

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

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

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

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

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

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 return 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 a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

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

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

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

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

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

Go to *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 territories for use in administering their laws. The information may also 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, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

Proof of Service of Notice Upon Property Owners

STATE OF NEW JERSEY: ______________________ **COUNTY OF:** ______________________

_________________________________, of full age, being according to law, deposes and says, that she (he) is a secretary in the office of _________________________________, applicant, _________________________________ in a proceeding before the Joint Land Use Board of the Township of North Hanover relating to premises known and designated as **BLOCK** _______, **LOT** _______, North Hanover Township, Burlington County, New Jersey; and that on _________________, 20_____, gave written notice of the hearing to each and all of the owners of property affected by the application filed by applicant, in the form attached hereto, and according to the attached lists, and in the manner indicated thereon.

____
Signature

Sworn and Subscribed to before me on

This _____ day of ______________, 20_____.

____
Notary

Suggested Wording for Advertisement / Publication

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

for ____

____

____

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

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

____

Applicant

This language is provided as a courtesy. The Applicant is responsible to ensure that the notice meets the requirements of the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq.

JLUB Land Development Checklist

The following pages contain the comprehensive North Hanover Land Development Checklist. Each item is cross-referenced by application type so you can see exactly what is required for your specific project.

For each checklist item, mark the applicable status in the **Applicant** column:

- **complies** — Item is included in the submission
- **NA** — Item is not applicable to this project
- **Submission Waiver** — Applicant is requesting a waiver
- **waiver or variance** — A waiver or variance is being sought

*The **JLUB** column is for Board use only. An **X** in an application type column means the item is required for that type.*

#	Item Description	Concept Plan	Minor Subdiv	Minor Site Plan	Maj Prelim Subdiv	Maj Prelim Site Plan	Maj Final Subdiv	Maj Final Site Plan	Applicant Mark	JLUB Mark
1	Application/project name	X	X	X	X	X	X	X		
2	Name, address, telephone & tax ID; name(s) of owner and applicant; certification by owner	X	X	X	X	X	X	X		
3	Name, signature, NJ License # of surveyor, architect, professional planner, and/or landscape architect		X	X	X	X	X	X		
4	Title block: date(s) of revision(s), type of application, tax map sheet, county, municipality, block and lot, and street location		X	X	X	X	X	X		
5	Key map at specified scale with north arrow showing location of tract. Map should show street names, including name of street on which site fronts and names of nearest intersecting streets		X	X	X	X				
6	Key map at specified scale with north arrow showing location of tract with reference to surrounding properties, streets, zone lines, abutting zones, and municipal boundaries within 500 feet		X	X	X	X				
7	Schedule of mandated and provided zone district(s) requirements including lot area, width, depth, yard requirements, building coverage, open space and parking. See attached Zone Schedule of Area and Height Requirements				X	X	X	X		
8	General land-use plan at a scale specified by ordinance, indicating the tract area and general locations of the land to be included	X								
9	Signature blocks for chairperson, secretary, municipal clerk (if posting of bond is required for monuments or municipal improvements), and municipal engineer		X							
10	If applicant intends to file map: appropriate certification blocks as required by the Map Filing Law		X		X		X			
11	Where applicable, proposed monumentation as specified by the Map Filing Law		X		X		X			
12	Source and date of current property survey		X	X	X	X	X	X		
13	For maps, use one (1) of four (4) standardized sheets: 30x42, 24x36, 15x21, 8.5x13						X	X		
14	Preliminary Plat @ 100 Scale; Final Plat @ 50 Scale		X		X		X			
15	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way, utility easements, and sight triangle easements		X	X	X	X	X	X		
16	Acreage of tract to nearest one-hundredth of an acre		X	X	X	X	X	X		
17	Revision box with dates of preparation and revision		X	X	X	X	X	X		
18	Size and location of any existing or proposed uses or structures (incl. Wells and septics) with all setbacks dimensioned. Any buildings or structures to be removed. (For concept plan, general location only)		X	X	X	X	X	X		
19	Location and dimensions of any existing or proposed streets (general location only)				X	X				
20	Location and dimensions of any existing or proposed streets, rights-of-way, and pavement widths. Existing driveways within 300 ft of proposed site access		X	X	X	X	X	X		
21	Lot lines and area of lots (approximate for concept plans)	X	X	X	X	X				
22	All proposed lot lines, area of lots in square feet, and setback lines		X	X	X	X	X	X		
23	Copy and or delineation of any existing or proposed deed restrictions or covenants		X	X	X	X	X	X		

#	Item Description	Concept Plan	Minor Subdiv	Minor Site Plan	Maj Prelim Subdiv	Maj Prelim Site Plan	Maj Final Subdiv	Maj Final Site Plan	Applicant Mark	JLUB Mark
24	Any existing easement or land reserved for or dedicated to public use, utility use, conservation use or restricted by reason of wetlands or wetland buffers and any organizations (NJSA 40:55D-43). Homeowners association documents should be submitted		X	X	X	X	X	X		
25	Any proposed easement or land reserved for or dedicated to public use. Homeowners association documents should be submitted if association is proposed		X	X	X	X	X	X		
26	Sight triangles		X	X	X	X	X	X		
27	Development stages or staging plans - final only						X	X		
28	List of required regulatory approvals or permits		X	X	X	X	X	X		
29	List of variances requested or obtained. Please attach typed, detailed supplement		X	X	X	X	X	X		
30	Payment of application and escrow fees, if applicable		X	X	X	X	X	X		
31	Property owners and lines of all parcels within 200 ft identified on most recent tax map sheet (Provide names, addresses, blocks and lots)		X	X	X	X	X	X		
32	All existing streets, adjoining uses, structures, wells, septic systems, driveways, watercourses, floodplains, wetlands, or other environmentally sensitive areas on and within 500 ft of the property		X	X	X	X	X	X		
33	Existing rights-of-way and/or easements on and within 500 ft of the tract		X	X	X	X	X	X		
34	Topographical features of subject property from best, readily available, published (public) source	X	X	X	X	X				
35	Existing and proposed contour intervals on USC and GS data. Contours to extend at least 200 feet beyond subject property		X		X	X	X	X		
36	Boundary limits, nature and extent of wooded areas and other significant physical features	X	X	X						
37	Boundary limits, nature and general extent of wooded areas, specimen trees of eight inches or more in diameter measured four feet above grade, and other significant physical features to be disturbed		X	X	X	X	X	X		
38	Existing system of drainage of subject site and preliminary design of proposed system of drainage (including preliminary drainage calculations)		X	X	X	X				
39	Detailed engineering design of proposed system of drainage of subject site						X	X		
40	Drainage area map for existing and developed site condition		X	X	X	X	X	X		
41	Soil borings, percolation, and permeability rates		X	X						
42	Final drainage calculations						X	X		
43	An environmental inventory including a general description of natural and cultural resources, and the probable impact of the development on the environment attributes of the site (EIS)				X	X	X	X		
44	An open space plan showing the proposed land areas of parks and conservation set-asides, improvements proposed and plans for operation and maintenance, consistent with the Master Plan. Recreation facilities plan and details where applicable				X	X	X	X		
45	Environmental Assessment Ordinance 2005-06			X	X	X				
46	Will topsoil be removed from the site and/or transported outside municipal boundaries? If yes, see Soil Removal ordinance			X	X	X	X	X		
47	A community facility plan including, but not limited to, educational or cultural facilities, historic sites, libraries, hospitals, firehouses and police stations				X	X				
48	Plan meets Barrier-Free Subcode requirements, if applicable		X	X						

#	Item Description	Concept Plan	Minor Subdiv	Minor Site Plan	Maj Prelim Subdiv	Maj Prelim Site Plan	Maj Final Subdiv	Maj Final Site Plan	Applicant Mark	JLUB Mark
49	Construction details as required by the Residential Site Improvement Standards, including cross-section details of all proposed improvements (roads, sidewalks, stormwater, water supply, sanitary sewers)		X		X	X	X	X		
50	Construction details		X	X	X	X	X	X		
51	Proposed block and lot number to be approved by Township Assessor and Township Engineer		X		X	X	X	X		
52	Address plan submitted to 911 Coordinator		X	X	X	X	X	X		
53	Proposed street names when new road(s) proposed				X	X	X	X		
54	Proposed vehicular and pedestrian circulation and utility infrastructure plans				X	X	X	X		
55	Show fencing per Ordinance 16-230.2		X	X	X	X	X	X		
56	Traffic report describing anticipated volumes, and impact on existing and proposed roads and intersections				X	X	X	X		
57	Finished spot elevations at all property corners. Finished spot elevations at all building corners and finished first floor elevations of proposed buildings		X	X	X	X	X	X		
58	Road and paving cross-sections (at 50 foot intervals) and centerline profiles				X	X	X	X		
59	Lighting plan and details			X	X	X	X	X		
60	Landscape plan showing the proposed location of all proposed plantings and buffer areas, a legend listing the proposed plant species, botanical and common names, the size at planting, a planting schedule, method of irrigation, total quantity of each plant type, and any tree protection plan(s)			X	X	X	X	X		
61	Location of containers for solid waste, including recyclables, and design/details of containers			X	X	X	X	X		
62	Signage plan showing location and details of site identification signs, traffic control signs, fire zone signs, and directional signs			X		X		X		
63	Parking plan where applicable, showing spaces (size and type), aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions			X		X		X		
64	Preliminary architectural plan and elevations (required when building or alterations to existing building are proposed)			X		X		X		
65	Appropriate number of copies of each item per attached list		X	X	X	X	X	X		
66	Proposed housing plan setting forth manner in which applicant shall meet Affordable Housing requirements per 3rd Round COAH rules and regulations				X	X				

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