



CITY OF RAHWAY LAND USE APPLICATION SUBDIVISION AND SITEPLAN

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Meeting 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 # _____

Existing Zoning _____

Block # _____

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		
2. Twenty-one (21) copies of completed application		
3. Twenty-one (21) blue line or black line prints of maps or plans as required in Addenda A - G		
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.		
5. One tax map including subject property		
6. One certification that all taxes on the property have been paid and there are no out-standing assessments for improvements		
7. Affidavit of ownership or owner's letter of consent if applicant is other than owner		
8. List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable)		
9. List of required regulatory approvals and permits - municipal, county, state, federal, other - and statement of status (if applicable)		
10. Payment of application fees as required		
11. Payment of all escrow fees as required		
12. W-9 Identification Number and Certification <i>Only two (2) copies needed for W-9</i>		

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.

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

Verizon

999 West Main Street

Freehold, NJ 07728

Phone: 732-683-5146

Contact: Ian Chan ian.chan@one.verizon.com

Elizabethtown Gas Company

520 Green Lane

Union, NJ 07083

Phone: 908-289-5000

Contact: Greg Balint gbalint@agresources.com

Public Service Electric & Gas

80 Park Plaza, T18A

Newark, NJ 07101

Phone: 732-764-3166

Contact: Joe Mootz joseph.mootz@pseg.com

Comcast

800 Rahway Avenue

Union, NJ 07083

Phone: 908-851-8557

Contact: George Palyca 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

Assistant Director / Chief Engineer

**updated 06/22

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 _____, 2016 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 _____
, 2016, 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 _____, 2016

Notary Public

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 THESE SHEETS IF YOU ARE REQUESTING A MINOR SUBDIVISION
or PRELIMINARY (MAJOR) SUBDIVISION**

1. Area of entire tract: _____ Number of lots proposed: _____

2.

LOT 1: Area Required	_____	Area Proposed	_____
LOT 2: Area Required	_____	Area Proposed	_____
LOT 3: Area Required	_____	Area Proposed	_____
LOT 4: Area Required	_____	Area Proposed	_____

Add Additional Sheet if Necessary

3. Indicate your intentions with regard to the property, if subdivision is granted _____

4. Location of nearest sanitary sewer: _____

5. Location of nearest public water supply: _____

6. Type of existing surface of street: _____

7. List any County, State, or Federal Highways, properties of facilities abutting the property in question:

8. Are any new public or private streets or extensions of municipal facilities or utilities required to develop the proposed subdivided properties? If so, describe: _____

9. Will any easements or deed covenants be required if the subdivision is granted? If so, describe: _____

10. Are any drainage ditches, streams, or other water courses involved in this subdivision? If so, describe: _____

LAND USE PROCEDURES

53 Attachment 1

Addendum A: Minor Subdivision Checklist

According to § 174-5 of the Rahway Code, a "minor subdivision" is a subdivision of land that does not involve the creation of more than two lots, planned development, any new street or extension of any off-tract improvements.

P	NP	WR	
[]	[]	[]	A plat map 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:
[]	[]	[]	1B. Tract name.
[]	[]	[]	2B. Names, signature, license number, seal and address of an engineer and land surveyor.
[]	[]	[]	3B. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.
[]	[]	[]	4B. 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.
[]	[]	[]	5B. North arrow with meridian reference and scale.
[]	[]	[]	6B. Signature blocks for chairman, secretary and municipal engineer.
[]	[]	[]	7B. Appropriate certification blocks as required by Map Filing Law.
[]	[]	[]	8B. Monumentation as specified by Map Filing Law.
[]	[]	[]	9B. Current property and topographic (based on City's elevation datum, NGVD 1929) survey.
[]	[]	[]	10B. Date of original plans and all revisions.
[]	[]	[]	11B. 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.
[]	[]	[]	12B. Size and location of any existing or proposed structures with all setbacks dimensioned.
[]	[]	[]	13B. Existing structures on adjoining lots.
[]	[]	[]	14B. Location and dimensions of any existing or proposed streets.
[]	[]	[]	15B. All proposed lot lines and areas of lots in square feet.
[]	[]	[]	16B. Any existing or proposed easements or land reserved for or dedicated to public use.
[]	[]	[]	17B. Boundary limits, nature and extent of wooded areas, specimen trees and other significant physical features.

RAHWAY CODE

P	NP	WR	
[]	[]	[]	18B. 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.
[]	[]	[]	19B. New block and lot numbers confirmed with assessor.
[]	[]	[]	20B. Sight triangles.

NOTES:

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

LAND USE PROCEDURES

53 Attachment 3

Addendum C: Major Subdivision (Preliminary or Final) Checklist

According to § 174-5 of the Rahway Code, a major subdivision is any subdivision not classified as a minor subdivision.

P	NP	WR	
[]	[]	[]	A plat map 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:
[]	[]	[]	1D. Tract name.
[]	[]	[]	2D. Names, signature, license number, seal and address of engineer.
[]	[]	[]	3D. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.
[]	[]	[]	4D. 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.
[]	[]	[]	5D. North arrow with meridian reference and scale.
[]	[]	[]	6D. Signature blocks for chairman, secretary and municipal engineer.
[]	[]	[]	7D. Appropriate certification blocks as required by Map Filing Law.
[]	[]	[]	8D. Monumentation as specified by Map Filing Law.
[]	[]	[]	9D. Current property and topographic (based on City's elevation datum, NGVD 1929) survey.
[]	[]	[]	10D. Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerline and rights-of-way, and centerline curves on streets.
[]	[]	[]	11D. Date of original plans and all revisions.
[]	[]	[]	12D. Size and location of any existing or proposed structures with all setbacks dimensioned.
[]	[]	[]	13D. Existing structures on adjoining lots.
[]	[]	[]	14D. Location and dimensions of any existing or proposed streets.
[]	[]	[]	15D. All proposed lot lines and areas of lots in square feet.
[]	[]	[]	16D. Any existing or proposed easement or land reserved for or dedicated to public use.
[]	[]	[]	17D. Development stages or staging plans, if applicable.
[]	[]	[]	18D. Property owners of all parcels within 200 feet identified on most recent tax map sheet.
[]	[]	[]	19D. All existing streets, water courses, flood plains, wetlands or other environmentally sensitive areas on site and within 200 feet of the site.

RAHWAY CODE

P	NP	WR	
[]	[]	[]	20D. Existing rights-of-way and/or easements on and within 200 feet of the tract.
[]	[]	[]	21D. 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.
[]	[]	[]	22D. Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features.
[]	[]	[]	23D. Existing system of drainage of subject site and/or any larger tract or basin of which it is a part.
[]	[]	[]	24D. Drainage area map.
[]	[]	[]	25D. 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.
[]	[]	[]	26D. Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV.
[]	[]	[]	27D. Soil erosion and sediment control plan if area of disturbance exceeds 5,000 square feet.
[]	[]	[]	28D. Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations.
[]	[]	[]	29D. Construction details as required by ordinance.
[]	[]	[]	30D. Road and paving cross sections and profiles.
[]	[]	[]	31D. Proposed street names, if applicable.
[]	[]	[]	32D. New block and lot numbers confirmed with assessor.
[]	[]	[]	33D. Lighting plan and details.
[]	[]	[]	34D. Landscape and plan details.
[]	[]	[]	35D. Site identification signs, traffic control signs and directional signs.
[]	[]	[]	36D. Sight triangles.
[]	[]	[]	37D. Vehicular and pedestrian circulation patterns.
[]	[]	[]	38D. 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	
[]	[]	[]	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:
[]	[]	[]	1C. Name, signature, license number, seal and address of engineer.
[]	[]	[]	2C. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.
[]	[]	[]	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.
[]	[]	[]	4C. North arrow and scale.
[]	[]	[]	5C. Signature blocks for chairman, secretary and municipal engineer.
[]	[]	[]	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.
[]	[]	[]	7C. Date of original plans and all revisions.
[]	[]	[]	8C. Size and location of any existing or proposed structures with all setbacks dimensioned.
[]	[]	[]	9C. Existing structures on adjoining lots.
[]	[]	[]	10C. Location and dimensions of any existing or proposed streets.
[]	[]	[]	11C. All proposed lot lines and areas of lots in square feet.
[]	[]	[]	12C. Any existing or proposed easement or land reserved for or dedicated to public use.
[]	[]	[]	13C. Development stages or staging plans, if applicable.
[]	[]	[]	14C. Property owners of all parcels within 200 feet identified on most recent tax map sheet.
[]	[]	[]	15C. All existing streets, water courses, floodplains, wetlands or other environmentally sensitive areas on site and within 200 feet of the site.
[]	[]	[]	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	
[]	[]	[]	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:
[]	[]	[]	1E. Names, signature, license number, seal and address of engineer.
[]	[]	[]	2E. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.
[]	[]	[]	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.
[]	[]	[]	4E. North arrow and scale (including graphic scale and reference meridian).
[]	[]	[]	5E. Signature blocks for chairman, secretary and municipal engineer.
[]	[]	[]	6E. Current property and topographic (based on City's elevation datum, NGVD 1929) survey.
[]	[]	[]	7E. Date of original plans and all revisions.
[]	[]	[]	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.
[]	[]	[]	9E. Size and location of any existing or proposed structures with all setbacks dimensioned.
[]	[]	[]	10E. Location and dimensions of any existing or proposed streets.
[]	[]	[]	11E. All proposed lot lines and areas of lots in square feet.
[]	[]	[]	12E. Any existing or proposed easement or land reserved for or dedicated to public use.
[]	[]	[]	13E. Development stages or staging plans, if applicable.
[]	[]	[]	14E. Property owners of all parcels within 200 feet identified on most recent tax map sheet.
[]	[]	[]	15E. All existing streets, water courses, floodplains, wetlands or other environmentally sensitive areas on-site and within 200 feet of the site.
[]	[]	[]	16E. Existing rights-of-way and/or easements on and within 200 feet of the tract.
[]	[]	[]	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

P	NP	WR	
[]	[]	[]	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 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies in accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

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					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶
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General Instructions

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

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

Purpose of Form

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

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

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

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

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1448 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

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

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

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

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

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

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

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

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

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

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

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend amounts opened after 1983 only).

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

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Line 1

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

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

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

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

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

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

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

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

Line 2

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

Line 3

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

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

Line 4, Exemptions

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

Exempt payee code.

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

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

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

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

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

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

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

Line 5

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

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

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

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

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

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

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

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

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

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴

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

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)(ii)(B))	The trust

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

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

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

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

***Note:** The grantor also must provide a Form W-9 to trustee of trust. **Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

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

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

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

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

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

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

Privacy Act Notice

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

FEE SCHEDULE SUMMARY

APPLICATION TYPE	FILING FEE	REVIEW ESCROW
VARIANCES		
"C" Variance (Bulk)	\$350.00	TBD
"D" Variance (Use)	\$500.00	TBD
SITE PLANS		
Minor Site Plan	\$450.00	TBD
Preliminary Major Site Plan Plus (+)	\$500.00	TBD
Residential: For Each New Unit	\$75.00 (per unit)	
All Other Uses	\$1.00 (per square foot of new construction - up to 1,000 square feet)	
	\$10.00 (per square feet of new construction - for each additional 1,000 square feet)	
	\$20.00 (per parking space - new or additional)	
	\$50.00 (for each proposed freestanding sign)	
Final Major Site Plan	(50% of total preliminary application)	TBD
SUBDIVISION PLANS		
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
MISCELLANEOUS		
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	

ESCROW AGREEMENT

THIS AGREEMENT made this ____ day of _____, _____ (Name) is hereinafter referred to as the "Applicant", the Planning or Zoning Board of the City of Rahway is hereinafter referred to as "Board", and the City of Rahway in the County of Union is hereinafter referred to as "City".

WHEREAS, the Applicant is proceeding under Ordinances O-1-09 (Land Use Procedures) as amended, (hereinafter "Ordinance"), for approval

WHEREAS, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Ordinances cited above;

NOW, THEREFORE,

SECTION 1. PURPOSES

The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of its duties.

SECTION 2. ESCROW ESTABLISHED

The Applicant hereby creates an escrow to be established within the Controller of the City.

SECTION 3. ESCROW FUNDED

The Applicant, upon execution of this agreement, shall pay to the City such sums as are required by Ordinance to be deposited in the designated repository.

SECTION 4. INCREASE IN ESCROW FUND

If, during the existence of this Escrow Agreement, the funds held by the escrow shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Director of the Department of Community Development or the Director's designee. The Applicant shall, within fourteen (14) days of receipt of written notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amount reasonably anticipated by the Director needed to complete the application process. **Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Planning Board or Zoning Board, nor shall any further inspections be performed by or on behalf of the Township until such additional escrow has been deposited.** Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by *N.J.S.A. 40:55D-1 et seq* and particularly *N.J.S.A. 40:55D-51* and *N.J.S.A. 40:55D-73* thereby barring an applicant from seeking a default approval under *N.J.S.A. 40:55D-10.4*.

The written notice referred to in this paragraph shall be sent to:

(Name)

(Address)

Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. The notice required under this paragraph shall be in the form of a Project Account Statement sent from Office of the Controller.

After a period of forty five (45) days from the notice from the City, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. If the escrow funds are depleted, after the application is filed or granted, the applicant shall pay additional funds upon demand within the aforementioned fourteen (14) day period. The failure to pay the demanded funds may also result in a voiding of any prior approvals upon due

notice to the applicant by the Board. In addition to the foregoing, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the above-described property and shall be collectable as in the case of taxes by the adoption of a resolution by the City governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

In the event of the sale or transfer of property which is the subject of a development application or a change in the identity of the applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in questions and shall be considered to be the asset and/or obligation of any subsequent owner or applicant unless the initial owner or applicant provides written notice to the approving authority, and to the professionals providing review services, that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received by the City officials and professionals, no further review shall be undertaken by relevant professionals until the new or subsequent owner or applicant has established an escrow account and signed an escrow agreement.

SECTION 5. TIME OF PAYMENT

The professionals referred to in this Agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the City for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this Agreement.

SECTION 6. PAYMENTS FROM ESCROW FUNDS

The Director or designee shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this Agreement. Upon making a determination that said services have been performed properly, the Director or his designee shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the City. At the conclusion of this processing, the amounts specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this agreement.

SECTION 7. APPLICANT NOTIFICATION TO DISPUTE CHARGES

Pursuant to N. J. S. A. 40:55D -53. e. f seq. applicants shall notify in writing the City of Rahway, Department of Community Development, and the professional whenever applicants disputes the charges made by a professional for service rendered to the municipality in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made. The City, or its designee, shall within a reasonable time period attempt to mediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the Union County Construction Board of Appeals.

SECTION 8. RETURN OF UNUSED ESCROW FUNDS

Escrow funds cannot be refunded for at least one hundred twenty (120) days from the time of a final decision of the Planning or Zoning Board. After one hundred twenty (120) days, a request to refund unused escrow may be made by letter.

IN WITNESS WHERE OF, the parties hereto have set their hands and seals the date first written above.

(Applicant*)

* If the applicant is a corporation, this signature must be attested to by an attorney.