

**TOWNSHIP OF WINSLOW
PLANNING & ZONING BOARD
125 S. ROUTE 73
WINSLOW TOWNSHIP, NJ 08037-9422
PHONE: (609) 567-0700
EMAIL: ZONING@WINSLOWTOWNSHIP.COM**

MINOR SUBDIVISION APPLICATION

(All Minor Subdivisions shall be required to comply with Chapter 297 AND 298 Stormwater Management Requirements-documentation attached)

Definition:

Chapter 246-4 Minor Subdivision- In the Non-Pinelands Areas of the Township of Winslow, a minor subdivision is any subdivision containing not more than three (3) lots fronting on an existing minor street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance or this chapter; in the Pinelands Areas of the Township of Winslow, a minor subdivision is any subdivision containing not more than four (4) lots fronting on an existing minor street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance, or this chapter.

INSTRUCTIONS

- 1.) Submit ONE of the completed Minor Subdivision Application form to the Planning and Zoning Office along with ONE of the following forms and/or information:
 - a.) Affidavit of Ownership
 - b.) Tax Collectors Payment Report, **COMPLETED BY THE TAX COLLECTOR**
 - c.) Block & Lot Assignment Form, **COMPELTED BY THE TAX ASSESSOR**
 - d.) Land Development Check List
 - e.) Exhibit "F" Stormwater Management Checklist, if applicable.
 - f.) Exhibit "G" Department of Municipal Utilities Preliminary Review, if applicable.
 - g.) Request for Certified List of Property Owners
 - h.) Sample of Newspaper Advertisement
 - i.) Sample of Notice to Property Owners
 - j.) Affidavit of Service Notice
 - k.) Escrow Agreement
 - l.) Form W-9 (Request for Taxpayer Identification Number & Certification)
 - m.) Corporate Disclosure (when applicant is not an individual)
 - n.) Current title report (including protective covenants or deed restrictions applying to the property) that is less than one year old at the time of application submission.
 - o.) List of requested checklist waivers (including justification for each waiver request).
 - p.) List of requested bulk variances from the Township's ordinance (including justification for each variance request).
 - q.) List of requested design waivers from the Township's ordinance (including justification for each waiver request).
 - r.) List of requested variances, waivers and de minimus exceptions from the NJRSIS (for residential projects only).
 - s.) List of all agencies having jurisdiction over the project and a status of application/permit.

- 2.) **A Certificate of filing from the Pinelands Commission must be submitted if the property is located within a Pinelands District.**
- 3.) The applicant shall file with the Secretary of the Planning and Zoning Board, at least thirty (30) days prior to the monthly scheduled meeting of the Board.

4.) **Fee Schedule:**

Minor Subdivision Fee:

| | |
|------------------|-----------|
| Application Fee: | \$425.00 |
| Escrow Fee: | \$4000.00 |

Amended/Resubmitted Minor Subdivision Fee:

| | |
|------------------|-----------------------------------|
| Application Fee: | \$100.00 |
| Escrow Fee: | 25% of the original escrow amount |

- 5.) A Camden County Planning Board Application has been enclosed for your convenience. After said application is completed by the applicant and signed by the Planning and Zoning Board Secretary, **it is the applicant's responsibility to submit said application to the Camden County Planning Board.**
- 6.) Obtain and use current Winslow Township Municipal Utilities Rules and Regulations and Design Standards. They can be found on the Winslow Township web page under Forms and Documents, Department Documents, Planning & Zoning. The Planning & Zoning office also has the information on a CD.
- 7.) **The applicant shall submit the following plans at the time of filing:**

- a.) Six (6) **Full Sets of Plans** to the Planning & Zoning Office
- b.) Sixteen (16) copies (11" x 17") of the overall development plan (just one sheet).

8.) **The applicant shall send One (1) Full Set of plans with the cover letter by certified mail to each listed below:**

****Winslow Township Fire Marshall**

9 Cedar Brook Road
 Sicklerville, NJ 08081
 Attn: Fire Marshall

****Winslow Township Police Department**

125 South Route 73
 Braddock, NJ 08037
 Attn: Chief

****Winslow Township Board of Education**

200 Cooper Folly Road *(Residential Site Plan only)*
 Atco, NJ 08004 *(Example: Apt., Condos, etc.)*
 Attn: Superintendent of Schools

- 9.) The applicant shall send via certified mail **(3) three subdivision plans (just ONE SHEET containing the Actual Site Plan, not the full set of plans)** to the Assessor's Office with a copy of the Block & Lot

Assignment Form. Please also include 3 proposed street names and 3 proposed development names, if applicable.

****Winslow Township Tax Assessors Office**
125 South Route 73
Braddock, NJ 08037

****As proof of mailing, please provide the postmarked certified receipt to the Planning and Zoning Board Office at the time of filing.**

10.) Notification Instructions:

a.) Newspaper Notice:

- A Newspaper Notice (as per the sample newspaper notice) must be published one (1) day in one of the following newspapers at least ten (10) days prior to the scheduled hearing date. The Planning and Zoning Board Secretary will notify the applicant of their public hearing date. Please call the newspaper you chose to advertise in to find out how they will accept payment for the ad. Please also check with the newspaper you choose for their deadlines for advertising.

Courier Post News Room
P.O. Box 5300
Cherry Hill, NJ 08034
888-516-9220
cplegals@gannett.com

OR

The Hammonton Gazette
P.O. Box 1228
Hammonton NJ 08037
609-704-1939
mfuad@hammontongazette.com

- We suggest calling each for a quote prior to noticing.
- Submit Affidavit of Publication, provided by newspaper agency, at least **10 days prior** to the scheduled meeting date.

b.) Notice to Property Owners:

- A Notice to Property Owners (as per the sample notice to property owners) must be sent by certified mail to all persons named on the list of property owners obtained from the Tax Assessor's Office at least ten (10) days prior to the scheduled hearing date.
- Order a list of property owners from the Winslow Township Tax Assessor's Office, (609)567-0700 Ext. 7500. This list will include the names and addresses of all persons who own property within 200 feet of the lot that is subject of this application. The Assessor's Office will charge a fee for this list. **Please Note:** The list of property owners must not be older than 6 months from the date of notification. In addition, the ordered list and cover letter received from the Assessor's Office must accompany the application.

c.) Affidavit of Service Notice:

- Have notice notarized the same day the certified letters to property owners are mailed.
- Submit the Affidavit of Service Notice and postmarked certified receipts at least **10 days prior** to the scheduled hearing date.

11.) THE PLANNING OR ZONING BOARD SECRETARY WILL SCHEDULE AND NOTIFY THE APPLICANT OF THEIR PUBLIC HEARING DATE BASED UPON AVAILABILITY AND

CONTINGENT UPON THE PLANNING OR ZONING BOARD'S ENGINEER DEEMING THE APPLICATION COMPLETE.

12.) The applicant must be represented by an attorney if the applicant is a Corporation.

13.) The Municipal Land Use Code's for the Township of Winslow can be accessed through the internet at: www.winslowtownship.com. Once on the home page, click Winslow Code Book.

**AFTER APPROVAL OF MINOR SUBDIVISION
PROCEDURES TO FOLLOW**

1.) Approval of a Minor Subdivision shall expire 190 days from the date on which the Resolution was memorialized unless within such period a plat in conformity with such approval and the provisions of the "Map Filing Law" or a deed clearly describing the approved Minor Subdivision is filed with the Camden County Recording Officer.

A minor subdivision can be filed by deed or plan.

2.) Submit 5 revised plans, deeds, legal descriptions and/or deed restrictions to the Planning and Zoning office for review. If the plan and deed(s) fulfill all the conditions of the approving resolution, then the applicant will be instructed to submit an additional Ten (10) Full Sets along with corresponding deed(s) and legal description(s) for signatures.

3.) After the Plan and or Deed(s) are filed at the Camden County Registrar of Deed's Office, you MUST submit evidence that such document(s) have been properly filed and bears the County's filing stamp. Please return one set of stamped deed(s) and or Plan with receipt of filing to the Planning/Zoning office.

4.) The applicant shall notify the Pinelands Commission of the approval if the development is within the Pinelands area in accordance 40-41.

5.) Compliance with Affordable Housing Obligation if applicable.

REVISED: 4/1/2024 per O-2024-007; Fee Schedule

T:\BOARD APPLICATIONS\MINOR SUBDIVISION\MINOR SUB INSTRUCTIONS AND APP.doc

**Township of Winslow
Planning & Zoning Board
125 S. Route 73
Winslow Township, NJ 08037-9422
Phone: (609) 567-0700
EMAIL: ZONING@WINSLOWTOWNSHIP.COM**

MINOR SUBDIVISION APPLICATION

FOR OFFICIAL USE ONLY:

Fees paid: _____

Escrow Account #: _____

SECTION I. GENERAL INFORMATION

- A. Applicant:
Name: _____
Address: _____
Email: _____ Telephone #: _____
- B. The Applicant is a: Corporation _____ Partnership _____ Individual _____
Other (please specify) _____
- C. If the Applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having 10% interest in same.
- D. The relationship of the applicant to the property in question is:
Owner _____ Lessee _____ Purchaser under contract _____
Other (please specify) _____
- E. Owner:
Name: _____
Address: _____
Email: _____ Telephone #: _____
- F. Engineer/Surveyor:
Name: _____
Address: _____
Email: _____ Telephone #: _____
- G. Attorney:
Name: _____
Address: _____

Email: _____ Telephone #: _____

SECTION II: INFORMATION REGARDING THE PROPERTY

- A. The street address of the property is: _____
- B. The location of the property is approximately _____ feet from the intersection of _____ and _____.
- C. The block number(s) is _____; lot number(s) is _____.
- D. Existing Use of property: _____
Proposed Use of property: _____
- E. The zone in which the property is located is _____
(The Planning & Zoning Board Office can help determine this information).
- F. Acreage of entire tract to be subdivided _____
- G. Number of lots proposed _____
- H. Is the subject property located on a County Road? Yes _____ No _____
Is the subject property located on a State Road? Yes _____ No _____
Is it within 200 feet of a Municipal Boundary? Yes _____ No _____
- I. Was the property subject to a prior subdivision? Yes _____ No _____
(If so, list dates of prior subdivisions and attach Resolutions or Minutes)
- J. Number of lots created on tract prior to this application _____
- K. Are there any existing or proposed deed restrictions, easements, right-of-way or other dedication?
Yes _____ No _____ (If yes, attach a copy)
- L. Improvements: List all proposed on site utility and off-tract improvements.

- M. Plat submission: List maps and other exhibits accompanying this application.

SECTION III: VARIANCE REQUIREMENT

Is a Variance required for this application? Yes _____ No _____

If yes, complete separate Variance Application.

SECTION IV: SUBMISSION REQUIREMENTS & FEES

Attached hereto and made a part of this application, I have submitted the appropriate documents along with the appropriate fees as described in the Minor Subdivision Instructions.

SECTION V: AUTHORIZATION AND VERIFICATION

I certify the statements and information contained in this application are true.

Date

Applicant

Print Applicant's Name

I authorize the applicant to submit this application.

Date

Owner

Print Owner's Name

T:\MINOR SUBDIVISION\MINOR SUB APPLIC.doc

AFFIDAVIT OF OWNERSHIP

WINSLOW TOWNSHIP PLANNING / ZONING BOARD

Township of Winslow, Camden County

_____, being duly sworn,

deposes and says; that (He, She, They) is (are) the owner of the land known

as Block _____ Lot _____

Street Address _____

and/or the building structure located on same, and does approve and agree to

the terms and conditions which are a part of the Zoning Board of

Adjustment/Planning Board and Resolutions pertaining to same.

Permission is hereby granted to _____,

the applicant for the proposed development plans.

Signature _____

OWNER

Sworn to before me this _____

Day of _____, 20 _____

Notary Public

TAX AND COLLECTIONS PAYMENT REPORT

WINSLOW TOWNSHIP PLANNING BOARD

.....

Section I (To be completed by applicant)

I _____

of _____

am making application to the Planning Board for the development of

Block(s) _____ Lot(s) _____

in the _____ Zone, located at _____

The owner of record is _____

This tract was formerly subdivided on _____

Original Block(s) _____ Lot(s) _____

I acquired interest in the property on _____

I requested the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

Applicant's Signature _____

Date _____

.....

Section II (To be completed by Tax Collector)

_____ All taxes due have been paid.

_____ All assessments due have been paid.

_____ The following are delinquent and past due.

Tax Collector's Signature:

_____ Date _____

WINSLOW TOWNSHIP TAX ASSESSOR
125 South Route 73, Braddock, New Jersey 08037

BLOCK AND LOT ASSIGNMENT FORM
PROPOSED DEVELOPMENT NAME
PROPOSED STREET NAMES

The applicant needs to send 3 copies of the Site Plan and or Subdivision Plan to the Winslow Township Tax Assessor's office via certified mail along with this form.

I/We, _____ have submitted the attached plan to the Planning/Zoning Board of the Township of Winslow for approvals for Block _____ Lot _____

The hearing date is scheduled for _____
The Tax Assessor's response is needed prior to the applicant's submission of Final Plans to the Planning and or Zoning Board.

PROPOSED DEVELOPMENT NAME (supply 3 choices in order of preference)

PROPOSED STREET NAMES (supply choices in order of preference)

Attached are three (3) proposed subdivision/site plans. Please assign the new block and lot numbers. In addition please verify acceptance of Development and Street Names and return one (1) copy to the mailing address listed below.

Date

Signature of Applicant

Mailing Address: _____


~~~~~  
I, \_\_\_\_\_ of the Winslow Township Assessor's Office, have received the attached plans and will be processing their request.

**This information is to be forwarded to the Planning and Zoning office.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

LAND USE PROCEDURES

40 Attachment 1

Exhibit "A"

(Section 40-33.2A)

(place X's in green areas)

| Conceptual                        | Subdiv. |                               | Site Plan |                | Item # | MINOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                    | Submitted/<br>Complete | Waiver<br>Requested | Not Applicable | Official Use<br>Do not Mark |
|-----------------------------------|---------|-------------------------------|-----------|----------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|----------------|-----------------------------|
|                                   | Minor   | Major Prelim.                 | Minor     | Major, Prelim. |        |                                                                                                                                                                                        |                        |                     |                |                             |
| <b>APPLICATION INFORMATION</b>    |         |                               |           |                |        |                                                                                                                                                                                        |                        |                     |                |                             |
| Blocks # _____                    |         | Project Name: _____           |           |                |        |                                                                                                                                                                                        |                        |                     |                |                             |
| Lots # _____                      |         | Project Name: _____           |           |                |        |                                                                                                                                                                                        |                        |                     |                |                             |
|                                   |         | Date Received by Board: _____ |           |                |        |                                                                                                                                                                                        |                        |                     |                |                             |
| <b>ADMINISTRATIVE INFORMATION</b> |         |                               |           |                |        |                                                                                                                                                                                        |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 1      | Completed subdivision application form.                                                                                                                                                |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 2      | Completed site plan application form.                                                                                                                                                  |                        |                     | X              |                             |
| .                                 | .       | .                             | .         | .              | 3      | Submittal of application fee.                                                                                                                                                          |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 4      | Completed review escrow agreement form.                                                                                                                                                |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 5      | Submittal of review escrow fee.                                                                                                                                                        |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 6      | Completed "W-9 Taxpayer Identification Number" form.                                                                                                                                   |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 7      | Completed "Affidavit of Ownership" form.                                                                                                                                               |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 8      | Submittal of Corporate Disclosure (when Applicant is not an individual).                                                                                                               |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 9      | Completed block and lot assignment form and proof of submission to Tax Assessor.                                                                                                       |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 10     | Completed "Tax and Assessment Payment Report."                                                                                                                                         |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 11     | Completed "Tax Abatement Notice" (for qualified non-residential development)                                                                                                           |                        |                     | X              |                             |
| .                                 | .       | .                             | .         | .              | 12     | Completed "Notice of Appeal and Variance Application" form.                                                                                                                            |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 13     | Completed "Development Application Notification for the Capacity of Sanitary Sewer."                                                                                                   |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 14     | Completed "Developer's Agreement" notice.                                                                                                                                              |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 15     | Submittal of certified current list of property owners within 200 feet of the proposed site.                                                                                           |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 16     | Submittal of current title report (including protective covenants or deed restrictions applying to the property) that is less than one year old at the time of application submission. |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 17     | Proof of submittal of application documents to the Fire Official.                                                                                                                      |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 18     | Proof of submittal of application documents to the Police Department.                                                                                                                  |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 19     | Proof of submittal of application documents to the Construction Official.                                                                                                              |                        |                     | X              |                             |
| .                                 | .       | .                             | .         | .              | 20     | Proof of submittal of application documents to the Board of Education.                                                                                                                 |                        |                     | X              |                             |
| .                                 | .       | .                             | .         | .              | 21     | List of requested checklist waivers (including justification for each waiver request).                                                                                                 |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 22     | List of requested bulk zoning variances from the Township's ordinance (including justification for each waiver request).                                                               |                        |                     |                |                             |
| .                                 | .       | .                             | .         | .              | 23     | List of requested design waivers from the Township's ordinance (including justification for each waiver request).                                                                      |                        |                     |                |                             |

WINSLOW CODE

(Section 40-33.2A)

(place X's in green areas)

| Conceptual | Subdiv. |               | Site Plan |               | Item # | MINOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                                                                                                                                    | Submitted/Complete | Waiver Requested | Not Applicable | Official Use Do not Mark |
|------------|---------|---------------|-----------|---------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|----------------|--------------------------|
|            | Minor   | Major Prelim. | Minor     | Major Prelim. |        |                                                                                                                                                                                                                                                                                                        |                    |                  |                |                          |
|            | .       | .             |           | .             | 24     | List of requested variances, waivers and de minimus exceptions from the NJRSIS (for residential projects only).                                                                                                                                                                                        |                    |                  |                |                          |
|            | .       | .             | .         | .             | 25     | List of all agencies having jurisdiction over the project and a status of application/permits.                                                                                                                                                                                                         |                    |                  |                |                          |
|            |         |               |           |               |        | <b>PINELANDS REQUIREMENTS</b>                                                                                                                                                                                                                                                                          |                    |                  |                |                          |
|            | .       | .             | .         | .             | 26     | Submittal of Pinelands Certificate of Filing.                                                                                                                                                                                                                                                          |                    |                  |                |                          |
|            | .       | .             | .         | .             | 27     | Submittal of a Cultural Resource Survey (as required per Section 296-75.E).                                                                                                                                                                                                                            |                    |                  |                |                          |
|            |         | .             |           | .             | 28     | Submittal of an Air Quality Analysis (as required per Section 296-70.B).                                                                                                                                                                                                                               |                    |                  |                |                          |
|            | .       |               | .         |               | 29     | Proof of purchase of Pinelands development credits.                                                                                                                                                                                                                                                    |                    |                  |                |                          |
|            |         |               |           |               |        | <b>PLAN INFORMATION</b>                                                                                                                                                                                                                                                                                |                    |                  |                |                          |
|            | .       | .             | .         | .             | 30     | Plan sheet size conforming to those permitted by New Jersey Map Filing Law.                                                                                                                                                                                                                            |                    |                  |                |                          |
|            | .       | .             | .         | .             | 31     | Cover sheet (including certification blocks for the Board's Chairperson, Secretary, Engineer, and Municipal Clerk).                                                                                                                                                                                    |                    |                  |                |                          |
|            | .       |               |           |               | 32     | Certification blocks as required by the NJ Map Filing Law.                                                                                                                                                                                                                                             |                    |                  |                |                          |
| .          | .       | .             | .         | .             | 33     | Title block denoting type of application, municipality and county, tax map sheet, block & lot numbers, and street address(es).                                                                                                                                                                         |                    |                  |                |                          |
| .          | .       | .             | .         | .             | 34     | Name of professional preparing plans (including signature, license number and seal, and business address).                                                                                                                                                                                             |                    |                  |                |                          |
| .          | .       | .             | .         | .             | 35     | Denote the Certificate of Authorization (COA) number for the firm preparing the plan.                                                                                                                                                                                                                  |                    |                  |                |                          |
| .          | .       | .             | .         | .             | 36     | Written and graphic sales, original date of plans, revision date block, and north arrow with reference meridian.                                                                                                                                                                                       |                    |                  |                |                          |
| .          | .       | .             | .         | .             | 37     | Key map (at 1"=1000' or 1"=2000' scale) showing the location of the entire site and all streets and land uses within 500 feet of the site.                                                                                                                                                             |                    |                  |                |                          |
| .          | .       | .             | .         | .             | 38     | Location of the site on a Camden County Soil Survey (at a scale no less than 1"=1000').                                                                                                                                                                                                                |                    |                  |                |                          |
| .          | .       | .             | .         | .             | 39     | Zoning map depicting the property limits and the zoning district for the site in question and adjoining properties within 200 feet of the site based on the Township's current zoning map.                                                                                                             |                    |                  |                |                          |
| .          | .       | .             | .         | .             | 40     | Name and address of the applicant and the property owner.                                                                                                                                                                                                                                              |                    |                  |                |                          |
|            | .       | .             | .         | .             | 41     | Name of owners of all contiguous lands and adjacent properties within 200 feet of the site.                                                                                                                                                                                                            |                    |                  |                |                          |
|            |         |               | .         | .             | 42     | Written description for each proposed non-residential building (including number of employees/members; number of shifts to be worked; maximum employees per shift; expected truck and trailer traffic, hours of operation; and sources for emission of noise, glare, air pollution or water pollution. |                    |                  | X              |                          |
|            | .       | .             | .         | .             | 43     | Submission of a current outbounds survey plan signed, sealed and certified by a NJ Licensed Land Surveyor.                                                                                                                                                                                             |                    |                  |                |                          |
|            | .       | .             | .         | .             | 44     | Plan delineation of any existing or proposed deed restrictions, protective covenants, recorded easements, and right-of-ways.                                                                                                                                                                           |                    |                  |                |                          |
| .          | .       | .             | .         | .             | 45     | Depict and tabulate all bulk zoning requirements and buffer limits.                                                                                                                                                                                                                                    |                    |                  |                |                          |

LAND USE PROCEDURES

|            |       | Subdiv.       |       | Site Plan      |        | (Section 40-33.2A)                                                                                                                                                                                                                                                                |  | (place X's in green areas) |                  |                |                          |
|------------|-------|---------------|-------|----------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------|------------------|----------------|--------------------------|
| Conceptual | Minor | Major Prelim. | Minor | Major, Prelim. | Item # | MINOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                                                                                                               |  | Submitted/ Complete        | Waiver Requested | Not Applicable | Official Use Do not Mark |
|            | .     | .             | .     | .              | 46     | Dimensions of all existing and proposed lot lines, existing lots line to be eliminated, right-of-way lines, and outbounds. Areas for all existing and proposed lots shall be provided in square feet and also in acres when areas exceed 0.5 acre.                                |  |                            |                  |                |                          |
|            | .     | .             | .     | .              | 47     | Outside dimensions of all existing and/or proposed principal building(s) and all accessory buildings. Dimensions to the nearest existing or proposed property lines shall be provided for all existing structures that are to remain.                                             |  |                            |                  |                |                          |
|            | .     | .             | .     | .              | 48     | Size, height, location and arrangement of all existing and proposed structures.                                                                                                                                                                                                   |  |                            |                  |                |                          |
|            |       | .             | .     | .              | 49     | Submittal of architectural plans and elevations (including typical floor plans) for each side of the proposed structure(s).                                                                                                                                                       |  |                            |                  | X              |                          |
|            | .     | .             | .     | .              | 50     | Denote on the plan the purpose of any easement of land reserved or dedicated to public use.                                                                                                                                                                                       |  |                            |                  |                |                          |
|            |       | .             | .     | .              | 51     | Superimpose the location and extents of soil types (per the Camden County Soil Survey) on both the soil erosion and drainage area plans. The soil name shall be keyed to the plans and the hydrologic soil group letter shall be provided for each soil type.                     |  |                            |                  | X              |                          |
|            | .     | .             | .     | .              | 52     | Provide the location, size, and nature of any contiguous lots owned either by the Applicant or in which the Applicant has a direct or indirect interest (even if only a portion of the entire property is involved in the current application).                                   |  |                            |                  |                |                          |
|            |       | .             |       | .              | 53     | Delineate all phased portions of the project or provide a note on the plan indicating no phasing is proposed).                                                                                                                                                                    |  |                            |                  | X              |                          |
|            | .     | .             | .     | .              | 54     | Submission of current existing conditions plan (including topographic features).                                                                                                                                                                                                  |  |                            |                  |                |                          |
|            | .     | .             | .     | .              | 55     | Proposed and existing contours at one-foot intervals (for slopes averaging 10% or greater) or at two-foot intervals (for lands with greater slopes).                                                                                                                              |  |                            |                  |                |                          |
|            | .     | .             | .     | .              | 56     | Indicate any existing improvements to be demolished.                                                                                                                                                                                                                              |  |                            |                  |                |                          |
|            | .     | .             | .     | .              | 57     | Locate all significant existing physical features (e.g., streams, water courses with direction of flow, 100 year floodplain line, rock outcrops, swampy soil, wetlands, culverts, bridges, impervious surfaces, fences, walls, etc.) that are onsite and within 200 feet thereof. |  |                            |                  |                |                          |
|            | .     | .             | .     | .              | 58     | The location and extent of drainage and conservation easements and stream encroachment lines.                                                                                                                                                                                     |  |                            |                  |                |                          |
|            |       | .             | .     | .              | 59     | Surveyed location of existing trees with calipers of 10" or greater in areas of disturbance.                                                                                                                                                                                      |  |                            |                  | X              |                          |
|            |       | .             |       | .              | 60     | Graphically depict all areas of open space and indicate the corresponding acreages and open space percentages within a table (for residential projects only).                                                                                                                     |  |                            |                  | X              |                          |
|            |       | .             |       | .              | 61     | Locate and provide names, widths, cross sections, and profiles for all existing and proposed streets abutting the property in question.                                                                                                                                           |  |                            |                  | X              |                          |
|            |       | .             | .     | .              | 62     | Provide water elevations for all existing and proposed surface water features on the site.                                                                                                                                                                                        |  |                            |                  | X              |                          |
|            | .     | .             | .     | .              | 63     | Location and details for all proposed site improvements.                                                                                                                                                                                                                          |  |                            |                  |                |                          |

WINSLOW CODE

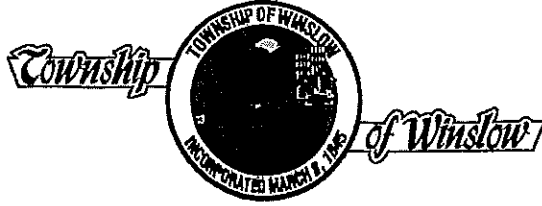
(Section 40-33.2A)

(place X's in green areas)

| Conceptual | Subdiv. |               | Site Plan |                | Item # | MINOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                                                             | Submitted/<br>Complete | Waiver<br>Requested | Not Applicable | Official Use<br>Do not Mark |
|------------|---------|---------------|-----------|----------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|----------------|-----------------------------|
|            | Minor   | Major Prelim. | Minor     | Major, Prelim. |        |                                                                                                                                                                                                                                 |                        |                     |                |                             |
|            | •       | •             | •         | •              | 64     | Plan of existing and proposed utilities (including sanitary sewer, stormsewer, potable water, gas, overhead wires, high tension power lines, gas mains, etc.) and a note stating all utilities are to be installed underground. |                        |                     |                |                             |
|            | •       | •             | •         | •              | 65     | Profiles of all existing and proposed storm sewer, sanitary sewer, and water mains.                                                                                                                                             |                        |                     |                |                             |
|            | •       | •             | •         | •              | 66     | Location of all existing and proposed septic systems and potable wells within 100 feet of the site (applicable to applications with proposed septic and wells).                                                                 |                        |                     |                |                             |
|            | •       | •             | •         | •              | 67     | Fire protection information (e.g., fire hydrants, fire zones, dry/wet fire lines, special traffic constraints, construction details, etc.).                                                                                     |                        |                     |                |                             |
|            | •       | •             | •         | •              | 68     | Locate all driveways, streets, and right-of-way widths within 200 feet of the site.                                                                                                                                             |                        |                     |                |                             |
|            |         | •             | •         | •              | 69     | Locations and dimensions for all off-street parking stalls (10'x20'), loading area, aisles, traffic patterns and driveways for ingress and egress.                                                                              |                        |                     | X              |                             |
|            |         | •             | •         | •              | 70     | Proposed vehicular and pedestrian circulation plans (including access streets, easement, fire lanes, and a typical section of all proposed cartways).                                                                           |                        |                     | X              |                             |
|            |         |               | •         | •              | 71     | Method of solid waste disposal and storage.                                                                                                                                                                                     |                        |                     | X              |                             |
|            |         | •             | •         | •              | 72     | Plans and details for all exterior lighting (including the type of standard, luminaire, wattage, type of light, accessory features, and isolux patterns with maintained horizontal foot-candles).                               |                        |                     | X              |                             |
|            | •       | •             | •         | •              | 73     | Location, dimensions, and details of all proposed signs (including site identification signs, temporary construction signs, traffic control signs, directional signs, etc.)                                                     |                        |                     |                |                             |
|            |         | •             | •         | •              | 74     | Sight triangle easements based on the applicable AASHTO, County, and Township standards.                                                                                                                                        |                        |                     |                |                             |
|            |         | •             | •         | •              | 75     | Provide a general vegetation analysis indicating general caliper and species of canopy and understory trees for the overall site.                                                                                               |                        |                     | X              |                             |
|            |         | •             | •         | •              | 76     | Landscape and buffering plans (including limits of existing vegetation, clearing limits, proposed plantings) and planting details.                                                                                              |                        |                     | X              |                             |
|            |         | •             | •         | •              | 77     | Landscape schedule [indicating both botanical and common plant names, height or spread of plant at time of planting, root type, caliper (where applicable), and seasonal planting restrictions].                                |                        |                     | X              |                             |
|            |         | •             | •         | •              | 78     | Soil boring logs and locations for each proposed stormwater management facility.                                                                                                                                                |                        |                     | X              |                             |
|            |         | •             | •         | •              | 79     | Soil erosion and sediment control plans and details.                                                                                                                                                                            |                        |                     | X              |                             |
|            | •       |               | •         |                | 80     | Submission of plan prepared in accordance with Map Filing Law.                                                                                                                                                                  |                        |                     |                |                             |
|            | •       | •             | •         | •              | 81     | Provide a vertical elevation benchmark and note its reference datum.                                                                                                                                                            |                        |                     |                |                             |
|            |         | •             |           | •              | 82     | Planned Community requirements (as required per Article IX) of Chapter 294.                                                                                                                                                     |                        |                     | X              |                             |

LAND USE PROCEDURES

|            |  | Subdiv. |              | Site Plan |               | (Section 40-33.2A) |                                                                                                                                                                                                                                      | (place X's in green areas) |                     |                |                             |
|------------|--|---------|--------------|-----------|---------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------|----------------|-----------------------------|
| Conceptual |  | Minor   | Major Preim. | Minor     | Major, Preim. | Item #             | MINOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                                                                  | Submitted/<br>Complete     | Waiver<br>Requested | Not Applicable | Official Use<br>Do not Mark |
|            |  |         |              |           |               |                    |                                                                                                                                                                                                                                      |                            |                     |                |                             |
|            |  |         |              |           |               |                    | <b>TECHNICAL REPORTS &amp; CALCULATIONS</b>                                                                                                                                                                                          |                            |                     |                |                             |
|            |  |         | •            | •         | •             | 83                 | Submittal of a stormwater management checklist and supporting documentation per Section 297-8 for all proposed stormwater management facilities                                                                                      |                            |                     | X              |                             |
|            |  |         | •            |           | •             | 84                 | Submittal of a NJDEP Low Impact Development Checklist (in accordance with the NJ Stormwater BMP Manual).                                                                                                                             |                            |                     | X              |                             |
|            |  |         | •            |           | •             | 85                 | Submittal of a Phase One Environmental Site Assessment report.                                                                                                                                                                       |                            |                     | X              |                             |
|            |  |         | •            |           | •             | 86                 | Submittal of an Environmental Impact Statement                                                                                                                                                                                       |                            |                     | X              |                             |
|            |  |         | •            |           | •             | 87                 | Submittal of a Traffic Impact Study.                                                                                                                                                                                                 |                            |                     | X              |                             |
|            |  |         | •            |           | •             | 88                 | Submittal of a Fiscal Impact Study for 25 units or greater (the study should be based on population projection for school age children, costs of providing local government services and revenues to be generated from development). |                            |                     | X              |                             |
|            |  | •       |              |           |               | 89                 | Submittal of lot closure calculations.                                                                                                                                                                                               |                            |                     |                |                             |
|            |  |         | •            |           | •             | 90                 | Department of Municipal Utilities Preliminary Review                                                                                                                                                                                 |                            |                     | X              |                             |



Office of the Tax Assessor  
125 SOUTH ROUTE 73  
BRADDOCK, NJ 08037  
(609) 567-0700 option #9  
[assessor@winslowtownship.com](mailto:assessor@winslowtownship.com)

### REQUEST FOR CERTIFIED PROPERTY OWNER LIST

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Please mail original list to \_\_\_\_\_  
If different then above address

Please call for pick up Phone Number \_\_\_\_\_

Please e-mail list to e-mail address \_\_\_\_\_

Please prepare list in an excel spreadsheet format applicant will prepare own labels (sent via email only)

Please prepare mailing labels (an additional fee of .05 per label will be charged)

Please prepare the appropriate Certified List of Winslow Township Property Owners within \_\_\_\_\_ feet of the below indicated property(ies):

Block(s) \_\_\_\_\_

Lot(s) \_\_\_\_\_

\*\*if the subject property is within 200' of another municipality, a legible copy of that municipality's tax map indicating the subject property(ies) MUST be attached.

#### Pursuant to §29-1 Miscellaneous Fees

List of property owners within 200' for the first 40 names ....\$10.00  
Each name after 40 .....\$ .25  
Mailing labels (each).....\$ .05



## Sample of Newspaper Advertisement

Please take notice that the undersigned has filed an application with the Winslow Township Planning/ Zoning Board for a \_\_\_\_\_

\_\_\_\_\_ and any other Variance and/or Waivers that may be required on

Block \_\_\_\_\_ Lot \_\_\_\_\_

known as \_\_\_\_\_.

The application is available for examination at the Mayor Dominic Maiese Municipal Complex, 125 South Route 73, Braddock, New Jersey, 08037, between the hours of 8:30 a.m. and 4:30 p.m.

A Public Hearing will be conducted before the Planning/Zoning Board in connection with this application at the Mayor Dominic Maiese Municipal Complex, 125 South Route 73, Braddock, New Jersey, 08037, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 7:00 PM (Planning) 6:30 PM (Zoning). Anyone interested in this application will be given an opportunity to be heard at the aforementioned meeting.

Name \_\_\_\_\_

Address \_\_\_\_\_

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

**SAMPLE NOTICE TO PROPERTY OWNERS**

Please take notice that the undersigned has filed an application with the Winslow Township Planning/ Zoning Board for a \_\_\_\_\_

\_\_\_\_\_

and any other Variance and/or Waivers that may be required on

Block \_\_\_\_\_ Lot \_\_\_\_\_

known as \_\_\_\_\_.

The application is available for examination at the Mayor Dominic Maiese Municipal Complex, 125 South Route 73, Braddock, New Jersey, 08037, between the hours of 8:30 AM and 4:30 PM.

A Public Hearing will be conducted before the Planning/Zoning Board in connection with this application at the Mayor Dominic Maiese Municipal Complex, 125 South Route 73, Braddock, New Jersey, 08037, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 7:00 PM (Planning) 6:30 PM (Zoning). Anyone interested in this application will be given an opportunity to be heard at the aforementioned meeting.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AFFIDAVIT OF SERVICE OF NOTICE**

Date: \_\_\_\_\_

To: Winslow Township Planning & Zoning Office

The undersigned declares that in accordance with the provisions of the Township of Winslow Zoning Ordinance, a Notice of the Variance application and of a public hearing thereon has been sent by certified mail to all property owners within two hundred (200) feet of the boundary lines of the property involved.

As of \_\_\_\_\_, 20\_\_\_\_\_, all notices, a copy of which is attached, were mailed by certified mail to the property owners listed on the attached form and which are hereby made part of this declaration.

\_\_\_\_\_  
\_\_\_\_\_  
**AFFIDAVIT**

State of New Jersey, Camden County

\_\_\_\_\_ being of full age and duly sworn according to law upon his/her oath deposes and says that he/she is the person executing the foregoing statement and that the facts herein set forth are true and correct.

Signature \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_

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

Applicant \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

### ESCROW AGREEMENT

This Escrow Agreement made between the applicant hereinafter referred to as "Developer", and the Winslow Township Planning Board or the Winslow Township Zoning Board of Adjustment, (hereinafter) called "Township".

The purpose of this Agreement is to set forth the procedure for Escrow Funds that shall be deposited with the Township at the inception of any application before the Township Zoning or Planning Board.

It is specifically understood between the parties to this Agreement, that the said Escrow referred to herein shall be payable before an application is deemed complete and shall be submitted by the Developer with the application to the Township.

- 1.) The deposit required of the Developer and deposited into the Professional Escrow Account shall cover the fees associated with the required review of the application by the Zoning Board of Adjustment of Planning Board Engineer, Planner or Attorney; and for applications submitted pursuant to N.J.S.A. 40:55 D-70 d, such other professionals as the Township and/or Zoning Board may reasonably require, which review shall include the written report on the application to be submitted to the Board. Prior to drawing monies out of the Professional Escrow Account, each professional engaged by the Board shall submit an Invoice to the Board Secretary for approval by the Township. Following conclusion of the Hearings and Meetings regarding the application, any unused funds deposited by an applicant into the Professional Escrow Account shall be refunded to the Developer upon application and approval by the Township.
- 2.) Deposits received from any Developer pursuant to this Agreement shall be deposited in a Banking Institution or Savings & Loan Association in this State insured by an agency of the Federal Government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits. The Municipality shall be responsible to have the Escrow Accounts maintained in accordance with N.J.S.A. 40:55D-53.1.
- 3.) The term Professional Personnel or Professional Service as used herein shall include the service of a Duly Licensed Engineer, Surveyor, Planner, Attorney, Realtor, Appraiser, or other expert or employee of said professional who would provide Professional Service to ensure an application meets performance standards as set forth in the Township Ordinances and other experts whose Testimony is in an area in which the Developer has presented expert Testimony.

- 4.) A Developer may request that the Professional Personnel or Board Professional schedule additional time, in excess of that covered by the monies paid into the Professional Escrow Account, for review of a specific application.
- 5.) It shall be specifically understood between the Developer and the Township, that any meetings in or out of the professionals office, requested by the Developer, shall be paid for by the Developer for the professionals time out of the Professional Escrow Account.
- 6.) A Developer shall be responsible to reimburse the Municipality out of the Professional Escrow Account for all activities including but not limited to the following:
  - a.) Preparation for and attendance at special meetings requested by the Developer.
  - b.) Review or preparation of Easements, Developers Agreement, Deeds or the like.
  - c.) Review of additional Documentation submitted by the Developer and issuance of any reports relating thereto.
  - d.) Charges for any telephone conference or meeting requested or initiated by Developer, his attorney or any of his experts.
  - e.) Issuance of reports by Professional Personnel to the Municipal Agencies setting forth recommendations resulting from review of any documents submitted by the applicant, site visits and inspections.
  - f.) Any and all other expenses of Professional Personnel incurred and paid by it necessary to process the application by the Developer for developments.
  - g.) Preparation of a Resolution or memorializing Resolutions setting forth findings and conclusions of the municipal agency with respect to an application.
- 7.) No applicant shall be responsible to reimburse the Township for any of the following:
  - a.) Attendance by the Professional Personnel at any regularly scheduled meeting of the Municipal Agency; provided however that the Township shall be entitled to be reimbursed for attendance of it's Professional Personnel at special meetings of the Municipal Agency which were requested by the Developer for the Developer's convenience.
- 8.) The Township shall notify the Developer when said deposit into the Professional Escrow Account appears to be insufficient for any particular application of the Developer. At that time additional funds shall be deposited into the Professional Escrow Account based on an estimation submitted by the Township to the Developer of the amount of money needed to complete the Developer's application. No site plan, or subdivision shall be signed, nor shall any Zoning Permits, Building Permits, Certificates of Occupancy or any other types of permits be issued with respect to any approved application for development until all bills for reimbursable services have been received by the Municipality from the professional rendering service in connection with such application and payment has been approved by the Municipal Body unless the applicant shall have deposited with the Township an amount agreed upon by the Developer and the Municipal Agency is likely to be

sufficient to cover all reimbursable items; and upon posting said deposit with the Township the appropriate maps and permits may be signed and released or issued to the Developer. If the amount of the deposit exceeds the actual cost as approved for payment by the Municipal Body, the Developer shall be entitled to return of excess deposits together with such interest as allowed by N.J.S.A. 40:55D53.1. But if the charges submitted and approved by the Municipal Body exceed the amount of the deposit, the Developer shall be liable for payment of such deficiency.

- 9.) No Professional Personnel submitting charges to the Township for any services rendered in this Agreement shall charge for any of the services contemplated at a higher rate or in any different manner than would normally be charged to the Township for similar work as ascertained by the Professional's Contract of Employment with the Municipality. Payment of any bill rendered by a professional to the Township with respect to any services or which the Township is entitled to reimbursement under this Agreement shall in no way be contingent upon receipt of reimbursement by the Developer, nor shall any payment to a professional be delayed pending reimbursement from a Developer.
- 10.) The Developer and Township agree that the initial deposit into the Professional Escrow Account shall be made in accordance with Ordinance Chapter 40, 43-46. It is clearly understood between the parties that due to the complexity and/or the nature of the application, that if said deposit is exhausted before final approval or final hearing on any application is complete, that the Developer shall place additional funds into the Professional Escrow Account upon request to do so by the Township based on an estimation of amount of professional review time necessary to complete the application.

Winslow Township  
Zoning Board of Adjustment/  
Planning Board

Dated:

By: \_\_\_\_\_

Dated:

By: \_\_\_\_\_

Developer

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

# Request for Taxpayer Identification Number and Certification

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

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

Print or type. See specific instructions on page 3.

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

## Part I Taxpayer Identification Number (TIN)

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

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

|                                |  |  |  |  |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|--|--|--|--|
| Social security number         |  |  |  |  |  |  |  |  |  |
|                                |  |  |  |  |  |  |  |  |  |
| or                             |  |  |  |  |  |  |  |  |  |
| Employer identification number |  |  |  |  |  |  |  |  |  |
|                                |  |  |  |  |  |  |  |  |  |

## Part II Certification

Under penalties of perjury, I certify that:

- 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 ▶

## General Instructions

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

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

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

By signing the filled-out form, you:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Backup Withholding

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

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

**Payments you receive will be subject to backup withholding if:**

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

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

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

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

## Updating Your Information

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

## Penalties

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

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



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

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

## Specific Instructions

### Line 1

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

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

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

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

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

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

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

**e. Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(o)(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<br>• Sole proprietorship, or<br>• 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,<br>• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or<br>• 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 <sup>1</sup> | Generally, exempt payees 1 through 5 <sup>2</sup>                                                                                                                                                             |
| Payments made in settlement of payment card or third party network transactions        | Exempt payees 1 through 4                                                                                                                                                                                     |

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

### Line 5

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

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

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

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

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

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

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

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

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

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

## Part II. Certification

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

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

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

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

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

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

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

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

### What Name and Number To Give the Requester

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

| For this type of account:                                                                                                                                                                   | Give name and EIN of: |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity     |
| 15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))                                          | The trust             |

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

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

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

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

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

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

### Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

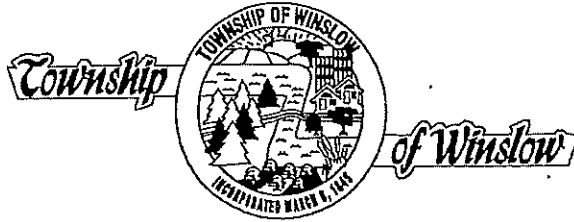
The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4398). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

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



Office of  
PLANNING & ZONING  
The Mayor Dominic Maiese Municipal Complex

125 S. Route 73  
Braddock, NJ 08037  
Tel: (609) 567-0700  
Fax: (609) 567-9344

## Winslow Township Planning and Zoning Board Corporate Disclosure

Name of  
Company/Organization: \_\_\_\_\_  
\_\_\_\_\_

Is the Company a Corporation?  Yes  No

If yes, what State is the Corporation Incorporated in? \_\_\_\_\_

Is the Company a Partnership?  Yes  No

Is the Company an Individual Owner?  Yes  No

\_\_\_\_\_ Please list any/all  
individuals who are owners or if a non-profit all board members.

| Name  | Address | Title |
|-------|---------|-------|
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |

I certify that the above information is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CAMDEN COUNTY PLANNING BOARD APPLICATION SUBMISSION REQUIREMENTS CHECKLIST APPLICATION COVER PAGE



*Documents must be submitted to the Planning Division Staff at least thirty (30) working days prior to the scheduled Planning Board meeting. No provisional approvals will be issued at Planning Board meeting.*

## Subdivision Requirements:

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to Camden County Treasurer)
- Two (2) Sets of Plans
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (if applicable)

## Site Plan & Site Plan Revision Requirements

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to Camden County Treasurer)
- Two (2) Sets of Plans of Signed and Sealed Plans (Only 24" by 36" Site plans will be accepted)  
(Plans must reflect all requirements contained in Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2)
- Two (2) Copies of County Road Improvement Plans (if applicable and not included in Original Set of Plans)
- Two (2) Copies of a Signed and Sealed Survey  
(Conducted by a licensed surveyor if existing documents are referenced in accordance with NJAC 13:40-7.2 (a.)4)
- Two (2) Sets of Drainage Calculations (Data based upon 10 YEAR-PRE & 25 YEAR-POST Year Storm Event)
- Two (2) Sets of Traffic Impact Study (if available)
- Two (2) Copies of the Local Engineer Report
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (if applicable)
- One (1) Copy of All Dedication, Easement, Deed, and Other Relevant Documents

## Please Submit the Following Additional Items:

- Map or Most Recent Aerial Photo of Site
- Digital Copy of the Site Plan, Subdivision Plan or Major Subdivision

X \_\_\_\_\_

*Certification of Completeness  
Signature By Local Official*

X \_\_\_\_\_

*Signature of Agent or Applicant*

# CAMDEN COUNTY PLANNING BOARD APPLICATION



Making It Better, Together.

## Application for County Approval of Subdivision, Site & Development Plans

### Camden County Planning Board

Charles J. DePalma Public Works Complex  
2311 Egg Harbor Road  
Lindenwold, NJ 08021

Phone: 856.566.2978 Fax: 856.566.2988  
E-mail: [planningdivision@camdencounty.com](mailto:planningdivision@camdencounty.com)

This application must be completed in full, duplicated, signed and filed with the municipality. Please also submit a copy of local application and approval. See County Submission requirement list for all documents necessary for a complete application.

**(PLEASE TYPE OR PRINT LEGIBLY)**

### Project Information:

Project Name: \_\_\_\_\_

Project Address (if applicable) & Municipality: \_\_\_\_\_

Abuts County Road: \_\_\_\_\_ County Route No.: \_\_\_\_\_

### Type of Submission (please check one):

- New Site Plan
- New Minor Subdivision
- New Major Subdivision
- Request for Letter of No Impact or Waiver Review
- Revision to Prior Site Plan

Original Site Plan Application No.: \_\_\_\_\_ Date Originally Approved: \_\_\_\_\_

- Resubmission of Major Subdivision

Original Major Subdivision Application No.: \_\_\_\_\_ Date Originally Approved: \_\_\_\_\_

### Tax Map Data:

Plate(s): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Block(s): \_\_\_\_\_

Variance(s) Required: \_\_\_\_\_

Lot(s): \_\_\_\_\_

The Camden County planning process concerns itself primarily with a review of factors that directly impact county facilities such as County owned roads and stormwater management systems. This application as well as Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2 can be found on the Camden County Planning Division website: <https://www.camdencounty.com/service/public-works/planning/>. If you have any questions please call 856-566-2978.

# CAMDEN COUNTY PLANNING BOARD APPLICATION

## Applicant & Agent Contact Information (please type or print legibly or your application may be delayed)

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town & State: \_\_\_\_\_

Email: \_\_\_\_\_ Zip.: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town & State: \_\_\_\_\_

Email: \_\_\_\_\_ Zip.: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town & State: \_\_\_\_\_

Email: \_\_\_\_\_ Zip.: \_\_\_\_\_

## Proposed Use (please check all that apply):

### Residential

- Single Family Detached
- Town Homes
- Duplex
- Apartments
- Condominiums
- Medical Care Residential

### Commercial

- Retail
- Office
- Restaurant/ Food Establishment
- Hospitality/ Hotel Space
- Medical Use
- Sports or Entertainment

### Industrial

- Maintenance/ Repair Shop
- Flex Space
- Storage/ Warehouse
- Distribution Center
- Manufacturing
- Other: \_\_\_\_\_

## Project Description & Statistics:

Short Description of Project: \_\_\_\_\_

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

Increase in Impervious Coverage?: YES / NO      Total Increase or Decrease: \_\_\_\_\_

Total Amount of Land Disturbed: \_\_\_\_\_

Total Gross SF of all Buildings/ Development: \_\_\_\_\_

Total New Residential Units: \_\_\_\_\_

Total New Jobs Created: \_\_\_\_\_



# CAMDEN COUNTY PLANNING BOARD APPLICATION Page - 3

## Subdivision Description (if applicable):

Does this application include a lot consolidation? YES / NO

Will new lots be created? YES / NO      How Many New Lots? \_\_\_\_\_

Size of Existing Lot(s): \_\_\_\_\_

\_\_\_\_\_

Portion to be Subdivided: \_\_\_\_\_

\_\_\_\_\_

## Municipal (applicant/agent must bring to municipality for signature)

Title of Municipal Official: \_\_\_\_\_

Authorized Municipal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Transmittal Date (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Signatures Required:

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Agent Completing Application: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

|                                          |                                         |
|------------------------------------------|-----------------------------------------|
| <u><i>For County Use:</i></u>            | <u><i>Stamp Date Received Below</i></u> |
| Classification of Application: _____     |                                         |
| Fees Included with Application: YES / NO |                                         |
| County Plan Number: _____                |                                         |

CAMDEN COUNTY PLANNING BOARD APPLICATION  
AFFIDAVIT OF OWNERSHIP



Making It Better, Together.

**Company/ Organization Information**

Name of Company/Organization: \_\_\_\_\_

Is the Company a Corporation? YES / NO

If yes, what State is the Corporation incorporated in? \_\_\_\_\_

Is the Company a Partnership? YES / NO

Is Company an Individual Owner? YES / NO

Please list any/all individuals who are owners (full/ part) / (individual/multiple) of the Company/Organization.  
If applicant is a Non-Profit Organization, please list all Board Members.

| Name  | Address | Title |
|-------|---------|-------|
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |

*I certify that the above information is true and correct to the best of my knowledge:*

X \_\_\_\_\_  
*Signature of Owner & Title*

\_\_\_\_\_  
*Date*

X \_\_\_\_\_  
*Signature of Owner & Title*

\_\_\_\_\_  
*Date*

# CAMDEN COUNTY PLANNING BOARD APPLICATION FEE SCHEDULE



Making It Better, Together.

Applicant's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_ Municipality: \_\_\_\_\_

Project Address: \_\_\_\_\_ Plate: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

### Type of Plan

- Minor Subdivision (3 lots or less)     
  Major Subdivision (4 lots or more)     
  Site Plan

### Subdivision Fees

- Minor Review Fee (\$200.00) ..... \$ \_\_\_\_\_  
 Major Review Fee (\$500.00) ..... \$ \_\_\_\_\_

### Site Plan and Subdivision Fees

- Design Review Fee (\$500.00) site plan only ..... \$ \_\_\_\_\_  
 Total Parking Spaces (\$8.00/Space) include any off street parking spaces for subdivisions and site plans ..... \$ \_\_\_\_\_  
 Dwelling Units (\$16.00/Unit) include in subdivisions and site plans ..... \$ \_\_\_\_\_  
 Dedication, Easement, Deed, Etc. Review Fee (\$150.00) ..... \$ \_\_\_\_\_  
 Inspection Fee (\$200.00) ..... \$ \_\_\_\_\_

### Additional/ Other Fees

- Preliminary / Concept Drawing Review Fee (\$200.00) ..... \$ \_\_\_\_\_  
 Site Plan Revision(\$200.00) ..... \$ \_\_\_\_\_  
 Request for Waiver Review/Letter of No Impact/ Exemptions (\$200.00) ..... \$ \_\_\_\_\_  
 Signing of Filing Plats (\$150.00) ..... \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

X \_\_\_\_\_  
*Signature of Agent or Applicant*

\_\_\_\_\_  
*Date*

### SPECIAL PROVISIONS

The Fee Schedule Check Is Payable to the Camden County Treasurer, Fees paid are non-refundable once the review process begins.  
All Plans, Applications, Dedications, Easements, Deeds, etc. MUST be submitted to the Planning Board at Least Thirty (30) Working Days Prior to the Scheduled Planning Board Meeting. All Complete Plan and Application