

Township of Winslow
Planning & Zoning Board
125 S. Route 73
Winslow Township, NJ 08037-9422
Phone: (609) 567-0700 ext. 6
zoning@winslowtownship.com

PRELIMINARY & FINAL MAJOR SUBDIVISION INSTRUCTIONS

(All Major Subdivisions shall be required to comply with Chapter 297 Stormwater Management Requirements)

Definition: Major Subdivision- All subdivisions not classified as minor subdivisions.

INSTRUCTIONS

- 1.) Submit ONE of the completed 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, **COMPLETED BY THE TAX ASSESSOR**
 - d.) Land Development Check List
 - e.) Exhibit "F" in Chapter 40; Stormwater Management Checklist, if applicable.
 - f.) Exhibit "G" in Chapter 40; Department of Municipal Utilities Preliminary Review, if applicable.
 - g.) Request for Certified Property Owners List
 - h.) Sample of Newspaper Advertisement
 - i.) Sample 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.
 - t.) Developer's Agreement acknowledgement form.
 - u.) Major Development Stormwater Summary form
- 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.) The applicant must submit the appropriate application and escrow fees at the time of filing.

Fee Schedule:

Preliminary Major Subdivision:

Application Fee:	\$750.00 (9 lots or less) \$1,000.00 (10 lots or more)
Escrow Fee:	\$3,000.00 plus \$350.00 per lot (Board Engineer & Attorney) \$2,500.00 (If basin, test pit witnessing) \$5,000.00 (if applicable, water and sewer review)

Final Major Subdivision:

Application Fee:	\$500.00 (9 lots or less) \$750.00 (10 lots or more)
Escrow Fee	\$3,000.00 + \$150.00 per lot

Resubmitted/Amended Major Subdivision:

Application Fee:	\$250.00
Escrow Fee:	a sum sufficient to bring the balance of the escrow amount to the originally required 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.) Also attached is Stormwater Management/Test Pit information.
- 7.) 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.
- 8.) **The applicant shall submit the following plans at the time of filing:**
 - a.) Eight (8) **Full Sets of Plans** to the Planning & Zoning Office
 - b.) Sixteen (16) copies (11" x 17") of the overall development plan (just one sheet).
 - c.) Two (2) Storm Water Calculation Plans
 - d.) Two (2) Storm Water Maintenance Reports
 - d.) Three (3) Traffic Reports

9.) **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

****Winslow Township Police Department**
125 South Route 73
Braddock, NJ 08037
Attn: Chief

****Winslow Township Board of Education**
200 Cooper Folly Road
Atco, NJ 08004
Attn: Superintendent of Schools

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

****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.**

11.) 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 to determine 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 5 days prior to the scheduled hearing 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 certified 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:

- Submit the Affidavit of Service Notice and postmarked **certified receipts** at least **10 days prior** to the scheduled hearing date.

12.) If a variance is required, submit a Variance Application to the Planning and Zoning Office with the proper fees and include said variances within your legal notices.

13.) 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.

14.) Final Major Subdivision shall include all the information shown on the Preliminary Plan and any conditions of Preliminary Approval.

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

16.) The Municipal Land Use Code's for the Township of Winslow can be accessed through the internet at: www.winslowtownship.com, Winslow Code Book, Code.

AFTER FINAL APPROVAL OF MAJOR SUBDIVISION
PROCEDURES TO FOLLOW

All Street and Development names along with All Block and Lot numbers must be approved by the Tax Assessor's Office prior to submitting revised Final plans.

- 1.) Please provide to this office an itemized cost estimate of all the improvements required, **along with two sets of revised plans**. This is the basis for determining the amount of performance guarantee and inspection escrow.
- 2.) If the plan fulfills all the conditions of the approving resolution, then the applicant will be instructed to submit an additional (13) Full Sets along with corresponding deed(s) and legal description(s) for signatures. The County prefers to keep mylars of the plan on file so you can contact their office to see how many they would like. We do not keep mylars.
- 3.) The applicant's attorney should contact and request the Planning/Zoning Board Solicitor to begin work on the Developer's Agreement. The completed Agreement must be submitted to the Mayor and Township Committee for review and approval at a Township Committee Meeting. The signed Developer's Agreement must be recorded in the Camden County Clerk's Office and proof of same needs to be submitted to the Township Clerk prior to the Township signing off of the plans.
- 4.) The applicant shall notify the Pinelands Commission of the approval if the development is within the Pinelands area in accordance 40-41.
- 5.) Prior to the signing off of plans from the Township, the following need to be posted:
 - a.) Performance Bond
 - b.) Inspection Escrow with W-9
 - c.) Proof of all outside agency approvals
 - d.) The recorded Developer's Agreement
- 6.) After the Plan is filed at the Camden County Registrar of Deed's Office, you MUST submit evidence that the document(s) has been filed and bears the County's filing stamp. Please return one set of stamped Plan with receipt of filing to the P&Z office.
- 7.) Compliance with Affordable Housing Obligation if applicable.

**Township of Winslow
Planning & Zoning
125 S. Route 73
Winslow Township, NJ 08037
Phone: (609) 567-0700
Fax: (609) 561-8197**

**PRELIMINARY & FINAL MAJOR SUBDIVISION
APPLICATION**

FOR OFFICIAL USE ONLY:

Fees paid: _____

Escrow Account #: _____

SECTION I: TYPE OF APPLICATION & VARIANCE REQUIREMENT

Major-Preliminary _____ Major-Final _____

*Is a Variance required for this application? Yes No

*If yes, complete separate Variance Application.

SECTION II. GENERAL INFORMATION

A. APPLICANT

Name: _____

Address: _____

Email : _____ Telephone # _____

Direct contact person: _____

B. The Applicant is a: Corporation _____ Partnership _____ Individual(s) _____
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 or more in the corporation or partnership.

D. The relationship of the applicant to the property in question is:
Owner Lessee Under contract to purchase

Other (please specify):

E. OWNER

Name: _____

Address: _____

Email _____ Telephone # _____

F. ENGINEER

Name: _____

Address: _____

Email _____ Telephone # _____

G. ATTORNEY

Name: _____

Address: _____

Email _____ Telephone # _____

SECTION III: 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. Block _____ Lot _____

D. Existing Use of property: _____

Proposed Use of Property: _____

E. The zone in which the property is located is _____
(The Zoning Office can help determine this information).

F. Acreage of entire tract to be subdivided _____

H. Total Number of lots proposed _____ Residential Lots _____

Open Space/Stormwater basin lots _____

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)

I. Number of lots created on tract prior to this application _____

J. 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 map, reports and other exhibits accompanying this 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 Major Subdivision Instructions.

SECTION V: AUTHORIZATION AND VERIFICATION

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

Date: _____ Applicants Signature: _____

Printed Name: _____

I authorize the Applicant to submit the application:

Date: _____ Owner's signature: _____

Printed Name: _____

AFFIDAVIT OF OWNERSHIP

WINSLOW TOWNSHIP ZONING BOARD OF ADJUSTMENT

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 2

Exhibit "B"

| Conceptual               | Subdiv.                  |                               | Site Plan                |                          | Item # | MAJOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                    | Submitted/<br>Complete            | Waiver<br>Requested | Not Applicable | Official Use<br>Do not Mark |
|--------------------------|--------------------------|-------------------------------|--------------------------|--------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------|----------------|-----------------------------|
|                          | Minor                    | Major Prelim.                 | Minor                    | Major, Prelim.           |        |                                                                                                                                                                                        |                                   |                     |                |                             |
|                          |                          |                               |                          |                          |        | <b>(Section 40-33.2B)</b>                                                                                                                                                              | <b>(place X's in green areas)</b> |                     |                |                             |
|                          |                          |                               |                          |                          |        | <b>APPLICATION INFORMATION</b>                                                                                                                                                         |                                   |                     |                |                             |
| Blocks # _____           |                          | Project Name: _____           |                          |                          |        |                                                                                                                                                                                        |                                   |                     |                |                             |
| Lots # _____             |                          | Project Name: _____           |                          |                          |        |                                                                                                                                                                                        |                                   |                     |                |                             |
|                          |                          | Date Received by Board: _____ |                          |                          |        |                                                                                                                                                                                        |                                   |                     |                |                             |
|                          |                          |                               |                          |                          |        | <b>ADMINISTRATIVE INFORMATION</b>                                                                                                                                                      |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 1      | Completed subdivision application form.                                                                                                                                                |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 2      | Completed site plan application form.                                                                                                                                                  |                                   |                     | X              |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 3      | Submittal of application fee.                                                                                                                                                          |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 4      | Completed review escrow agreement form.                                                                                                                                                |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 5      | Submittal or review escrow fee.                                                                                                                                                        |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 6      | Completed "W-9 Taxpayer Identification Number" form.                                                                                                                                   |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 7      | Completed "Affidavit of Ownership" form.                                                                                                                                               |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 8      | Submittal of Corporate Disclosure (when Applicant is not an individual).                                                                                                               |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 9      | Completed block and lot assignment form and proof of submission to Tax Assessor.                                                                                                       |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 10     | Completed "Tax and Assessment Payment Report."                                                                                                                                         |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 11     | Completed "Tax Abatement Notice" (for qualified non-residential development                                                                                                            |                                   |                     | X              |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 12     | Completed "Notice of Appeal and Variance Application" form.                                                                                                                            |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 13     | Completed "Development Application Notification for the Capacity of Sanitary Sewer."                                                                                                   |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 14     | Completed "Developer's Agreement" notice.                                                                                                                                              |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 15     | Submittal of certified current list of property owners within 200 feet of the proposed site.                                                                                           |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 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. |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 17     | Proof of submittal of application documents to the Fire Official.                                                                                                                      |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 18     | Proof of submittal of application documents to the Police Department.                                                                                                                  |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 19     | Proof of submittal of application documents to the Construction Official.                                                                                                              |                                   |                     | X              |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 20     | Proof of submittal of application documents to the Board of Education.                                                                                                                 |                                   |                     | X              |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 21     | List of requested checklist waivers (including justification for each waiver request).                                                                                                 |                                   |                     |                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> | 22     | List of requested bulk zoning variances from the Township's ordinance (including justification for each waiver request).                                                               |                                   |                     |                |                             |

WINSLOW CODE

| Conceptual | Subdiv. |               | Site Plan |                | Item # | MAJOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                                                                                                                                   | Submitted/<br>Complete | Waiver<br>Requested | Not Applicable | Official Use<br>Do not Mark |
|------------|---------|---------------|-----------|----------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|----------------|-----------------------------|
|            | Minor   | Major Prelim. | Minor     | Major, Prelim. |        |                                                                                                                                                                                                                                                                                                       |                        |                     |                |                             |
|            | .       | .             | .         | .              | 23     | List of requested design waivers from the Township's ordinance (including justification for each waiver request).                                                                                                                                                                                     |                        |                     |                |                             |
|            | .       | .             |           | .              | 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.                                                                                                                                                                                                                                            |                        |                     | X              |                             |
| .          | .       | .             | .         | .              | 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 nonresidential 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.                                                                                                                                                                          |                        |                     |                |                             |

LAND USE PROCEDURES

|            |       | Subdiv.       |       | Site Plan     |        | (Section 40-33.2B)                                                                                                                                                                                                                                                                |  | (place X's in green areas) |                  |                |                          |
|------------|-------|---------------|-------|---------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------|------------------|----------------|--------------------------|
| Conceptual | Minor | Major Prelim. | Minor | Major Prelim. | Item # | MAJOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                                                                                                               |  | Submitted/Complete         | Waiver Requested | Not Applicable | Official Use Do not Mark |
| •          | •     | •             | •     | •             | 45     | Depict and tabulate all bulk zoning requirements and buffer limits.                                                                                                                                                                                                               |  |                            |                  |                |                          |
|            | •     | •             | •     | •             | 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).                                                                                                                                                       |  |                            |                  |                |                          |
|            | •     | •             | •     | •             | 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.                     |  |                            |                  |                |                          |
|            | •     | •             | •     | •             | 52     | Provide the location, size, and nature of any contiguous lots owned either by the Applicant 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).                                                                                                                                                                    |  |                            |                  |                |                          |
|            | •     | •             | •     | •             | 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.                                                                                                                                                                                      |  |                            |                  |                |                          |
|            |       | •             |       | •             | 60     | Graphically depict all areas of open space and indicate the corresponding acreages and open space percentage within a table (for residential projects only).                                                                                                                      |  |                            |                  |                |                          |
|            |       | •             |       | •             | 61     | Locate and provide names, widths, cross sections, and profiles for all existing and proposed streets abutting the property in question.                                                                                                                                           |  |                            |                  |                |                          |
|            |       | •             | •     | •             | 62     | Provide water elevations for all existing and proposed surface water features on the site.                                                                                                                                                                                        |  |                            |                  |                |                          |

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(Section 40-33.2B)

(place X's in green areas)

| Conceptual | Subdiv. |               | Site Plan |                | Item # | MAJOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                                                             | Submitted/<br>Complete | Waiver<br>Requested | Not Applicable | Official Use<br>Do not Mark |
|------------|---------|---------------|-----------|----------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|----------------|-----------------------------|
|            | Minor   | Major Prelim. | Minor     | Major, Prelim. |        |                                                                                                                                                                                                                                 |                        |                     |                |                             |
|            | .       | .             | .         | .              | 63     | Location and details for all proposed site improvements.                                                                                                                                                                        |                        |                     |                |                             |
|            | .       | .             | .         | .              | 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.                                                                              |                        |                     |                |                             |
|            |         | .             | .         | .              | 70     | Proposed vehicular and pedestrian circulation plans (including access streets, easement, fire lanes, and a typical section of all proposed cartways).                                                                           |                        |                     |                |                             |
|            |         |               | .         | .              | 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).                               |                        |                     |                |                             |
|            | .       | .             | .         | .              | 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.                                                                                               |                        |                     |                |                             |
|            |         | .             | .         | .              | 76     | Landscape and buffering plans (including limits of existing vegetation, clearing limits, proposed plantings) and planting details.                                                                                              |                        |                     |                |                             |
|            |         | .             | .         | .              | 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].                                |                        |                     |                |                             |
|            |         | .             | .         | .              | 78     | Soil boring logs and locations for each proposed stormwater management facility.                                                                                                                                                |                        |                     |                |                             |
|            |         | .             | .         | .              | 79     | Soil erosion and sediment control plans and details.                                                                                                                                                                            |                        |                     |                |                             |
|            | .       |               | .         |                | 80     | Submission of plan prepared in accordance with Map Filing Law.                                                                                                                                                                  |                        |                     | X              |                             |
|            | .       | .             | .         | .              | 81     | Provide a vertical elevation benchmark and note its reference datum.                                                                                                                                                            |                        |                     |                |                             |
|            |         | .             | .         | .              | 82     | Planned Community requirements (as required per Article IX of Chapter 294).                                                                                                                                                     |                        |                     |                |                             |

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|            |       | Subdiv.       |       | Site Plan      |        | (Section 40-33.2B)                                                                                                                                                                                                                   |  | (place X's in green areas) |                  |                |                          |
|------------|-------|---------------|-------|----------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------|------------------|----------------|--------------------------|
| Conceptual | Minor | Major Prelim. | Minor | Major, Prelim. | Item # | MAJOR SUBDIVISION CHECKLIST SECTION                                                                                                                                                                                                  |  | Submitted/ Complete        | Waiver Requested | Not Applicable | Official Use 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                                                                                      |  |                            |                  |                |                          |
|            |       | •             |       | •              | 84     | Submittal of a NJDEP Low Impact Development Checklist (in accordance with the NJ Stormwater BMP Manual).                                                                                                                             |  |                            |                  |                |                          |
|            |       | •             |       | •              | 85     | Submittal of a Phase One Environmental Site Assessment report.                                                                                                                                                                       |  |                            |                  |                |                          |
|            |       | •             |       | •              | 86     | Submittal of an Environmental Impact Statement                                                                                                                                                                                       |  |                            |                  |                |                          |
|            |       | •             |       | •              | 87     | Submittal of a Traffic Impact Study.                                                                                                                                                                                                 |  |                            |                  |                |                          |
|            |       | •             |       | •              | 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). |  |                            |                  |                |                          |
|            | •     |               |       |                | 89     | Submittal of lot closure calculations.                                                                                                                                                                                               |  |                            |                  | X              |                          |
|            |       | •             |       | •              | 90     | Department of Municipal Utilities Preliminary Review                                                                                                                                                                                 |  |                            |                  |                |                          |



LAND USE PROCEDURES

40 Attachment 6

Exhibit "F"  
**Stormwater Checklist**  
 (Section 40-33.2F)  
 (Part 1)

**Stormwater Management Information Required to Be Submitted to Commission and Municipality for Review**

The following checklist identifies the stormwater management standards that an applicant must address to complete an application with the Pinelands Commission and the concerned municipality (each "Item #" is cross-referenced in the attached Reference Guide).

Note that the stormwater management standards need not be addressed if either:

- The proposed development is minor residential development, resulting in less than five lots or dwelling units, *and* the development does not involve the construction of any new roads; *OR*
- The development proposed is minor nonresidential development, *and* the development does not involve the grading, clearing or disturbance of an area in excess of 5,000 square feet within any five-year period.

| <u>Item #</u> | <u>Addressed</u>         | <u>Description</u>                                                                                                                                                                                                                                 |
|---------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.            | <input type="checkbox"/> | Calculations demonstrating that the proposed development meets one of the following three stormwater runoff rate standards:                                                                                                                        |
|               | <input type="checkbox"/> | Post-development hydrographs for the 2-, 10- and 100-year storms of 24-hour duration will not exceed the predevelopment runoff hydrographs at any point in time [N.J.A.C. 7:50-6.84(a)6ii(1)].                                                     |
|               | <input type="checkbox"/> | No increase in pre-development rates from the 2-, 10- and 100-year storms will occur. In addition, any increase in stormwater volume for these storms will not increase flood damage at or downstream of the parcel [N.J.A.C. 7:50-6.84(a)6ii(2)]. |
|               | <input type="checkbox"/> | The peak post-development runoff from 2-, 10- and 100-year storms will be 50%, 75% and 80% respectively of the pre-development peak rates for the same storms [N.J.A.C. 7:50-6.84(a)6ii(3)].                                                       |

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| <u>Item #</u> | <u>Addressed</u>         | <u>Description</u>                                                                                                                                                                                                                               |
|---------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.            | <input type="checkbox"/> | Calculations demonstrating that the total runoff volume generated from the net increase in impervious surfaces by a 10-year storm of 24-hour duration will be retained and infiltrated on site.                                                  |
| 3.            | <input type="checkbox"/> | Information (soil logs) demonstrating that the lowest point of infiltration of each structural stormwater management measure (e.g. swales, basins, drywells) will meet the two-foot separation to the seasonal high water table (SHWT) standard. |
| 4.            | <input type="checkbox"/> | Information demonstrating that the proposed stormwater design will meet the wetland, required buffer to wetlands and surface water protection standards.                                                                                         |
| 5.            | <input type="checkbox"/> | Information demonstrating that the soil suitability (permeability rate) standard will be met for all stormwater infiltration facilities (e.g. swales, basins, drywells).                                                                         |
| 6.            | <input type="checkbox"/> | If the development includes High Pollutant Loading Areas (HPLAs) such as gas stations or vehicle maintenance facilities, information which demonstrates that the HPLA standards will be met is submitted.                                        |
| 7.            | <input type="checkbox"/> | The groundwater mounding standards will be met.                                                                                                                                                                                                  |
| 8.            | <input type="checkbox"/> | Information demonstrating that all of the following low impact stormwater design standards will be met (as applicable—see Reference Guide):                                                                                                      |
|               | <input type="checkbox"/> | Pretreatment of stormwater, prior to entering infiltration measures has been incorporated into the design.                                                                                                                                       |
|               | <input type="checkbox"/> | The design utilizes multiple, smaller stormwater management measures dispersed spatially throughout the site.                                                                                                                                    |

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| <u>Item #</u> | <u>Addressed</u>         | <u>Description</u>                                                                                                                                                                                                                                                                                                                                  |
|---------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <input type="checkbox"/> | <p>The design incorporates nonstructural stormwater management strategies identified in the NJDEP stormwater regulations to the maximum extent practical. A written description of each of these strategies must be provided. Alternatively, the results of the NJDEP's NSPS Spreadsheet or Low Impact Design (LID) Checklist may be submitted.</p> |

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**STORMWATER CHECKLIST**  
(Part 2)

Additional Stormwater Management Information Required to be Submitted to Municipality for Review

The following checklist identifies certain stormwater management standards that an applicant must address with the municipality (each "Item #" is cross-referenced in the attached Reference Guide). Note that there may be additional information that is required by a municipal ordinance that is not identified in this Pinelands Commission Checklist and Reference Guide.

| <u>Item #</u> | <u>Addressed</u>         | <u>Description</u>                                                                                                                                                   |
|---------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.            | <input type="checkbox"/> | No direct discharge of stormwater to farm fields will occur to the maximum extent practical.                                                                         |
| 10.           | <input type="checkbox"/> | The Total Suspended Solids (TSS) load in the stormwater will be reduced by 80%.                                                                                      |
| 11.           | <input type="checkbox"/> | Stormwater management measures have been designed to reduce the nutrient load in the stormwater runoff from the post-developed site to the maximum extent practical. |
| 12.           | <input type="checkbox"/> | The development will meet the groundwater recharge standards.                                                                                                        |
| 13.           | <input type="checkbox"/> | The stormwater management plan addresses stormwater facilities construction and as-built requirement standards.                                                      |
| 14.           | <input type="checkbox"/> | The proposed stormwater management measures meet structural design standards.                                                                                        |
| 15.           | <input type="checkbox"/> | The development meets stormwater facility safety standards.                                                                                                          |
| 16.           | <input type="checkbox"/> | A stormwater facilities maintenance plan is provided.                                                                                                                |

## LAND USE PROCEDURES

### Stormwater Checklist and Reference Guide

#### REFERENCE GUIDE

Each Item # identified in Part 1 and Part 2 (the Checklists) corresponds to the Item # in this Reference Guide.

**Item #1.** The CMP (N.J.A.C. 7:50-6.84(a)6ii) provides that stormwater management runoff rate standards may be met through one of the following three options:

**I.** Demonstrate that the post-developed stormwater runoff hydrographs from the project site for the 2-, 10-, and 100-year storms do not exceed, at any point in time, the site's pre-developed runoff hydrographs for the same storms [(N.J.A.C. 7:50-6.84(a)6ii(1)]; or

**II.** Demonstrate that under post-developed site conditions [(NJAC 7:50- 6.84(a)6ii(2))]:

- a. There is no increase in predeveloped stormwater runoff rates from the project site for the two (2), ten (10), and one hundred (100)-year storms; and
- b. Any increased stormwater runoff volume or change in stormwater runoff timing for the two (2), ten (10), and one hundred (100)-year storms will not increase flood damage at or downstream of the project site; or

**III.** Demonstrate that the peak post-developed stormwater runoff rates from the project site for the two (2), ten (10) and one hundred (100) year storms are fifty, seventy-five and eighty percent (50%, 75% and 80%), respectively, of the site's peak pre-developed stormwater runoff rates for the same storms [(N.J.A.C. 7:50-6.84(a)6ii(3)]. Peak outflow rates from onsite stormwater measures for these storms shall be adjusted where necessary to account for the discharge of increased stormwater runoff rates and/or volumes from project site areas not controlled by the onsite measures. These percentages do not have to be applied to those portions of the parcel where development is not currently proposed, provided that such areas:

- a. Are protected from future development by imposition of a conservation easement, deed restriction, or other acceptable legal measures; or
- b. Are subject to review under these standards if they are proposed for any degree of development in the future.

▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

\_\_\_ A stormwater management plan prepared as follows:

- a. Runoff rates and volumes calculated in accordance with TR-55 and which utilizes an appropriate hydrograph. An alternative method may be utilized, provided that information is submitted which demonstrates that the methods of the alternative method are at least as protective as the NRCS methodology.
- b. Stormwater runoff calculated by separately calculating then combining runoff from pervious and directly connected impervious areas within each drainage area.
- c. Calculations of runoff from unconnected impervious surfaces, based on the Two-

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Step Method described in the NJDEP's BMP Manual.

d. Rainfall data in the stormwater calculations shall use appropriate 24-hour rainfall depths as developed for the project site by the National Oceanic and Atmospheric Administration, available online at: <http://hdsc.nws.noaa.gov/hdsc/pfds/index.html>.

e. Pre-development runoff CN values have been assumed to be woods in good condition, or follow standard criteria noted in the NJDEP Stormwater Regulations (N.J.A.C. 7:8 5.6(a)2) as follows:

- When selecting or calculating Runoff Curve Numbers (CNs) for pre-developed project site conditions, the project site's land cover shall be assumed to be woods in good condition. Another land cover may be used to calculate runoff coefficients if such land cover has existed at the site or portion thereof without interruption for at least five (5) years immediately prior to the time of application and the design engineer can document the character and extent of such land cover through the use of photographs, affidavits, and/or, other acceptable land use records. If more than one land cover has existed on the site during the five (5) years immediately prior to the time of application, the land cover with the lowest runoff potential shall be used for the computations. All pre-developed land covers shall be assumed to be in good hydrologic condition and, if cultivated, shall be assumed to have conservation treatment.

- Where tailwater will affect the hydraulic performance of a stormwater management measure, the design engineer shall include such effects in the measure's design.

f. In calculating pre-developed site stormwater runoff, the design engineer shall include the effects of all land features and structures such as ponds, wetlands, depressions, hedgerows; and culverts that affect pre-developed site stormwater runoff rates and/or volumes.

g. Calculations submitted for the purposes of demonstrating consistency with the stormwaters volume and rate standards of the CMP shall not include any credit for infiltration in any stormwater BMP during the 2-, 10- or 100-year storm events.

h. Pre- and post-development drainage areas maps have been provided which identify the concentration pathways. The maps and calculations include all applicable off-site and on-site areas.

i. Tc and CN calculations have been provided.

j. Information is provided for each stormwater management measure which demonstrates how each was designed in accordance with the guidance provided by the NJDEP's BMP Manual.

\_\_\_ Identify which of the three above noted stormwater rate provisions is being addressed to meet the stormwater runoff standards [N.J.A.C. 7:50-6.84(a)6ii(1, 2 or 3)].

\_\_\_ A written narrative to accompany the above calculations describing the method that was utilized to complete the calculations and that includes the size of each drainage area, the pre-development runoff rates of each drainage area, the post-development runoff rates and volumes generated, the routed rates and volume of runoff for each storm event.

\_\_\_ If proposing to demonstrate compliance utilizing N.J.A.C. 7:50-6.84(a)6ii(1), applicants must provide copies of all pre- and post-development hydrographs.

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\_\_\_ If proposing to demonstrate compliance utilizing N.J.A.C. 7:50-6.84(a)6ii(2), applicants must provide a build-out analysis for each of the affected drainage areas. When performing this analysis for pre-developed site conditions, all off-site development levels must reflect existing conditions. When performing this analysis for post-developed site conditions, all off-site development levels must reflect full development of the affected drainage area in accordance with current zoning and land-use ordinances.

\_\_\_ If proposing to address the stormwater runoff rate standards utilizing MAC 7:50-6.84(a)6ii(3), applicants must provide the post development runoff rate reductions for the 2-, 10- and 100-year storms (minimum reductions of 50%, 75% and 80%, respectively). If portions of the parcel are not included in the rate calculations because they will remain vacant, the applicant must either:

- a. Indicate whether a recorded deed restriction will be imposed on that portion of the site not to be developed, or
- b. Provide a note on the plans indicating that any development proposed in these areas in the future must meet the stormwater standards in place at that time.

**Item #2.** The total runoff volume generated from the net increase in impervious surfaces by a ten (10) year, twenty-four (24) hour storm shall be retained and infiltrated onsite [N.J.A.C. 7:50-6.84(a)6iii(1)].

▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

\_\_\_ A written description of the amount of pre- and post-development impervious area as defined by Table 2-2a in TR-55 within each drainage area along with a calculation of the required volume, of stormwater that must be retained to meet this standard.

\_\_\_ Volume tables for each stormwater management measure that includes the volume retained to the elevation of the lowest outlet.

\_\_\_ Information which demonstrates compliance with volume infiltration and retention standard. The submitted report must demonstrate that the proposed retention/infiltration facilities can retain and infiltrate the volume generated from the net increase in impervious surfaces by a ten (10) year, twenty-four (24) hour storm.

**Item #3.** Stormwater infiltration facilities must be designed, constructed and maintained to provide a minimum separation of at least two (2) feet between the elevation of the lowest point of the bottom of the infiltration BMP and the seasonal high water table [N.J.A.C. 7:50-6.84(a)6iii(1)].

▶

▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

\_\_\_ A plan depicting the location of all soil tests.

\_\_\_ Soil log descriptions for the requisite number of test pits in the vicinity of the stormwater facilities in accordance with the following:

- a. A minimum of two (2) soil test pits must be excavated within the footprint of any proposed infiltration facility to determine the suitability and distribution of soil types present at the site.

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- b. Placement of the test pits must be within twenty (20) feet of the facility perimeter, located along the longest axis bisecting the facility.
- c. For facilities larger than ten thousand (10,000) square feet in area, a minimum of one (1) additional soil test pit must be conducted within each additional area of ten thousand (10,000) square feet.
- d. The additional test pit(s) must be placed approximately equidistant to other test pits, so as to provide adequate characterization of the subsurface material.
- e. In all cases, where soil and/or groundwater properties vary significantly, additional test pits must be excavated in order to accurately characterize the subsurface conditions below the proposed infiltration facility.
- f. Soil test pits must extend to a minimum depth of eight (8) feet below the lowest elevation of the basin bottom or to a depth that is at least two (2) times the maximum potential water depth in the proposed infiltration facility, whichever is greater.
- g. A soil test pit log must be prepared for each soil test pit and provide the following:
- provide the elevation of the existing ground surface;
  - the depth and thickness (in inches) of each soil horizon or substratum;
  - the dominant matrix or background and mottle colors using the Munsell system of notation for hue, value and chroma;
  - the appropriate textural class as shown on the USDA textural triangle;
  - the volume percentage of coarse fragments (larger than two (2) millimeters in diameter);
  - the abundance, size, and contrast of mottles;
  - the soil structure, soil consistence, and soil moisture condition, using standard USDA classification terminology for each of these soil properties;
  - identify the presence of any soil horizon, substratum or other feature that exhibits an in-place permeability rate less than one (1) inch per hour;
  - the depth to seasonally high water level, either perched or regional; and
  - the static water level based upon the presence of soil mottles or other redoximorphic features, and elevation of observed seepage or saturation.

**Item #4.** There will be no direct discharge of stormwater runoff from any point or nonpoint source to any wetland, wetland transition area (wetland buffer) or surface water body. In addition, stormwater runoff shall not be directed in such a way as to increase the volume and rate of discharge into any surface water body from that which existed prior to development of the parcel.



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### ▶ WHAT TO SUBMIT:

\_\_\_ A development plan depicting wetlands boundaries, wetlands transition areas (buffers) and surface water bodies, and the location of all discharges or stormwater runoff from structural facilities and non-structural stormwater management measures.

\_\_\_ If there is an existing discharge to wetlands, provide calculations which demonstrate that the stormwater volume and rate of runoff will not increase after development.

**Item #5.** Stormwater infiltration facilities shall be sited in suitable soils verified by testing of undisturbed soil samples collected in the field, performed under direct supervision of a Professional Engineer, to meet the following [N.J.A.C. 7:50-6.84(a)6iv(2)]:

**I.** To have permeability rates of between 1 and 20 inches per hour;

**II.** A safety factor of two shall be applied to the design of the infiltration basin when performing any mounding (Item #7, below) and drain time analysis;

**III.** The minimum acceptable "tested permeability rate" of any soil horizon or substratum shall be one (1) inch per hour. Soil materials that exhibit tested permeability rates slower than one (1) inch per hour shall be considered unsuitable for stormwater infiltration. The maximum reportable "tested permeability rate" of any soil horizon or substratum shall be no greater than twenty (20) inches per hour regardless of the rate attained in the test procedure;

**IV.** If the maximum permeability rate of 20 inches per hour cannot be met but will be exceeded, stormwater must first be routed through a bioretention system prior to infiltration or soil replacement may be proposed; and

**V.** If the soils are slower than one (1) inch per hour and the soils cannot be replaced with suitable soils, the infiltration facility may be required to be relocated.

### ▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

\_\_\_ Results of permeability testing of undisturbed soil samples from the field taken below the bottom elevation of each stormwater management measure. Permeability tests must follow the methodologies outlined in the municipal land use ordinances.

\_\_\_ A minimum of one (1) permeability test shall be performed at each soil test pit location. The soil permeability rate shall be determined using test methodology as prescribed in N.J.A.C. 7:9A-6.2 (Tube Permeameter Test), 6.5 (Pit Bailing Test) or 6.6 (Piezometer Test). When the tube permeameter test is used, a minimum of two replicate samples shall be taken and tested. Alternative permeability test procedures may be accepted by the approving authority provided the test procedure attains saturation of surrounding soils; accounts for hydraulic head effects on infiltration rates, provides a permeability rate with units expressed in inches per hour and is accompanied by a published source reference.

\_\_\_ A plan containing cross section detail(s) of all stormwater BMPs alongside soil profile descriptions (to scale).

**Item #6.** The High Pollutant Loading Area (HPLA) standards apply where the proposed development includes areas that are defined as HPLAs in NJDEP stormwater regulations

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(NJAC 7:8-5.4(a)2iii(1)). HPLAs include areas in industrial and commercial development where solvents, and/or petroleum products are loaded, unloaded, stored or applied; areas where pesticides are loaded, unloaded, or stored; areas where hazardous materials are expected to be present in greater than "reportable quantities" as defined by the USEPA at CFR 302.4; areas where recharge would be inconsistent with NJDEP approved remedial action work plan or landfill closure plan; areas of high risk for spills of toxic materials such as gas stations and vehicle maintenance facilities and areas of industrial stormwater exposed to "source material."

Where stormwater runoff is exposed to high pollutant source material, the stormwater management plan shall demonstrate the following design criteria are met [N.J.A.C. 7:50-6.84(a)6iii(2)]:

- I. The extent of the areas described as HPLAs have been minimized on the development site to the maximum extent practicable;
- II. The stormwater runoff from the areas described as HPLAs are segregated to the maximum extent practicable from the stormwater runoff generated from the remainder of the site such that commingling of the stormwater runoff from the areas described as HPLAs and the remainder of the site will be minimized;
- III. The amount of precipitation falling directly on the areas described as HPLAs are minimized to the maximum extent practicable by means of a canopy, roof or other similar structure that reduces the generation of stormwater runoff;
- IV. The stormwater runoff from, or commingled with, the areas described as HPLAs for the Water Quality Design Storm; shall be subject to pretreatment by one or more of the following stormwater BMPs, designed in accordance with the New Jersey BMP Manual to provide 90 % TSS removal:
  - a. Bioretention system;
  - b. Sand filter;
  - c. Wet ponds which shall be hydraulically disconnected by a minimum of 2 feet of vertical separation from the seasonal high water table and shall be designed to achieve a minimum 80% TSS removal rate;
  - d. Constructed stormwater wetlands; and/or
  - e. Media filtration system manufactured treatment device with a minimum 80% TSS removal as verified by the New Jersey Corporation for Advanced Technology and as certified by NJDEP.
- V. If the potential for contamination of stormwater runoff by petroleum products exists onsite, prior to being conveyed to the pretreatment BMP required in IV. above, the stormwater runoff from the areas described in I. and II. above shall be conveyed through an oil/grease separator or other equivalent manufactured filtering device to remove the petroleum hydrocarbons. The applicant must provide the Commission with sufficient data to demonstrate acceptable performance of the device.

## LAND USE PROCEDURES

### ▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

\_\_\_ A plan clearly identifying the areas on-site that are HPLAs.

\_\_\_ A description in writing or on the plans that identifies the actions taken to minimize these areas.

\_\_\_ Documentation that demonstrates how the stormwater from the HPLA on the site will meet the 90% TSS removal standard (refer to Item #10, below and Appendix 1).

**Item #7.** Groundwater mounds resulting from the infiltration of stormwater shall not cause stormwater or groundwater to breakout to the land surface or cause adverse impacts to adjacent water bodies, wetlands or subsurface structures including, but not limited to, basements and septic systems [NJAC 7:50-6.84(a)6iv(3)].

### ▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

\_\_\_ A groundwater mounding analysis which considers the maximum design storm and, if the stormwater recharge facility is located near wetlands, the effects of any Radius of Influence (ROI) of the recharge facility on the wetlands. The analysis must provide specific conclusions as to whether each proposed recharge facility will cause stormwater or groundwater to breakout to the land surface or cause adverse impacts to adjacent water bodies, wetlands or subsurface structures including, but not limited to, basements and septic systems. The Professional Engineer's Groundwater Mounding Analysis Certification found in Appendix 2 may be utilized. Please note that if an applicant elects to submit the Certification, the municipality may require a more detailed analysis.

**Item #8.** To the maximum extent practical, stormwater management measures shall be designed to limit site disturbance, maximize stormwater management efficiencies, maintain or improve aesthetic conditions and incorporate pretreatment as a means of extending the functional life and increasing pollutant removal capacity of structural management facilities. The use of stormwater management measures that are using natural, non-wetland wooded depressions, or multiple infiltration facilities that are smaller in size, and distributed spatially throughout a parcel, rather than the use of a single larger structural stormwater management measure, shall be required to the maximum extent practical [N.J.A.C. 7:50-6.84(a)6iv(4)].

For all major development greater than one acre of disturbance or new impervious surface exceeding 1/4 acre, the following nine (9) nonstructural NJDEP BMPs for stormwater management must be addressed to the maximum extent practical [N.J.A.C. 7:8-5.3]:

- I. Protect areas that provide water quality benefits or areas particularly susceptible to erosion and sediment loss;
- II. Minimize impervious surfaces and break up or disconnect the flow of runoff over impervious surfaces;
- III. Maximize the protection of natural drainage features and vegetation;
- IV. Minimize the decrease in the predevelopment time of concentration;

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V. Minimize land disturbance including clearing and grading;

VI. Minimize soil compaction and all other soil disturbance;

VII. Provide low-maintenance landscaping that provides for the retention and planting of native plants and minimizes the use of lawns, fertilizers and pesticides, in accordance with N.J.A.C. 7:50-6.24;

VIII. Provide vegetated open-channel conveyance systems discharging into and through stable vegetated areas; and

IX. Provide other source controls to prevent or minimize the use or exposure of pollutants at the site in order to prevent or minimize the release of those pollutants into stormwater runoff. These source controls shall include, but are not limited to:

- a. Site design features that help to prevent accumulation of trash and debris in drainage systems;
- b. Site design features that help to prevent discharge of trash and debris from drainage systems;
- c. Site design features that help to prevent and/or contain spills or other harmful accumulations of pollutants at industrial or commercial developments; and
- d. Applying fertilizer in accordance with the requirements established under the Soil Erosion and Sediment Control Act, N.J.S.A. 4:24-39 et seq., and implementing rules, when establishing vegetation after land disturbance.

The NJDEP stormwater management rules require that any land area used as a nonstructural stormwater management measure shall be dedicated to a government agency, subjected

to a conservation restriction filed with the appropriate County Clerk's office, or subject to an equivalent restriction that ensures that measure is maintained in perpetuity.

### ▶ WHAT TO SUBMIT TO THE COMMISSION AND MUNICIPALITY:

\_\_\_ A description of the specific measures taken in the design of the site that limits site disturbance, maximizes stormwater management efficiencies, maintains or improves aesthetic conditions, incorporates pretreatment as a means of extending the functional life and increasing pollutant removal capacity of structural management facilities, uses natural non-wetland, wooded depressions or multiple infiltration facilities, and shows them distributed spatially throughout a parcel.

\_\_\_ A written description of how the proposed development will incorporate the nine (9) nonstructural strategies (see above, I through IX) to the maximum extent practical. Alternatively, the following may be submitted:

\_\_\_ The results of calculations utilizing the NJDEP's Non-Structural Point System (NSPS) spreadsheet that can be downloaded at [www.state.nj.us/dep/stormwater](http://www.state.nj.us/dep/stormwater) may be submitted. *(Note that this does not apply to linear development.)*

## LAND USE PROCEDURES

\_\_\_ For linear development or development that does not "pass" the NSPS spreadsheet, a copy of the NJDEP's Low Impact Design (LID) Checklist may be submitted in an attempt to demonstrate whether the low impact design standards will be met to the maximum extent practical.

\_\_\_ If the NJDEP point system does not show that the nine (9) nonstructural strategies are being used sufficiently or if one or more of the nine (9) nonstructural strategies will not be implemented to the maximum extent practical, a detailed rationale must be provided in writing which establishes a basis for the contention that maximal use of the strategy is not practicable on the site.

\_\_\_ A plan which specifically identifies all proposed LID strategies including all areas of vegetated conveyance.

\_\_\_ A description of how all non-structural strategies will be preserved and maintained in perpetuity pursuant to N.J.A.C. 7:8-5.3(c).

*Note: One of the techniques that has been advocated to meet the low impact stormwater design standards is to reduce the number of units. The Pinelands Commission does not advocate this approach.*

**Item #9.** There will be no direct discharge of stormwater to farmland to the maximum extent practical [N.J.A.C. 7:50-6.84(a)6ii(5)].

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

\_\_\_ A development plan which identifies any agricultural uses present on adjacent parcels, and includes the location of all discharges of stormwater runoff from structural facilities and non-structural measures. The plan must demonstrate that no direct discharge of stormwater is occurring onto farmland to the maximum extent practical.

**Item #10.** Stormwater management measures shall be designed to reduce the total suspended solids (TSS) load in the stormwater runoff from the post-developed site by eighty percent (80%) expressed as an annual average [N.J.A.C. 7:8-5.5].

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

\_\_\_ If NJDEP BMPs are utilized in the following calculations ("a" or "b") for the accepted TSS removal, refer to Appendix 1 of this reference guide.

\_\_\_ If the BMP measures utilized are not those noted in Appendix 1, refer to (c) below.

\_\_\_ Total Suspended Solids (TSS) Reduction Calculations: Total Suspended Solids (TSS) Reduction Calculations for the parcel are to be completed as follows:

- a. If more than one stormwater BMP in series is necessary to achieve the required eighty percent (80%) TSS reduction for a site, the applicant shall utilize the following formula to calculate TSS reduction:

$$R = A + B - (A \times B) / 100, \text{ where:}$$

R = total TSS percent load removal from application of both BMPs;

A = the TSS percent removal rate applicable to the first BMP; and

B = the TSS percent removal rate applicable to the second BMP.

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b. If there is more than one onsite drainage area, the eighty percent (80%) TSS removal rate shall apply to each drainage area, unless the runoff from the subareas converge on site, in which case the removal rate can be demonstrated through a calculation using a weighted average.

c. Alternative stormwater management measures, removal rates and methods of calculating removal rates may be used if the design engineer provides documentation acceptable to the municipality which demonstrates the suitability of these alternate measures, methods and rates. Any alternative stormwater management measure, removal rate or method of calculating the removal rate shall be subject to approval in writing by municipality and a copy shall be provided to the following:

- The Division of Watershed Management, New Jersey Department of Environmental Protection, PO Box 418 Trenton, NJ, 08625-0418; and
- The New Jersey Pinelands Commission, PO Box 7, New Lisbon, NJ, 08064.

**Item #11.** Stormwater management measures shall also be designed to reduce the nutrient load in the stormwater runoff from the post-developed site by the maximum extent practicable [NJAC 7:8-5.5(e)].

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

\_\_\_ A written description of how this standard will be met (refer to Table 4.2 in the NJDEP BMP Manual for guidance).

**Item #12.** Retain and recharge 100% of sites average annual groundwater recharge volume [N.J.A.C. 7:8-5.4(a)2].

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

\_\_\_ One of the following must be provided:

- a. Calculations using the NJDEP Groundwater Recharge Spreadsheet (NJGRS), available in the NJ BMP Manual, Chapter-6 at [http://www.njstormwater.org/bmp manual2.htm](http://www.njstormwater.org/bmp%20manual2.htm);
- b. Calculations using the New Jersey Geological Survey Report GSR-32: A method for evaluating Groundwater Recharge Areas in New Jersey. \*Available at <http://www.njgeology.org/geodata/dgs99-2.htm>;
- c. Calculate and recharge the difference in runoff volume between 2-year storms, pre- and post-development; and
- d. An alternate method, if approved by the municipal engineer.

**Item #13.** Stormwater management facility construction and as-built requirement standards [N.J.A.C. 7:50-6.8.4(a)6iv(5) and N.J.A.C. 7:50-6.84(a)6v].

AT A MINIMUM SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

\_\_\_ A plan with notes that pertain to the following:

- An as-built basin plan will be submitted to the municipal engineer,

## LAND USE PROCEDURES

- Specifically demonstrate how the proposed construction will conform with the construction measures outlined in the local land use ordinances and the CMP;
- Detail how the as-built basin permeability testing requirements will be met; and
- If the applicant proposes to utilize light grading equipment when grading lawn areas in order to help meet the low impact design standards of the local land use ordinances and the CMP, the plans must include a note stating so.

\_\_\_ After construction, an as-built plan for all stormwater management

\_\_\_ The results of replicate post-development field permeability tests taken within each constructed infiltration measure.

**Item #14.** Structural design standards. Stormwater management measures shall be designed as follows [N.J.A.C. 7:8-5.7]:

**I.** The New Jersey Department of Environmental Protection's Best Management Practices (BMP) Manual shall be utilized for technical guidance;

**II.** Stormwater management basins shall be designed with gently sloping sides. The maximum allowable basin side slope shall be three (3) horizontal to one (1) vertical (3:1);

**III.** The establishment of attractive landscaping in and around the basin that mimics the existing vegetation and incorporates native Pinelands plants, including, but not limited to, the species listed in N.J.A.C. 7:59-6.25 and 6.26;

**IV.** Stormwater infiltration BMPs, such as bioretention systems with infiltration, dry wells, infiltration basins, pervious paving systems with storage beds, and sand filters with infiltration shall be designed, constructed and maintained to completely drain the total runoff volume generated by the basin's maximum design storm within seventy-two (72) hours after a storm event. Runoff storage for greater times can render the BMP ineffective and may, result in anaerobic conditions, odor and both water quality and mosquito breeding problems; and

**V.** To help ensure maintenance of the design permeability rate over time, a six (6) inch layer of K5 soil shall be placed on the bottom of a stormwater infiltration BMP. This soil layer shall meet the textural and permeability specifications of a K5 soil as provided at N.J.A.C. 7:9A, Appendix A, Figure 6, and be certified to meet these specifications by a Professional Engineer licensed in the State of New Jersey. The depth to the seasonal high water table shall be measured from the bottom of the K5 sand layer. .

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

\_\_\_ The plan must be designed in accordance with the above requirements.

**Item #15.** The following safety standards for structural stormwater management facilities and measures must be addressed [N.J.A.C. 7:8-6.2]

**I.** If a structural stormwater management measure has an outlet structure, escape provisions shall be incorporated in or on the structure. Escape provisions include the permanent

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installation of ladders, steps, rungs, or other features that provide readily accessible means of ingress and egress from the outlet structure;

**II.** A trash rack is a device intended to intercept runoff-borne trash and debris that might otherwise block the hydraulic openings in an outlet structure of a structural stormwater management measure. Trash racks shall be installed upstream of such outlet structure openings as necessary to ensure proper functioning of the structural stormwater management measure in accordance with the following:

- a. The trash rack should be constructed primarily of bars aligned in the direction of flow with one (1) inch spacing between the bars to the elevation of the water quality design storm. For elevations higher than the water quality design storm, the bars shall be spaced no greater than one-third (1/3) the width of the hydraulic opening it is protecting or six inches, whichever is less. Transverse bars aligned perpendicular to flow should be sized and spaced as necessary for rack stability and strength;
- b. The trash rack shall not adversely affect the hydraulic performance of either the outlet structure opening it is protecting or the overall outlet structure;
- c. The trash rack shall have sufficient net open area under clean conditions to limit the peak design storm velocity through it to a maximum of 2.5 feet per second; and
- d. The trash rack shall be constructed and installed, to be rigid, durable, and corrosion resistant, and shall be designed to withstand a perpendicular live loading of 300 pounds per square foot.

**III.** An overflow grate is a device intended to protect the opening in the top of a stormwater management measure outlet structure. If an outlet structure has an overflow grate, such grate shall meet the following requirements:

- a. The overflow grate spacing shall be no more than two (2) inches across the smallest dimension; and
- b. The overflow grate shall be constructed and installed to be rigid, durable, and corrosion resistant, and shall be designed to withstand a perpendicular live loading of three hundred (300) pounds per square foot.

**IV.** The maximum side slope for an earthen dam, embankment, or berm shall not be steeper than three (3) horizontal to one (1) vertical (3:1); and

**V.** Safety ledges shall be constructed on the slopes of all new structural stormwater management measures having a permanent pool of water deeper than two and one-half (2.5) feet. Such safety ledges shall be comprised of two steps. Each step shall be four (4) to six (6) feet in width. One step shall be located approximately two and one-half (2 1/2), feet below the permanent water surface, and the second step shall be located one (1) to one and one-half (1 1/2) feet above the permanent water surface.



## LAND USE PROCEDURES

▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

\_\_\_ The plan must be designed in accordance with N.J.A.C. 7:8-6.2.

**Item #16.** The General Inspection, Maintenance and Repair Plan shall contain the following [N.J.A.C. 7:50-6.84(a)6vii]:

- I. Accurate and comprehensive drawings of the site's stormwater management measures;
- II. Specific locations of each stormwater management measure identified by means of longitude and latitude as well as block and lot number;
- III. Specific preventative and corrective maintenance tasks and schedules for such tasks for each stormwater BMP;
- IV. Cost estimates, including estimated cost of sediment, debris or trash removal;
- V. The name, address and telephone number of the person or persons responsible for regular inspections and preventative and corrective maintenance including repair and replacement;
- VI. Reporting records for maintenance;
- VII. A description of the financing that will ensure the inspection, maintenance and repair of all stormwater management BMPs;
- VIII. The plan must address existing tree and vegetation protection during construction;
- IX. A statement that an inspection, maintenance and repair report will be updated and submitted annually to the municipality;
- X. A description of all preservation measures and maintenance procedures for all non-structural stormwater management measures; and
- XI. A description of all stormwater management measure easements designed to facilitate inspections and maintenance as necessary.

Nonstructural stormwater management strategies protection - The local land use ordinances and the CMP provide that development be designed to meet the nonstructural stormwater management strategy standards of N.J.A.C. 7:8-5.3. These standards require that any land area used as a nonstructural stormwater management measure shall be dedicated to a government agency, subjected to a conservation restriction filed with the appropriate County Clerk's office, or equivalent restriction that ensures that measure is maintained in perpetuity. Any maintenance plan must specify which of these methods will be employed, and how the protection will be implemented [N.J.A.C. 7:8-5.3(c)].

Maintenance requirements - The NJDEP regulations provide that the responsibility for maintenance of stormwater management measures shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project [N.J.A.C. 7:8-5.8].

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▶ AT A MINIMUM, SUBMIT THE FOLLOWING TO THE MUNICIPALITY:

- A maintenance plan that contains all of the above required information.
- Copies of all proposed deed restrictions for any land area used as a nonstructural stormwater management measure.
- Copies of all proposed easements.

LAND USE PROCEDURES

APPENDIX 1

| Pollutant Removal Rates for BMPs <sup>1</sup>                                                                                                                                                                                                        |                                                                                  |                                                                 |                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|
| Best Management Practice                                                                                                                                                                                                                             | TSS Percent Removal Rate                                                         | Total Phosphorus Percent Removal Rate                           | Total Nitrogen Percent Removal Rate                             |
| Bioretention Systems                                                                                                                                                                                                                                 | 90                                                                               | 60                                                              | 30                                                              |
| Constructed Stormwater Wetland                                                                                                                                                                                                                       | 90                                                                               | 50                                                              | 30                                                              |
| Extended Detention Basin                                                                                                                                                                                                                             | 40-60 (final rate based upon detention time; see New Jersey BMP Manual, Chap. 9) | 20                                                              | 20                                                              |
| Infiltration basin                                                                                                                                                                                                                                   | 80                                                                               | 60                                                              | 50                                                              |
| Manufactured Treatment Device                                                                                                                                                                                                                        | Pollutant removal rates as certified by NJDEP; see Section III.                  | Pollutant removal rates as certified by NJDEP; see Section III. | Pollutant removal rates as certified by NJDEP; see Section III. |
| Pervious Paving Systems                                                                                                                                                                                                                              | 80 (porous paving)                                                               | 60                                                              | 50                                                              |
|                                                                                                                                                                                                                                                      | 80 (permeable pavers with storage bed)                                           | 0-volume reduction only (permeable pavers without storage bed)  | 0-volume reduction only (permeable pavers without storage bed)  |
|                                                                                                                                                                                                                                                      | 0-volume reduction only (permeable pavers without storage bed)                   |                                                                 |                                                                 |
| Sand Filter                                                                                                                                                                                                                                          | 80                                                                               | 50                                                              | 35                                                              |
| Vegetative Filter Strip (For filter strips with multiple vegetative covers, the final TSS removal rate should be based upon a weighted average of the adopted rates shown in Table 2, based upon the relative flow lengths through each cover type.) | 60 (turf grass)                                                                  | 30                                                              | 30                                                              |
|                                                                                                                                                                                                                                                      | 70 (native grasses, meadow and planted woods)                                    |                                                                 |                                                                 |
|                                                                                                                                                                                                                                                      | 80 (indigenous woods)                                                            |                                                                 |                                                                 |
| Wet Pond/Retention Basin                                                                                                                                                                                                                             | 50-90 (final rate based upon pool volume and detention time; see NJ BMP Manual)  | 50                                                              | 30                                                              |

<sup>1</sup>Source: 7:8-5.5(c) and New Jersey BMP Manual Chapter 4.

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APPENDIX 2

PROFESSIONAL ENGINEER'S  
GROUNDWATER MOUNDING ANALYSES CERTIFICATION\*

Submitted to  
STATE OF NEW JERSEY  
PINELANDS COMMISSION  
PO BOX 7  
NEW LISBON, NJ 08064

**Part A. General Information**

Pinelands Application Number: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Municipality: \_\_\_\_\_  
Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

1. Facility Location: *Either* latitude and longitude for the approximate center each stormwater infiltration facility, *or electronic map, or site plan.*  
 Facility a. \_\_\_\_\_  
 Facility b. \_\_\_\_\_  
 Facility c. \_\_\_\_\_  
 Facility d. \_\_\_\_\_  
 Facility e. \_\_\_\_\_

**Part B. Professional Engineer's Certification**

I hereby certify that, pursuant to the requirements of the Pinelands Comprehensive Management Plan (N.J.A.C. 7:50-6.84(a)6.iv.(3)), I have performed a groundwater mounding analysis for each of the stormwater infiltration facilities identified in Part A, above, for the purpose of assessing the hydraulic impacts on the water table from infiltrating stormwater runoff from the maximum design storm. I further certify that the infiltration of stormwater runoff from the maximum design storm at each of these infiltration facilities will not cause stormwater or groundwater to breakout to the land surface or cause any changes to the hydrology of adjacent water bodies, wetlands or cause adverse impacts to subsurface structures, including, but not limited to basements and septic systems. In performing this analysis, I utilized the following methods:

\_\_\_\_\_  
(Specify mounding analysis method(s))

\_\_\_\_\_  
(Signature and Seal)

\_\_\_\_\_  
(License Number)

\_\_\_\_\_  
(Name—Type or Print)

\_\_\_\_\_  
(Date)

## LAND USE PROCEDURES

*\*This is a sample certification. The language in this sample certification may be modified/ revised provided the intent of the certification is not changed.*

LAND USE PROCEDURES

40 Attachment 7

Exhibit "G"

DEPARTMENT OF MUNICIPAL UTILITIES PRELIMINARY REVIEW  
(Section 40-33.2G)

WINSLOW TOWNSHIP DEPARTMENT OF  
MUNICIPAL UTILITIES 125 SO. RT. 73  
BRADDOCK, NJ 08037  
(609) 567-0700 EXT. 6002  
(609) 567-9731 FAX

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING THE  
SUBMITTAL OF ALL REQUIRED FEES

COMMERCIAL INDUSTRIAL MAJOR SUBDIVISION

THIS FORM: APPLICATION FOR REPORT ON FEASIBILITY OF PUBLIC SEWER  
AND/OR WATER, RECOMMENDATIONS AND CONDITIONS

**PURPOSE:** To determine the economic and technical feasibility of extending public sewer and/or  
water service to the municipal system. The approval of this application is the first step in obtaining  
WTDMU Endorsement. The applicant should be aware that application approval does not  
guarantee the availability of water and/or sewer.

**ESCROW:** Review will not be initiated until document is signed and returned by applicant to the  
Winslow Township Department of Municipal Utilities, and required escrow has been deposited.

Per Chapter 40-44 (D): \$5,000 is to be established in escrow for the Department of Municipal  
Utilities to review. This can be paid as a check made out to Winslow Township and should  
accompany a W9 form for the Applicant.

**APPLICANT:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**OWNER:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

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PROJECT TO BE SERVICED

Name \_\_\_\_\_

Location \_\_\_\_\_

Area of Entire Tract \_\_\_\_\_

No. of Lots \_\_\_\_\_ Tax Map: \_\_\_\_\_ Plate \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Type: (Check) Single Family \_\_\_\_\_ Townhouses \_\_\_\_\_ Apartments \_\_\_\_\_

Condominiums \_\_\_\_\_ No. of Units \_\_\_\_\_ (regarding above if applicable)

Industrial \_\_\_\_\_ Square Footage \_\_\_\_\_

Commercial \_\_\_\_\_ Square Footage \_\_\_\_\_

Professional \_\_\_\_\_ Square Footage \_\_\_\_\_

Other \_\_\_\_\_ Describe \_\_\_\_\_

UTILITY PLANS

Construction Start Date: \_\_\_\_\_ Duration of Project \_\_\_\_\_

PROFESSIONAL ENGINEER DESIGNING WATER/SEWER SYSTEM:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_

DESCRIPTION OF PROPOSED SYSTEMS

WATER (approximate distance to nearest source)

\_\_\_\_\_

SEWER (approximate distance to nearest source)

\_\_\_\_\_

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Three copies of the following are required:

- A. General location plan showing streets, blocks, lots and tax map numbers
- B. Proposed system outlines and route of utilities
- C. Estimated flow calculations

One (1) copy of each above shall be included in the Applicant's submission to the Planning and Zoning Board office at the time of filing. One (1) copy of each of the above shall be sent by certified mail as follows. \*\*

**Utility Review**

**Remington and Vernick Engineers  
232 Kings Highway East  
Haddonfield NJ 08033  
Attn: Joe Mingle, Utility Engineer**

Winslow Township Department of Municipal Utilities  
125 South Route 73  
Braddock NJ 08037  
Attn: Louis Bowman Jr. Superintendent

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

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

Printed Name \_\_\_\_\_





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 \_\_\_\_\_

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

Updated 6/16/09

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**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 <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____<br>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.<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><i>(Applies to accounts maintained outside the U.S.)</i> |
| 5 Address (number, street, and apt. or suite no.) See instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Requester's name and address (optional)                                                                                                                                                                                                                             |
| 6 City, state, and ZIP code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                     |
| 7 List account number(s) here (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                     |

## Part I Taxpayer Identification Number (TIN)

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

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

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

## Part II Certification

Under penalties of perjury, I certify that:

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

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

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

## General Instructions

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

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

## Purpose of Form

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

- Form 1099-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(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

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

### Line 3

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

| IF the entity/person on line 1 is a(n) . . .                                                                                                                                                                                                                                                   | THEN check the box for . . .                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| • Corporation                                                                                                                                                                                                                                                                                  | Corporation                                                                                                                     |
| • Individual<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), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

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

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

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

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

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

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

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

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

### Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 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 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

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

## Privacy Act Notice

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

# 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

TOWNSHIP OF WINSLOW  
PLANNING & ZONING  
125 SOUTH ROUTE 73  
WINSLOW TOWNSHIP, NJ 08037-9422

**THIS MUST BE REVIEWED AND SIGNED BEFORE**  
**THE APPLICATION CAN BE PROCESSED**  
**DEVELOPER'S AGREEMENT**

I hereby acknowledge that I have received and read this notice and the attached 0-10-07 - Ordinance requiring applicants for Land Development to execute Developer's Agreement.

**In Addition**

In connection with the post approval process, the Developer needs to submit two duplicate original Developer's Agreement obtained from the Winslow Township Planning/Zoning Board Solicitor's office. The developer must supply to the solicitor's office a copy of the deed to the tract the subject of the application containing the legal description of the premises, along with a copy of the Winslow Township Planning/Zoning Board Engineer's Bond Letter. The developer must also provide to the Winslow Township Planning/Zoning Board Solicitor a list of names and addresses of all individuals owning at least 10% of the Developer entity and/or the property. Once the two duplicate originals have been completed and executed by the Developer, the developer must return same to the Planning/Zoning Board Secretary; she will forward them to the Township Clerk to be placed on the Township Committee agenda for acceptance and authorization to be executed by the Mayor and Township Committee by Resolution. Once the Developers Agreement is accepted by resolution, the Township Clerk will forward same to the Developer to be recorded in the Camden County Clerk's Office. Once the Developer's Agreement is recorded in the Camden County Clerk's Office and proof of same has been returned to the Township Clerk, then the Development plans can be signed off by the Township if all other conditions are met.

**I understand and agree to proceed with the filing of this/these application(s) for: (Application Attached)**

**Project Name:** \_\_\_\_\_  
**Type of Application:** \_\_\_\_\_  
**Block & Lot:** \_\_\_\_\_  
**Number of Units:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

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

By copy of this I hereby place you, (the Applicant) on Notice of Same.

**Secretary**  
**Planning & Zoning Boards**

**Attachment D – Major Development Stormwater Summary**

| General Information                                                                                                                                                                  |         |           |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|---------|
| 1. Project Name:                                                                                                                                                                     |         |           |         |
| 2. Municipality:                                                                                                                                                                     | County: | Block(s): | Lot(s): |
| 3. Site Location (State Plane Coordinates – NAD83):                                                                                                                                  |         | E:        | N:      |
| 4. Date of Final Approval for Construction by Municipality:<br>Date of Certificate of Occupancy:                                                                                     |         |           |         |
| 5. Project Type (check all that apply):<br>Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (please specify) _____ |         |           |         |
| 6. Soil Conservation District Project Number:                                                                                                                                        |         |           |         |
| 7. Did project require an NJDEP Land Use Permit? Yes <input type="radio"/> No <input type="radio"/> Land Use Permit #:                                                               |         |           |         |
| 8. Did project require the use of any mitigation measures? Yes <input type="radio"/> No <input type="radio"/><br>If yes, which standard was mitigated? _____                         |         |           |         |

| Site Design Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1. Area of Disturbance (acres):                                                                                                                                                                                                                                                                                                                                                                                                                                         | Area of Proposed Impervious (acres): |
| 2. List all Hydrologic Soil Groups:                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |
| 3. Please Identify the Amount of Each Best Management Practices (BMPs) Utilized in Design Below:<br>Bioretention Systems ___ Constructed Wetlands ___ Dry Wells ___ Extended Detention Basins ___<br>Infiltration Basins ___ Combination infiltration/Detention Basins ___ Manufactured Treatment Devices ___<br>Pervious Paving Systems ___ Sand Filters ___ Vegetative Filter Strips ___ Wet Ponds ___<br>Grass Swales ___ Subsurface Gravel Wetlands ___ Other _____ |                                      |

| Storm Event Information                                                                                                                                                                                                                         |                |               |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|--|
| Storm Event - Rainfall (inches and duration):                                                                                                                                                                                                   | 2 yr.: _____   | 10 yr.: _____ |  |
|                                                                                                                                                                                                                                                 | 100 yr.: _____ | WQDS: _____   |  |
| Runoff Computation Method:<br>NRCS: Dimensionless Unit Hydrograph <input type="checkbox"/> NRCS: Delmarva Unit Hydrograph <input type="checkbox"/> Rational <input type="checkbox"/> Modified Rational <input type="checkbox"/><br>Other: _____ |                |               |  |

| Basin Specifications (answer all that apply)<br>*If more than one basin, attach multiple sheets*   |                                                                                                                          |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1. Type of Basin:                                                                                  | Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>                          |
| 2. Owner (select one):<br><input type="radio"/> Public <input type="radio"/> Private: If so, Name: | Phone number:                                                                                                            |
| 3. Basin Construction Completion Date:                                                             |                                                                                                                          |
| 4. Drain Down Time (hr.):                                                                          |                                                                                                                          |
| 5. Design Soil Permeability (in./hr.):                                                             |                                                                                                                          |
| 6. Seasonal High Water Table Depth from Bottom of Basin (ft.):                                     | Date Obtained:                                                                                                           |
| 7. Groundwater Recharge Methodology (select one):                                                  | 2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/> |
| 8. Groundwater Mounding Analysis (select one):                                                     | Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used:                                             |
| 9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>                  | Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>                                         |

Comments:

Name of Person Filling Out This Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

2/2/2018



| Basin Specifications (answer all that apply)<br>*If more than one basin, attach multiple sheets* |                                                                                                                          |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1. Type of Basin:                                                                                | Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>                          |
| 2. Owner (select one):                                                                           | <input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____                       |
| 3. Basin Construction Completion Date:                                                           |                                                                                                                          |
| 4. Drain Down Time (hr.):                                                                        |                                                                                                                          |
| 5. Design Soil Permeability (in./hr.):                                                           |                                                                                                                          |
| 6. Seasonal High Water Table Depth from Bottom of Basin (ft.):                                   | Date Obtained: _____                                                                                                     |
| 7. Groundwater Recharge Methodology (select one):                                                | 2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/> |
| 8. Groundwater Mounding Analysis (select one):                                                   | Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____                                       |
| 9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>                | Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>                                         |

| Basin Specifications (answer all that apply)<br>*If more than one basin, attach multiple sheets* |                                                                                                                          |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1. Type of Basin:                                                                                | Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>                          |
| 2. Owner (select one):                                                                           | <input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____                       |
| 3. Basin Construction Completion Date:                                                           |                                                                                                                          |
| 4. Drain Down Time (hr.):                                                                        |                                                                                                                          |
| 5. Design Soil Permeability (in./hr.):                                                           |                                                                                                                          |
| 6. Seasonal High Water Table Depth from Bottom of Basin (ft.):                                   | Date Obtained: _____                                                                                                     |
| 7. Groundwater Recharge Methodology (select one):                                                | 2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/> |
| 8. Groundwater Mounding Analysis (select one):                                                   | Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____                                       |
| 9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>                | Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>                                         |

| Basin Specifications (answer all that apply)<br>*If more than one basin, attach multiple sheets* |                                                                                                                          |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1. Type of Basin:                                                                                | Surface/Subsurface (select one): Surface <input type="radio"/> Subsurface <input type="radio"/>                          |
| 2. Owner (select one):                                                                           | <input type="radio"/> Public <input type="radio"/> Private: If so, Name: _____ Phone number: _____                       |
| 3. Basin Construction Completion Date:                                                           |                                                                                                                          |
| 4. Drain Down Time (hr.):                                                                        |                                                                                                                          |
| 5. Design Soil Permeability (in./hr.):                                                           |                                                                                                                          |
| 6. Seasonal High Water Table Depth from Bottom of Basin (ft.):                                   | Date Obtained: _____                                                                                                     |
| 7. Groundwater Recharge Methodology (select one):                                                | 2 Year Difference <input type="radio"/> NJGRS <input type="radio"/> Other <input type="radio"/> NA <input type="radio"/> |
| 8. Groundwater Mounding Analysis (select one):                                                   | Yes <input type="radio"/> No <input type="radio"/> If, Yes Methodology Used: _____                                       |
| 9. Maintenance Plan Submitted: Yes <input type="radio"/> No <input type="radio"/>                | Is the Basin Deed Restricted: Yes <input type="radio"/> No <input type="radio"/>                                         |

Name of Person Filling Out This Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



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

## Applicant,

On behalf of Winslow Township, enclosed is a copy of the code for Chapter 297, Stormwater Control to regulate, manage, and control Stormwater within Winslow Township.

Per the fee scheduled located in Chapter 40, section E, you will need to establish an escrow account for the purpose of an inspection. Please fill out the attached W-9 form and submit it to this office, accompanied by a check in the amount of \$2500.00.

Upon scheduling a date with the Township Engineering firm, Churchill Engineering Inc, Gary White 856-767-6901 Ext. 51, to have the soil test pits and soil permeability results witnessed, a letter must be provided indicating the depth of the test pits excavations, along with a plan illustrating test pit locations, existing elevations, and proposed bottom of basin elevations.

Should you have any questions, please reach out to our office at 609-567-0700 ext. 7.

Thank you  
Christy Clauss  
Planning Board Secretary

**Township of Winslow  
Planning & Zoning  
125 South Route 73  
Winslow Township, NJ 08037-9422  
Phone: (609)567-0700  
Fax: (609)561-8197**

**Test Pit Witnessing Application**

Application Filed: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Escrow Account: \_\_\_\_\_

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

\*\*\*\*\*

**To the Applicant: required documents to be submitted with this form**

- Letter of intent
- Conceptual Plan or Drawing
- W9 Form for the Applicant
- Check in the amount of \$2500.00 per Winslow Code 40 (E)

Fill in all information:

APPLICANT \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Phone # \_\_\_\_\_

If the applicant is a Corporation, please provide name, address and phone number of the attorney to represent the applicant:

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

Address: \_\_\_\_\_

Email address \_\_\_\_\_

Phone #: \_\_\_\_\_

Property Information: complete sections fully

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

Block/Lot: \_\_\_\_\_

Current Zoning (if known): \_\_\_\_\_

**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 herein.

**AUTHORIZATION AND VERIFICATION**

\_\_\_\_\_  
Signature of Applicant(s), Owners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Applicant / Owners

\_\_\_\_\_  
Signature of Applicant(s), Owners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Applicant / Owners

**For questions, please reach out to Christy Clauss, Planning Board Secretary at [cclauss@winslowtownship.com](mailto:cclauss@winslowtownship.com) ext. 8006 or Barbara Householder, Zoning Board of Adjustment Secretary at [bhouseholder@winslowtownship.com](mailto:bhouseholder@winslowtownship.com), ext. 8007.**

## ARTICLE VI

**Inspection, Maintenance and Repair of Stormwater Management Measures****§ 297-23. Applicability.**

Projects subject to review pursuant to Article I, Section 297-3 of this chapter shall comply with the requirements of Article VI, Sections 297-24 and 297-25 below.

**§ 297-24. General inspection, maintenance and repair plan.**

- A. The design engineer shall prepare an inspection, maintenance and repair plan for the stormwater management measures, including both structural and nonstructural measures incorporated into the design of a major development. This plan shall be submitted as part of the checklist requirements established in Article II, Section 297-8. Inspection and maintenance guidelines for stormwater management measures are available in the New Jersey BMP Manual.
- B. The inspection, maintenance and repair plan shall contain the following:
- (1) Accurate and comprehensive drawings of the site's stormwater management measures;
  - (2) Specific locations of each stormwater management measure identified by means of longitude and latitude as well as block and lot number;
  - (3) Specific preventative and corrective maintenance tasks and schedules for such tasks for each stormwater BMP;
  - (4) Cost estimates, including estimated cost of sediment, debris or trash removal; and
  - (5) The name, address and telephone number of the person or persons responsible for regular inspections and preventative and corrective maintenance (including repair and replacement). If the responsible person or persons is a corporation, company, partnership, firm, association, municipality or political subdivision of this State, the name and telephone number of an appropriate contact person shall also be included.
- C. The person responsible for inspection, maintenance and repair identified under Article VI, Section 297-24B above shall maintain a detailed log of all preventative and corrective maintenance performed for the site's stormwater management measures, including a record of all inspections and copies of all maintenance-related work orders in the inspection, maintenance and repair plan. Said records and inspection reports shall be retained for a minimum of five (5) years.
- D. If the inspection, maintenance and repair plan identifies a person other than the developer (for example, a public agency or homeowners' association) as having the responsibility for inspection and maintenance, the plan shall include documentation of such person's agreement to assume this responsibility, or of the developer's obligation to dedicate a stormwater management measure to such person under an

applicable ordinance or regulation.

- E. If the person responsible for inspection, maintenance and repair identified under Article VI, Section 297-24B above is not a public agency, the maintenance plan and any future revisions based on Article VI, Section 297-24F below shall be recorded upon the deed of record for each property on which the maintenance described in the maintenance plan shall be undertaken.
- F. The person responsible for inspection, maintenance and repair identified under Article VI, Section 297-24B above shall evaluate the effectiveness of the inspection, maintenance and repair plan at least once per year and update the plan and the deed as needed.
- G. The person responsible for inspection, maintenance and repair identified under Article VI, Section 297-24B above shall submit the updated inspection, maintenance and repair plan and the documentation required by Articles VI, Sections 297-24B and 297-24C above to Winslow Township once per year.
- H. The person responsible for inspection, maintenance and repair identified under Article VI, Section 297-24B above shall retain and make available, upon request by any public entity with administrative, health, environmental or safety authority over the site the inspection, maintenance and repair plan and the documentation required by Article VI, Sections 297-24B and 297-24C above.

**§ 297-25. Responsibility for inspection, repair and maintenance.**

Responsibility for inspection, repair and maintenance shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project.

**§ 297-26. Preventative and corrective maintenance.**

Preventative and corrective maintenance shall be performed to maintain the function of the stormwater management measure, including, but not limited to: repairs or replacement to any associated appurtenance of the measure; removal of sediment, debris, or trash; restoration of eroded areas; snow and ice removal; fence repair or replacement; restoration of vegetation; repair or replacement of linings; and restoration of infiltration function.

**§ 297-27. Stormwater management measure easements.**

Stormwater management measure easements shall be provided by the property owner as necessary for facility inspections and maintenance and preservation of stormwater runoff conveyance, infiltration, and detention areas and facilities. The purpose of the easement shall be specified in the maintenance agreement.

**§ 297-28. Public health nuisance or danger to public safety or public health.**

In the event that the stormwater management measure becomes a public health nuisance

or danger to public safety or public health, or if it is in need of maintenance or repair, Winslow Township shall so notify the responsible person in writing. Upon receipt of that notice, the responsible person shall have fourteen (14) days to effect maintenance and repair of the facility in a manner that is approved by the Municipal Engineer or the Municipal Engineer's designee. Winslow Township, at its discretion, may extend the time allowed for effecting maintenance and repair for good cause. If the responsible person fails or refuses to perform such maintenance and repair within the allowable time, Winslow Township may immediately proceed to do so with its own forces and equipment and/or through contractors. The costs and expenses of such maintenance and repair by Winslow Township shall be entered on the tax roll as a special charge against the property and collected with any other taxes levied thereon for the year in which the maintenance and repair was performed.

**§ 297-29. Requirements for inspection, maintenance and repair of stormwater BMPs that rely on infiltration.**

If a stormwater infiltration BMP is incorporated into the design of a major development, the applicant shall include the following requirements in its inspection, maintenance and repair plan:

- A. Once per month (if needed): Mow side slopes, remove litter and debris, stabilize eroded banks, repair erosion at inflow structure(s);
- B. After every storm exceeding one (1) inch of rainfall: Ensure that infiltration BMPs drain completely within seventy-two (72) hours after the storm event. If stored water fails to infiltrate seventy-two (72) hours after the end of the storm, corrective measures shall be taken. Raking or tilling by light equipment can assist in maintaining infiltration capacity and break up clogged surfaces;
- C. Four (4) times per year (quarterly): Inspect stormwater infiltration BMPs for clogging and excessive debris and sediment accumulation within the BMP, remove sediment (if needed) when completely dry;
- D. Two (2) times per year: Inspect for signs of damage to structures, repair eroded areas, check for signs of petroleum contamination and remediate;
- E. Once per year: Inspect BMPs for unwanted tree growth and remove if necessary, disc or otherwise aerate bottom of infiltration basin to a minimum depth of six (6) inches; and
- F. After every storm exceeding one (1) inch of rainfall, inspect and, if necessary, remove and replace K5 sand layer and accumulated sediment, to restore original infiltration rate.
- G. Additional guidance for the inspection, maintenance and repair of stormwater infiltration BMPs can be found in the New Jersey BMP Manual.

**§ 297-30. Maintenance guarantee.**

- A. The applicant shall provide a maintenance guarantee in accordance with Chapter

232 and/or Chapter 246 as applicable, to ensure that all required stormwater management measures will be maintained in accordance with the specifications established herein. [Amended 6-26-18 by Ord. No. O.2018-015]

- B. Additionally, for those stormwater management measures that are to be inspected, maintained and repaired by a public agency, Winslow Township shall collect a prepaid fee from the applicant in the amount the township determines is needed to provide long-term inspection, maintenance and repair of all stormwater management measures.

This prepaid fee shall be placed in a dedicated cash management account and expended by Winslow Township for the sole purpose of conducting inspection, maintenance and repair activities for all stormwater management measures required under the applicant's major development application approval. The calculation of the fee shall be based upon the inspection, maintenance and repair plan (plan) required to be prepared by the applicant and approved by Winslow Township.

The plan shall include an estimate of the present value of the cost to inspect, maintain and repair the stormwater management measure(s) in accordance with the plan for the useful life of those measure(s). Winslow Township shall furnish the applicant their published hourly rates as prescribed by their salary ordinance for public works and other personnel having responsibilities associated with stormwater management.

Added to this fee shall be an amount mutually determined by Winslow Township and the applicant to account for the reconstructing/reconditioning of stormwater management measures that are based on the reasonable life expectancies of those facilities. After an agreed number of years, depending on the type of measure(s), the measure(s) will need to be reconstructed/ reconditioned. The amount shall be based on the future value of the measure(s) being reconstructed/ reconditioned.

Both inflation rates and bank interest rates shall be based on the ten (10) year average published in the Wall Street Journal or other approved publication. Interest accruing in the account must also be accounted for at an agreed upon interest rate, to arrive at an amount. The costs for reconstruction/reconditioning the measure(s) shall be taken from the engineer's probable cost estimate that is utilized to determine the amount of the required performance guarantee. It is acceptable to attach a percentage of failure to certain line items in the estimate.

- C. Additionally, for those stormwater management measures that are to be inspected, maintained and repaired by a homeowners' association, condominium association or some other form of nonpublic ownership, no fee shall be collected by Winslow Township. Instead, the ownership entity shall establish and maintain a fund for the annual inspection and testing program, annual maintenance and repair program and annual contribution to a contingency fund for long-term reconstruction/reconditioning.

The initial costs agreed to for the annual inspection and testing program and annual maintenance and repair program shall be based upon actual itemized proposals



offered to the applicant by prospective vendors. The annual cost expended on inspection, testing and maintenance shall be reported to Winslow Township to verify that maintenance is not being deferred and to inform the township on the magnitude of those services.

The contingency fund shall require sufficient funds to be committed for long-term reconstruction/reconditioning of the stormwater management measure(s). Major reconstruction/reconditioning activities will necessitate proper financial planning. After an agreed number of years, depending on the type of measure(s), the measure(s) will need to be reconstructed/reconditioned. The contingency fund in the financial schedule shall be based on the future value of the measure being reconstructed/reconditioned.

Both inflation rates and bank interest rates shall be based on the ten (10) year average published in the Wall Street Journal or other approved publication. Interest accruing in the account must also be accounted for at an agreed upon interest rate, to arrive at an annual contribution amount.

**TO THE APPLICANT:**

**FOR YOUR CONVIENENCE, AN APPLICATION FOR THE CAMDEN COUNTY PLANNING BOARD HAS BEEN ENCLOSED IN YOUR APPLICATION PACKAGE.**

**IT IS THE APPLICANT'S RESPONSIBILITY TO COMPLETE THE APPLICATION AND FORWARD THE APPLICATION TO THE CAMDEN COUNTY PLANNING BOARD AFTER THE APPLICATION HAS BEEN SIGNED OFF BY THE WINSLOW TOWNSHIP PLANNING AND ZONING BOARD SECRETARY.**

**THANK YOU**

# 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.)1)
- 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

1-4-2023

# 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: \_\_\_\_\_

### For County Use:

Classification of Application: \_\_\_\_\_

Fees Included with Application: YES / NO

County Plan Number: \_\_\_\_\_

### Stamp Date Received Below

# CAMDEN COUNTY PLANNING BOARD APPLICATION AFFIDAVIT OF OWNERSHIP

Page -4



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, Dedcollons, Eorements, 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