



Department of Planning and Zoning

ZONING BOARD APPLICATION PACKET

The enclosed packet contains forms and instructions required in order to be make an application to the Winslow Township Zoning Board of Adjustment. Please read through the instructions carefully, including the types of variance application and the standards for variances, as they are a guide to the application and hearing process. The items listed below are included with this application package:

Information & Instructions

Zoning Board Application Packet (THIS FORM)

Application Submission

Cover letter outlining the project

Land Use Development Application,

Corporate Disclosure form,

Land Development Checklist,

Tax & Collections verification form, approved by Tax Collector, (must submit separately to this department)

Block/Lot Assignment form, approved by Tax Assessor, (must submit separately to this department)

ADA Compliance form, approved by Construction Official, (must submit separately to this department)

Attachment D Major Stormwater Summary Form,

Exhibit F Stormwater Management Checklist, if applicable,

Exhibit G Department of Municipal Utilities Preliminary review, if applicable

Escrow Agreement

W-9 Form

Developers Agreement acknowledgement form

Tax Abatement acknowledgement form

Fee Schedule

Property List Request Form, submit to Tax Assessor

List of requested design waivers and/or bulk variances from Township Ordinance

List of requested variances, waivers, and de minimus exceptions from the NJRSIS. Should include justification for each requested relief.

Current Title report

Notification

Sample Notice of Hearing to property owners on Certified list & online paper

Affidavit of Service of Notice

**Pages in red should be submitted to these offices prior to submitting with the Board Secretary.
Once the forms are signed off, please then submit to the Board Secretary.*



Department of Planning and Zoning

ZONING BOARD PLAN/REPORT SUBMITTALS

These items are not included in this packet and should be provided by the Applicant and the Professionals for the Applicant:

Initial Plan & Report Submission to Board Secretary

- 5 full-size copies of the complete plan set with latest revision date
- 3 copies of all reports submitted with the application.
- 15 copies, 11" x 17" of one overall Concept Plan.
- USB flashdrive and/or digital link to download the entire submittal

Initial Plan and Report Submission to Township Offices

include only the development application packet and cover letter to these offices outlining the project

- 1 full-size copy of the complete plan set
- 2 full-size copies of the overall complete plan to the Assessor only, in regards to subdivision plans
- 1 copy of fiscal impact report, traffic studies, environmental reports, etc.
- 1 copy of 11"x17", of one overall Concept Plan.
- digital link to download the entire submittal sent via email

Proof of delivery required via certified mail, or personal delivery to these agencies:

Winslow Township Police Department- 125 S. Route 73, Braddock, NJ 08037
& via email to HSU@winslowpd.com

Winslow Township Fire Department- 9 Cedarbrook Road, Sicklerville, NJ 08081
& via email to FireDistrict@winslowtwpfd.org

Winslow Township Board of Education, 200 Cooper Folly Road, Atco, NJ 08004
& via email to wallta@winslow-schools.com (residential projects only for school district)

Winslow Township Public Works Department- 125 S. Route 73, Braddock, NJ 08037
& via email to publicworks@winslowtownship.com

Winslow Township Municipal Utilities Authority- 125 S. Route 73, Braddock, NJ 08037
& via email to utilities@winslowtownship.com

Winslow Township Tax Assessor- 125 S. Route 73, Braddock, NJ 08037
& via email to assessor@winslowtownship.com

*Personal delivery should include a signed cover sheet from the receiver of each agency.

I N F O R M A T I O N A B O U T V A R I A N C E S

TYPES OF APPLICATIONS - APPEALS, REQUESTS FOR INTERPRETATIONS AND TYPES OF VARIANCE RELIEF:

(a) Appeal of an Administrative Decision

An Appeal of an Administrative Decision is a request for the review of a decision made by the Zoning Officer to determine if the decision was in error under the provisions of the Zoning Ordinance or relevant statutes. Only the Zoning Board of Adjustment may hear such a request.

(b) Interpretation or Special Question

An Interpretation is a request for the interpretation of the Zoning Ordinance or Map, or for a decision on "special questions" which may arise in connection with the administration of the Zoning Ordinance. Only the Zoning Board may hear such a request.

Bulk (c) Variance

A bulk (c1) variance (sometimes referred to as a "hardship" variance) or a bulk (c2) (sometimes referred to as a "flexible c" bulk variance where the deviation can be granted without substantial detriment to the public good) is for relief from the requirements of the Zoning Ordinance which generally relates to physical features, such as lot or setback requirements. Either the Planning Board or Zoning Board has authority to hear bulk (c) variance requests depending on whether other relief is sought.

Use (d) Variance

A use (d) variance is a request to permit the following:

1. use or principal structure in a zone where the use is not permitted in the zone; or
2. expansion of a non-conforming use; or
3. deviation from a specification or standard pursuant for a conditionally permitted use; or
4. an increase in the permitted density (permitted number of dwelling units/gross area); or
5. an increase of more than ten (10') feet or 10% of the permitted height of a principal structure.

A use (d) variance may be heard only by the Zoning Board of Adjustment, approved only on the affirmative vote of at least five (5) members. All other requests may be decided (granted) by a simple majority of the Board members present and voting.

STANDARDS FOR VARIANCES

The requirements of the Zoning Ordinance and other relevant laws and ordinances are presumed to further the purposes of zoning embodied in the Municipal Land Use Law (M.L.U.L.). Therefore, every variance must, at least presumptively and to some limited extent, create some detriment to the public interest. The burden of proof is on the applicant to show that the application meets certain tests.

Bulk (c) Variance

1. The strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property
 - a. By reason of exceptional narrowness, shallowness or shape of a specific piece of property, or
 - b. By reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or
 - c. By reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon; or
2. In an application or appeal relating to a specific piece of property, a purpose (or purposes) of the M.L.U.L. would be advanced by a deviation from the Zoning Ordinance requirements; that the variance can be granted without substantial detriment to the public good; that the benefits of this deviation would substantially outweigh any detriment; and that the variance will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

Use (d) Variance

For use (d) variances, the Board must review the positive and negative aspects of the application.

ZONING BOARD APPLICATION PROCEDURES

STEP I: APPLICATION SUBMISSION

- A. Completed Land Use Development Application and all required forms.
- B. All required Fee & Escrow payments as set forth in the Fee Schedule. Application fees are non- refundable. All checks should be made payable to the "Township of Winslow". Separate checks should be submitted for fees and escrow.
 - If Water/Sewer review is required, see fee schedule for this additional required escrow.
- C. Completed Application Checklist and Required Submission Materials as denoted in the Checklist. All Items denoted with an 'X' are required for that type of application. If an item on the Checklist is not applicable or inappropriate, a submission waiver may be requested with justification for such a waiver and require appropriate waiver fees.
- D. Property Owners List Request & associated fee to the Assessor's office
- E. Outside offices submission, signed off by the applicable office and provided to the Board office.

STEP II: COMPLETENESS REVIEW (within 45 Days of submission)

The application will be transmitted to all professionals for review.

- A. Staff and professionals will review the documentation submitted and check to ensure that all items required for submission in the Land Use Development Checklist have been submitted.
- B. All required documentation should be provided, or waivers may be requested from various checklist submission requirements. If necessary, items that have not been submitted, a completeness review will be sent to the applicant (within 45 days of submission) indicating which items are outstanding. The required outstanding items must be addressed prior to the hearing.
- C. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

STEP III: PUBLIC NOTIFICATION (a minimum of 10 days prior to hearing)

Notice must be provided (pursuant to N.J.S.A. 40:55D-12) in the official online newspaper (The Courier Post) and to property owners within 200 feet of the subject parcel & public utilities/agencies (utilize list provided by the Assessor's Office). The notice as published by the applicant shall be an online news publication that satisfies the requirements of NJSA 35:3-3 et seq., and must be displayed for at least one week before said notice is placed into archive. The online newspaper shall publish the notice within 24 hours of receipt. Please review the following instructions regarding proper notice procedures:

- A. Do not provide notice until you have been formally confirmed by the Board Secretary for a Zoning Board hearing.
- B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice.
- C. Complete the Sample Notice of Hearing to property owners on the certified list.
 1. The description of the relief sought must be provided on the form.
 2. Copies of the form must be distributed to all persons/entities listed on the Property Owners List sent via regular mail and certified mail. (1 copy of each)
 3. A copy of the Sample Notice of Hearing must also be provided to all utility companies listed on the supplemental sheet attached to the Property Owners List, including the Commissioner of Transportation when a property is adjacent to a State Highway. Notice shall be given by personal service or certified mail to the New Jersey Department of Community Affairs of a hearing on an application for development of property that exceeds one hundred and fifty (150) acres or five hundred (500) dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk, pursuant to §6b of c.291 Laws of NJ 1975.
 4. Complete the AFFIDAVIT OF SERVICE OF NOTICE. Sign, notarize, and attach original certified mail receipts.

D. The same notice that is sent to the property owners shall be placed in the ONLINE newspaper

1. COURIER POST CHERRY HILL- ONLINE NEWS ROOM

1. VISIT <https://www.courierpostonline.com/public-notice>
2. Select "LEGALS" in the menu bar to visit the Public Notices page
3. Select "GET STARTED" to visit the self-service platform
4. In the platform, sign in or create an account and select "GET STARTED"
5. Follow the prompts to place your Public Notice
 - I. Select your newspaper "Cherry Hill Courier Post" DIGITAL ONLY
 - II. Choose your category "CLASSIFIEDS LINERS LEGALS"
 - III. Select your classification "PUBLIC NOTICES"
 - IV. Then select the package "GENERAL PACKAGE ONLINE ONLY CHERRY HILL"
 - V. Select Notice Template (either 1 or 2)
 - VI. Copy your SAMPLE NOTICE FOR NEWSPAPER into the text box and the title box
 - VII. Fill out required forms
 - VIII. Proofread your notice; confirm the property address, name of applicant, nature of relief sought, and the block and lots are correct
 - IX. Schedule your notice and select 1 AFFIDAVIT OF PUBLICATION
 - X. Check out and make payment online to complete this process

2. Legal notices must be submitted to the above at least four (4) working days prior to the date to be published. **Notice must be published at least 10 days prior to the hearing date in order to be heard.**

The newspaper will send you an affidavit of proof of publication, which must be submitted to the Department of Planning and Zoning(see Step IV).

STEP IV: SUBMIT PROOF OF NOTICE

The following items must be submitted to the Board Secretary no later than five (5) days prior to the hearing date.

- A. One copy of the Sample Notice for Newspaper and
- B. The AFFIDAVIT OF SERVICE OF NOTICE and
- C. Original certified mail receipts, and
- D. The original affidavit of proof of publication from the Courier-Post Online.

STEP V: PREPARE THE PRESENTATION

The presentation to the Zoning Board should be brief and concise but present all relevant facts and address the requested variances. Photographs, sketches, witnesses, and/or any other pertinent information may be presented. The burden of proof is on the applicant since she or he is asking for an exception of the ordinance. The Zoning Board is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.).

Staff and professionals will prepare a review of each application, which should be addressed at the hearing. Zoning Board members and the applicant will receive copies of the review approximately one week prior to the hearing.

All applicants or property owners that are incorporated must be represented by an attorney. Any employed professionals and experts for the applicant will be certified that they possess the appropriate New Jersey licenses prior to any testimony at the Zoning Board hearing. The lack of a New Jersey license does not prohibit an individual from testifying but will preclude her or his ability to be certified as an expert witness by the Zoning Board.

STEP VI: ATTEND THE HEARING (within 120 days of being deemed complete)

- A. The Board will vote on completeness and the substantive approval at the same hearing, unless advised otherwise.
- B. The Zoning Board meets the second Wednesday of every month, except holidays, in the Court room of the Municipal Building at 125 S. Route 73.

The hearing begins at 6:30pm and is preceded by a caucus at 6:00pm, which is open to the public.

A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney.

The procedure for the hearing is as follows:

- Pledge of Allegiance
- Roll call
- Announcements
- Approval of prior meeting minutes
- The Chair determines which applicants are present and announces the order of hearing.
- When the application is called, the applicant or representative proceeds to the podium.
- The Board Solicitor swears in anyone giving testimony.
- The Applicant's professionals provide testimony on the application. Board Engineers will review their review letters to address outstanding comments.
- The Board members ask questions after the case is presented.
- The public is then allowed to ask questions or make a sworn statement.
- The Applicant has the opportunity to summarize their application and testimony.
- The Chair closes the hearing and asks for discussions by the Board. No further comments can be made by the applicant or designated representative or the public once the public portion is closed.

- C. Board agendas are posted on the Township website at <https://www.winslowtownship.com/> 10 days before the hearing.

STEP VII: AFTER THE HEARING

- A. The Resolution will be presented and memorialized by the Zoning Board within 45 days of decision. Usually, the following regular meeting. A copy of the resolution will be emailed to the applicant, applicant's attorney and professionals (as listed on the application).
- B. Notice of Decision. A Notice of Decision will be submitted **by the Board Secretary** to the Winslow Township website, under Legal Advertisements. It will run for one week from the date it was posted. After this time, it can be found under the ARCHIVES button for one year.
- C. Time Period for Appeal. Any party interested in appealing the decision of the Zoning Board, must do so within forty-five (45) days of the publication of the Notice of Decision.
- D. Items to Submit After **APPROVAL**:
1. Conditions of Approval. Any and all conditions of approval must be satisfied (legal documents, additional information, etc.), which should be submitted to the Board Secretary. Staff, Zoning Board Engineer, and Solicitor will review. Revisions will be reviewed as necessary.
 2. Conformance Plans. Five (5) copies of revised plans, which address needed completeness items and comments from staff and Board professionals, should be submitted to the Zoning Board Secretary. The Zoning Board Engineer will review and advise if the plans meet the conditions of the approval. They will require revision as necessary.

Each plan revision should then be sent to each of the outside agencies, when submitted to the Board Secretary. Any revisions to traffic or the fiscal study would result in these documents requiring resubmittal to the outside agencies as well.

During conformance, please send 1 copy of the revised plan to:

- Winslow Township Police Department- 125 S. Route 73, Braddock, NJ 08037
& via email to HSU@winslowpd.com
- Winslow Township Fire Department- 9 Cedarbrook Road, Sicklerville, NJ 08081
& via email to FireDistrict@winslowtwpfd.org
- Winslow Township Board of Education, 200 Cooper Folly Road, Atco, NJ 08004
& via email to wallta@winslow-schools.com (residential projects only for school district)
- Winslow Township Public Works Department- 125 S. Route 73, Braddock, NJ 08037
& via email to publicworks@winslowtownship.com
- Winslow Township Municipal Utilities Authority- 125 S. Route 73, Braddock, NJ 08037
& via email to utilities@winslowtownship.com
- Winslow Township Tax Assessor- 125 S. Route 73, Braddock, NJ 08037
& via email to assessor@winslowtownship.com

3. **Cost Estimate.** An Itemized cost estimate of all the improvements required. The cost estimate should separate the site work construction items on private property from those within the public rights-of-way. All water and sewer improvements should also be listed in this estimate. This is the basis for determining the amount of the performance guarantee and inspection escrow.
4. **Developer's Agreement.** The applicant's attorney should contact the Board Solicitor to draw up a Developer's Agreement for review. The completed and agreed upon Developers 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 on the Plans.
5. **Escrow.** Any outstanding bond payments, inspection escrow, and/or review escrow must be submitted prior to the issue of any permits. Should a positive balance remain in the escrow account after the project is complete and all bills are processed, a written request for the refund of the remaining escrow must be submitted to the Department of Planning and Zoning.
6. **Pinelands.** The applicant shall notify the Pineland Commission of the approval if the development is within the Pinelands area in accordance with 40-41.
7. Prior to signing off on the plans, from the Township, the following needs to be posted:
 - Performance Bond approved my Municipal Clerk's office
 - Inspection Escrow posted with W-9 of developer; separate grading inspection is required for residential projects & commercial projects
 - Proof of all outside agency approvals, including Pinelands.
 - The recorded Developer's Agreement, with proof of recording from Camden County.

8. **FINAL SIGNATURES-**

Site Plans & Variance Plans: Once Plans are ready for final signatures, please submit 7 copies of full-size plan set for signatures, which will be coordinated by the Board Secretary. No Plans will be released until inspection escrow, and bonds are posted. The Developers Agreement must be returned recorded to the Municipal Clerk to release the plans. The Township will keep 5 sets of Plans for the Townships use.

Subdivisions: Plan of lots, we require 5 sets of paper copies of plan of lots to be submitted. Camden County requires 2 copies of mylar plan of lots for filing. (7 total)

9. Sometimes, the plan is required to be filed at the Camden County Registrar of Deed's Office, you **MUST** submit evidence that the document(s) have been filed and bear the County's filing stamp. Please return one set of the stamped Plan to the Board office.

ALL PLANS SHOULD BE IN THE TOWNSHIPS POSSESSION, PRIOR TO HOLDING A PRE-CONSTRUCTION MEETING.

10. A pre-construction meeting can be scheduled with the Department of Planning and Zoning (609.567.0700, ext. 6) with a preliminary construction schedule to be prepared for the meeting, prior to submitting for Zoning permits. Construction Permits may be applied for at the Construction Department, after Zoning permit approval and a pre-construction meeting is held.
11. **Zoning Permit.** A Zoning Permit application may be submitted once the above items have been completed. An application fee of \$30.00 for residential projects or \$50.00 for commercial projects is required. Grading inspection escrow fees are required to be posted by the builder, when submitted for zoning permits, for more information see the Fee Schedule.
12. A DCA Development fee will apply for new construction of single-family homes and larger developments, per Township Ordinance. Similarly, a Non-Residential Development Fee is required for applicable commercial developments, per Township Ordinance.

LAST REVISED 9/28/2026 CLM

GENERAL APPLICATION INFORMATION:

Site Plan applications- Minor or Major (including Waiver of Site Plan and Change of Use)

Minor Site Plan- A Site Plan of one (1) or more lots which:

- a.) Does not propose the new construction or addition of any building or structure greater than 5,000 gross sq. ft.
- b.) Does not disturb more than 10,000 gross sq. ft. of land area
- c.) Requires 15 or fewer off-street parking spaces
- d.) Is not a planned development, as defined by N.J.S.A. 40:55D-1 et seq.
- e.) Does not involve the extension of any new street or off-tract improvement; and
- f.) Contains information sufficient to make an informed judgement as to whether the requirements established by this chapter for the approval of a Minor Site Plan have been met.

Major Site Plan- Any Site Plan not meeting the definition of a Minor Site Plan.

Variance applications:

1. A Variance is a request to deviate from what is allowed per the codes/regulations. C Variances connected to a site plan and/or subdivision would go before the Planning Board. Additional application fees are associated with C Variances and can be found as part of fee schedule at Chapter 40-44. All other Variances remain before the Zoning Board of Adjustment.
2. Any variance from the terms of this chapter hereafter granted by the Board of Adjustment permitting the erection or alteration of any structure or structures or permitting a specified use of any premises shall expire by limitation, unless such construction or alteration shall have been actually commenced on each and every structure permitted by said variance, or unless such permitted use has actually been commenced, within one (1) year from the date of publication of the notice of the judgment or determination of the Board of Adjustment; except, however, that the running of the period of limitation herein provided shall be tolled from the date of filing an appeal from the decision of the Board of Adjustment to the governing body, or to a court of competent jurisdiction, until the termination in any manner of such appeal or proceeding.

Subdivision applications:

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

Major Subdivision- All subdivisions that are not classified as minor subdivisions.

PRIOR APPROVAL REQUIRED, related to properties within Pinelands

Properties within the Pinelands areas require a Pinelands Certificate of Filing, prior to applying for Winslow Township approvals for Site Plan (including waiver of site plan & change of use) and Subdivision applications.

The applicant shall file with the Secretary of the Planning and Zoning Board, at least (30) days prior to the monthly scheduled meeting of the Board. Board Secretary has final determination on listing items on the Agenda.

WINSLOW TOWNSHIP PLANNING BOARD MEETS THE THIRD THURSDAY OF EVERY MONTH

WINSLOW TOWNSHIP ZONING BOARD OF ADJUSTMENT MEETS THE SECOND WEDNESDAY OF EVERY MONTH

EXCEPTIONS APPLY, PLEASE CONFIRM YOUR DATE WITH THE BOARD SECRETARY.



Department of Planning and Zoning

125 South Route 73, Braddock, NJ 08037

Phone: 609-567-0700, ext. 6

Email: zoning@winslowtownship.com

Website: www.winslowtownship.com

LAND USE DEVELOPMENT APPLICATION

FOR OFFICE USE ONLY

Submission Date: _____ Escrow # _____

☐ PLANNING BOARD

☐ ZONING BOARD OF ADJUSTMENT

FOR OFFICE USE ONLY

TAXES/UTILITIES PAID YES/NO _____

APP FEES \$ _____

ESCROW \$ _____

1. PROPERTY INFORMATION

Tax Map ID (Block/Lot): _____

Address: _____

City: _____ State: _____ Zip: _____

Zone: _____ Existing Use: _____

Was an Informal Concept Review held: YES or NO

Provide date: _____

2. APPLICANT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

3. TYPE OF APPLICATION (check all that apply)

- ☐ Minor Subdivision
- ☐ Preliminary Major Subdivision
- ☐ Final Major Subdivision
- ☐ Minor Site Plan
- ☐ Preliminary Major Site Plan
- ☐ Final Major Site Plan
- ☐ Amended Plan (subdivision or Site Plan)
- ☐ Site Plan Waiver
- ☐ Change of Use

- ☐ A Variance- Appeal of Administrative Officer's Decision
- ☐ B Variance- Interpretation of Zoning Ordinance
- ☐ C Variance- Bulk or Hardship Variance
- ☐ D Variance- Use Variance
- ☐ Conditional Use
- ☐ Extension of prior approval
- ☐ PUD
- ☐ Amended PUD
- ☐ Other: _____

5. ATTORNEY (A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

6. APPLICANT'S PROFESSIONALS (Engineer, Surveyor, Planner, etc.)

Name: _____
Profession: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____
Email: _____

Name: _____
Profession: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____
Email: _____

7. JURISDICTION

☐ IS LOCATED ON A COUNTY ROAD

☐ IS LOCATED WITHIN PINELANDS (certificate of filing required)

☐ IS LOCATED ON A STATE HIGHWAY

☐ IS WITHIN 200FT OF MUNICIPAL BOUNDARY

8. LAND USE PROPOSAL

Proposed Land Use (be specific): _____

9. PROJECT INFORMATION

Number of Existing Lots: _____

Number of Proposed Lots: _____

Are there Existing Deed Restrictions or Easements?

Are there Proposed Deed Restrictions or Easements?

Proposed type of ownership:

☐ Fee Simple

☐ Condominium

☐ Rental

☐ Cooperative

☐ No

☐ Yes (please attach copies)

☐ No

☐ Yes (please attach copies)

10. UTILITIES (check all that apply)

☐ Public water

☐ Public sewer

☐ Private well

☐ Private septic system

11. APPLICATION SUBMISSION MATERIALS

List all plans, reports, photos, etc. (use additional sheets if necessary): _____

12. PREVIOUS OR PENDING APPLICATIONS

List all previous or pending applications for this parcel (include prior resolutions): _____

13. ZONING SCHEDULE (complete all that apply)

Required	Proposed
Property Frontage: _____ Lot size: _____	Property Frontage: _____ Lot size: _____
Principle structure Front yard: _____ Side yard, each: _____ Rear yard: _____ Other (describe): _____	Principle structure Front yard: _____ Side yard, each: _____ Rear yard: _____ Other (describe): _____
Accessory structure Side Yard: _____ Rear Yard: _____ Other (describe): _____	Accessory structure Side Yard: _____ Rear Yard: _____ Other (describe): _____
Signage Sign area: _____ Height: _____ Distance from ROW: _____	Signage Sign area: _____ Height: _____ Distance from ROW: _____
Other _____ _____ _____	Other _____ _____ _____

14. PARKING & LOADING REQUIREMENTS

Number of Parking Spaces REQUIRED: _____ Number of Loading Spaces REQUIRED: _____
Number of Parking Spaces PROVIDED: _____ Number of Loading Spaces PROVIDED: _____

15. RELIEF REQUESTED (check all that apply)

- ☐ Zoning Variances are requested.
- ☐ Exceptions from Municipal Requirements are requested (*N.J.S.A. 40:55D-51*).
- ☐ Exceptions from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.1*).
- ☐ Waivers from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.2*).
Requires application to and approval of the New Jersey Site Improvement Advisory Board.
- For any type of the above relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previously granted relief.*

16. SIGNATURE OF APPLICANT

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an Officer of the Corporate applicant and authorized to sign the application for the Corporation, or a General Partner of the partnership application.

PRINT NAME

SIGNATURE (applicant)

DATE

17. CONSENT OF OWNER

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this

_____ day of _____, 20____ (year)

_____ (notary)

SIGNATURE (owner)

DATE

PRINT NAME

Ownership information:

Name: _____ Current Address: _____

Phone #: _____

Email: _____

18. DISCLOSURE STATEMENT (circle all that apply)

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

Is this application to subdivide a parcel of land into six (6) or more lots?	Yes	No
Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units	Yes	No
Is this application for approval of a site (or sites) for non-residential purposes?	Yes	No
Is the applicant a corporation?	Yes	No
Is the applicant a limited liability corporation?	Yes	No
Is the applicant a partnership?	Yes	No

If you responded YES to any of the above, please answer the following (use additional sheets if necessary):

List the names and addresses of all stockholders or individual partners owning at least 10% in stock of any class or at least 10% of the interest in partnership (whichever is applicable).

Does a corporation or partnership own 10% or more of the stock in this corporation or partnership? If yes, list the names and addresses of stockholders of that corporation holding 10% or more of the stock or 10% or greater interest in that partnership (whichever is applicable). This requirement is to be followed by every corporate stockholder or partnership, until the names and addresses of the non-corporate stockholders and individual partners with 10% or more ownership have been listed.

SIGNATURE (applicant)

DATE

19. SURVEY WAIVER CERTIFICATION

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of _____, 20____ shows and discloses the premises in its entirety, described as Block(s) _____ Lot(s) _____; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

SWORN & SUBSCRIBED to before me this

_____ day of _____, 20____ (year)

_____ (notary)

SIGNATURE (owner)

DATE

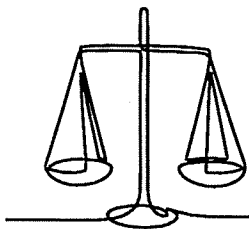
PRINT NAME

FOR COMPLETENESS USE ONLY

The application was reviewed in accordance with the rules of the applicable Board and Ordinances of the Township of Winslow and determined that all the checklist items are in order and this application has been deemed complete. The time within which the applicable Board must act on this application pursuant to *N.J.S.A. 40:55d-1 et seq.*, has commenced from this date.

SIGNATURE (administrative officer)

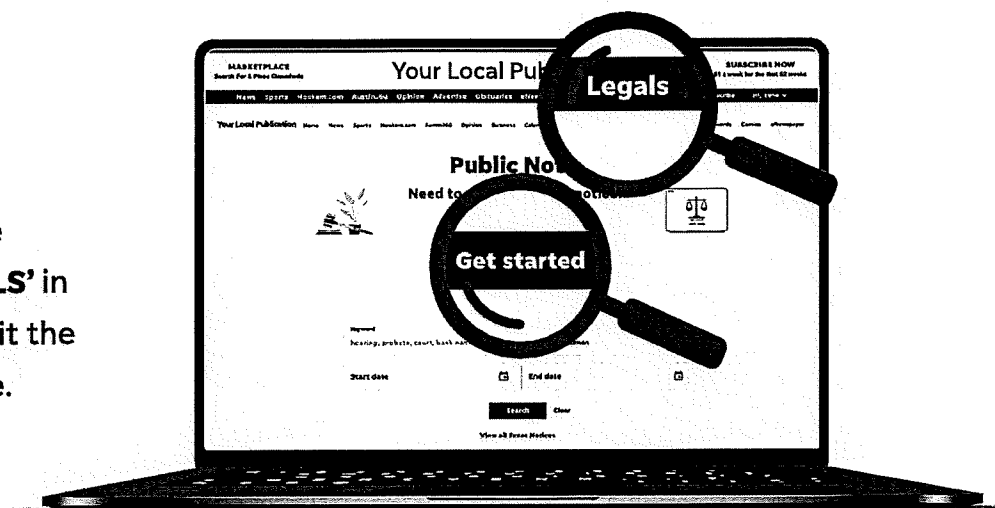
DATE



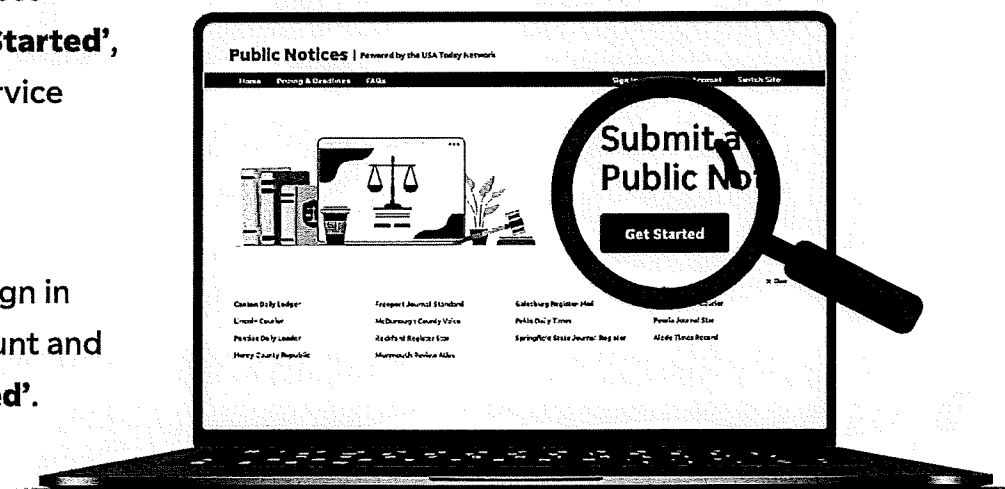
How to submit a Legal Public Notice online.

Our **NEW** and convenient **Self-Service Platform** is now available on your local publication's website.

- 1** On your site's home page, select '**LEGALS**' in the menu bar to visit the Public Notices page.



- 2** On the Public Notices page, select '**Get Started**', to visit the self-service platform.



- 3** In the platform, sign in or create an account and select '**Get Started**'.

- 4** Follow the prompts to place your Public Notice
1. Select your newspaper(s).
 2. Choose your category, classification and package.
 3. Select your Notice Template: 1 column or 2.
 4. Create your notice title and text.
 5. Proof your notice.

6. Schedule your notice and select number of affidavits.
7. Check out and make your payment to complete your public notice placement.

Effortlessly submit your notice today!



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

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
ADMINISTRATIVE INFORMATION										
1	Original, Completed Application, one sided copy	X	X	X	X	X	X	X	☐	☐
2	Fees & Escrow with original, completed Escrow Agmt & W-9.	X	X	X	X	X	X	X	☐	☐
3	Affidavit of Ownership	X	X	X	X	X	X	X	☐	☐
4	Corporate Disclosure form	X	X	X	X	X	X	X	☐	☐
5	Block/lot Assignment form	X	X	X	X	X	X	X	☐	☐
6	Tax & Collections payment form, signed off by Tax Collector	X	X	X	X	X	X	X	☐	☐
7	Developers Agreement notice	X	X	X	X	X	X	X	☐	☐
8	Submittal of certified list, dated within 6 months of hearing	X	X	X	X	X	X	X	☐	☐
9	Submittal of current Title Report, less than one year old at time of application	X	X	X	X	X	X	X	☐	☐
10	Proof of delivery to Fire Official	X	X	X	X	X	X	X	☐	☐
11	Proof of delivery to Police Department	X	X	X	X	X	X	X	☐	☐
12	Proof of delivery to Construction Official	X	X	X	X	X	X	X	☐	☐
13	Proof of delivery to Board of Education	X	X	X	X	X	X	X	☐	☐
14	Proof of delivery to Public Works Director	X	X	X	X	X	X	X	☐	☐
15	Proof of delivery to Municipal Utilities Authority, if applicable	X	X	X	X	X	X	X	☐	☐
16	List of requested checklist waivers (include justification for the request)	X	X	X	X	X	X	X	☐	☐
17	List of requested bulk zoning variances from Township Ordinance (include justification for the request)	X	X	X	X	X	X	X	☐	☐
18	List of requested design waivers from Township Ordinance (include justification for the request)			X	X				☐	☐
19	List of requested variances, waivers, de minimum exceptions from NJRSIS (residential projects only)	X	X	X	X	X	X	X	☐	☐
20	List of all agencies having jurisdiction over the project and a status of the approvals/permits	X	X	X	X	X	X	X	☐	☐
PINELANDS REQUIREMENTS										
21	Submittal of Certificate of Filing	X	X	X	X	X	X	X	☐	☐
22	Submittal of a Cultural Resource Survey(per 296-75.E)	X	X	X	X	X	X	X	☐	☐
23	Submittal of Air Quality Analysis (per 296-70.B)	X	X	X	X	X	X	X	☐	☐
24	Proof of purchase of Pinelands Development Credits	X	X	X	X	X	X	X	☐	☐

#	Submission Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site plan	Sub-division	Site plan	Sub-division	Site Plan	Sub-division			
PLAN INFORMATION										
25	Plan sheet size conforming to those permitted by NJ Map Filing Law	X	X	X	X	X	X		☐	☐
26	Cover Sheet with certification blocks for Board Chairman, Board Secretary, Board Engineer & Municipal Clerk	X	X	X	X	X	X		☐	☐
27	Certification blocks as required by the NJ Map Filing Law	X	X	X	X	X	X		☐	☐
28	Title block denoting type of application, municipality and county, tax map sheet, block & lot numbers, and street address(es)	X	X	X	X	X	X		☐	☐
29	Name of professional preparing the plan (including signature, license number and seal, business address, phone number)	X	X	X	X	X	X	X	☐	☐
30	Denote the Certificate of Authorization (COA) number for the firm preparing the plan	X	X	X	X	X	X		☐	☐
31	Written and Graphic scales, original date of plans, revision date block, and north arrow with reference meridian	X	X	X	X	X	X		☐	☐
32	Key Map (at 1"=2000' scale) showing the location of the entire site and all streets and land uses within 500 feet of the site	X	X	X	X	X	X		☐	☐
33	Location of site on a Camden County Soil Survey (at a scale no less than 1"=1000')	X	X	X	X	X	X		☐	☐
34	Zoning map depicting the property limits and zoning district for the site in question and adjoining property within 200 feet of the site based on the Townships current zoning map	X	X	X	X	X	X		☐	☐
35	Name and address of the applicant and property owner	X	X	X	X	X	X		☐	☐
36	Names of owners of all contiguous lands and adjacent properties within 200 feet of the site	X	X	X	X	X	X		☐	☐
37	Written description for each proposed non-residential building (including number of employees/members; number of shifts to be worked; maximum employees per shift; expected truck and trailer traffic; hours of operations; sources for emission of noise, glare, air pollution, or water pollution)	X	X	X	X	X	X	X	☐	☐
38	Submission of a current outbound survey plan, signed, sealed and certified by an NJ Licensed Land Surveyor	X	X	X	X	X	X	X	☐	☐
39	Plan delineation of any existing or proposed deed restrictions, protective covenants, recorded easements, and rights-of-way	X	X	X	X	X	X	X	☐	☐

#	Submission Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site plan	Sub-division	Site plan	Sub-division	Site plan	Sub-division			
40	Depict and tabulate all bulk zoning requirements and buffer limits	X	X	X	X	X	X	X	☐	☐
41	Dimensions for all existing and proposed lot lines, existing lot lines, existing lot lines to be eliminated, rights-of-way lines, and outbounds. Areas for all existing lots shall be provided in square feet and also in acres when areas exceed 0.5 acre	X	X	X	X	X	X		☐	☐
42	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.	X	X	X	X	X	X	X	☐	☐
43	Size, height, and arrangement of all existing and proposed structures	X	X	X	X	X	X		☐	☐
44	Submittal of architectural plans and elevations (including typical floor plans) for each side of the proposed structure(s)	X	X	X	X	X	X		☐	☐
45	Denote on the plan the purpose of any easement of land reserved or dedicated for public use	X	X	X	X	X	X		☐	☐
46	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 names shall be keyed to the plans and the hydrologic soil group letter shall be provided for each soil type	X	X	X	X	X	X		☐	☐
47	Provide location, size, and nature of any contiguous lot owned by either the Applicant, or in which the Applicant has a direct or indirect interest (even if only a portion of the entire property is involved in the current application)	X	X	X	X	X	X		☐	☐
48	Delineate all phased portions of the project (or provide a note on the plan indicating no phasing is proposed)	X	X	X	X	X	X		☐	☐
49	Submission of current existing conditions plan (including topographic features.)	X	X	X	X	X	X	X	☐	☐
50	Proposed and existing contours at one-foot intervals (for slopes averaging 10% or greater) or at two-foot intervals (for lands with greater slopes)	X	X	X	X	X	X		☐	☐
51	Indicate any existing improvements to be demolished	X	X	X	X	X	X		☐	☐
52	Locate all significant existing physical features (i.e. streams, water courses with direction flow, 100 year floodplain lines, rock outcrops, swampy soil, wetlands, culverts, bridges, impervious surfaces, fences, walls, etc) that are onsite or within 300 feet	X	X	X	X	X	X	X	☐	☐

#	Submission Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
53	The location and extent of drainage and conservation easements and stream encroachment lines	X	X	X	X	X	X		☐	☐
54	Surveyed location of existing trees with caliper of 10" or greater in areas of disturbance. The submission of a tree removal application, in accordance with Section 270, should be made, if necessary.	X	X	X	X	X	X		☐	☐
55	Graphically depict all areas of open space and indicate the corresponding acreages and open space percentages within a table (for residential projects only)	X	X	X	X	X	X		☐	☐
56	Locate and provide names, widths, cross sections, and profiles for all existing and proposed streets abutting the property in question	X	X	X	X	X	X		☐	☐
57	Provide water elevations for all existing and proposed surface water features on the site	X	X	X	X	X	X		☐	☐
58	Location and details for all proposed site improvements	X	X	X	X	X	X		☐	☐
59	Plan of existing and proposed storm sewer, sanitary sewer, and water mains	X	X	X	X	X	X		☐	☐
60	Location of all existing and proposed septic systems and potable wells within 100 feet of the site (applicable to application with proposed septic/wells)	X	X	X	X	X	X		☐	☐
61	Fire protection information (i.e. fire hydrants, fire zones, dry/wet fire lines, special traffic constraints, construction details, etc.)	X	X	X	X	X	X		☐	☐
62	Locate all driveways, streets, and right-of-way widths within 200ft of the site	X	X	X	X	X	X		☐	☐
63	Locations and dimensions for all off-street parking stalls (10x20), loading areas, aisles, traffic patterns, and driveways for ingress/egress.	X	X	X	X	X	X		☐	☐
64	Proposed vehicular and pedestrian circulation plans (including access streets, easement, fire lanes, and a typical section of all proposed cartways)	X	X	X	X	X	X		☐	☐
65	Method of solid waste/recycling disposal and storage	X	X	X	X	X	X		☐	☐
66	Plans and details for all exterior lighting (including type of standard, luminaire, wattages, type of light, accessory features, and isolux patterns with maintained horizontal foot-candles)	X	X	X	X	X	X		☐	☐

#	Submission Description	Minor		Preliminary		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division			
67	Locations, dimensions, and details of all proposed signs (including site identification signs, temporary construction signs, traffic control signs, directional signs, etc.)	X	X	X	X	X	☐	☐
68	Site triangle easements based on the applicable AASHTO, County & Township standards	X	X	X	X	X	☐	☐
69	Provide general vegetation analysis indicating general caliper and species of canopy and understory trees for the overall site	X	X	X	X	X	☐	☐
70	Landscape and buffer plans (including limits of existing vegetation, clearing limits, proposed plantings and planting details)	X	X	X	X	X	☐	☐
71	Landscape schedule indicating both botanical and common plant names, height or spread of plants at time of planting, root type, caliper (where applicable), and seasonal planting restrictions	X	X	X	X	X	☐	☐
72	Soil boring logs and locations for each proposed stormwater management feature	X	X	X	X	X	☐	☐
73	Soil erosion and sediment control plan and details	X	X	X	X	X	☐	☐
74	Submission of plan prepared in accordance with Map Filling Law	X	X	X	X	X	☐	☐
75	Provide vertical elevation benchmark and note its reference datum	X	X	X	X	X	☐	☐
76	Planned community requirements, as required per Article IX	X	X	X	X	X	☐	☐
TECHNICAL REPORTS AND CALCULATIONS								
77	Submission of a stormwater management checklist and supporting documentation per Section 297-8 OR 298-8 for all proposed stormwater management facilities	X	X	X	X	X	☐	☐
78	Submission of a NJDEP Low Impact Development Checklist (in accordance with the NJ Stormwater BMP Manual)	X	X	X	X	X	☐	☐
79	Submission of 3 copies of a Phase 1 Environmental Site Assessment report	X	X	X	X	X	☐	☐
80	Submission of 3 copies of a Traffic Impact Study	X	X	X	X	X	☐	☐
81	Submission of 3 copies of a Fiscal Impact Study for 25 units or greater (the study should be based on population projection for the school age children, costs of providing local government services, and revenues to be generated from the development)	X	X	X	X	X	☐	☐
82	Submission of lot closure calculations	X	X	X	X	X	☐	☐

TAX AND COLLECTIONS PAYMENT REPORT
WINSLOW TOWNSHIP PLANNING AND ZONING BOARD

.....
Section I (To be completed by applicant)

I _____

of _____

am making application to the Planning and Zoning 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 _____

BLOCK AND LOT ASSIGNMENT FORM

TO BE COMPLETED AND SUBMITTED TO THE ASSESSOR'S OFFICE AT THE TIME OF FILING FOR BOARD APPROVAL FOR ALL SUBDIVISIONS, SITE PLANS, AND USE VARIANCE APPLICATIONS.

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

Attached are three (3) single page overall subdivision/site plans. Please assign the new block and lot numbers, street names, and Development name and return one (1) copy to the mailing address listed below.

Date

Signature of Applicant

E-Mail Address: _____

Mailing Address: _____

Proposed Development Names

Proposed Block & Lots

Proposed Street Names

I, _____ of the Winslow Township Assessor's Office, have reviewed the attached plans and assigned the correct addresses, street names, block/lots, and Development Name on the attached Assessor's review letter. Be advised that one (1) copy is being returned to the applicant, one (1) copy will be forwarded to the Planning & Zoning Office and one (1) will remain on file in this office until final approvals are granted.

Date

Signature

CONSTRUCTION OFFICIAL FORM HANDICAP ACCESSIBILITY COMPLIANCE

The applicant needs to send 1 copy of the Site Plan to the Winslow Township Construction Office via certified mail along with this form:

Winslow Township Construction Office
125 South Route 73
Braddock, NJ 08037

TO: WINSLOW TOWNSHIP CONSTRUCTION OFFICIAL

I/We, _____ have submitted the attached plans to the Planning and Zoning Board Office of the Township of Winslow for approvals for the applicant detailed below. Please review the Site Plan for **HANDICAP ACCESSIBILITY COMPLIANCE**.

Applicant _____
Address _____

Email Address _____ Phone # _____

Engineer _____
Address _____

Email Address _____ Phone # _____

Proposed Project Name _____

Block _____ Lot _____

Date of plans submitted _____

Date _____ Signature of Applicant _____

I, _____ of the Winslow Township Construction Office, have reviewed the attached SITE PLAN for HANDICAP ACCESSIBILITY COMPLIANCE.

Be advised that I have found that the site plan **DOES** comply _____

DOES NOT comply and the following change is needed _____

This information will be forwarded to the Planning and Zoning office.

Date _____ Construction Official Signature _____

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: Date of Certificate of Occupancy:			
5. Project Type (check all that apply): Residential ☐ Commercial ☐ Industrial ☐ Other (please specify) _____			
6. Soil Conservation District Project Number:			
7. Did project require an NJDEP Land Use Permit?		Yes ☐ No ☐	Land Use Permit #:
8. Did project require the use of any mitigation measures?		Yes ☐ No ☐	
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:	
Bioretention Systems _____	Constructed Wetlands _____ Dry Wells _____ Extended Detention Basins _____
Infiltration Basins _____	Combination Infiltration/Detention Basins _____ Manufactured Treatment Devices _____
Pervious Paving Systems _____	Sand Filters _____ Vegetative Filter Strips _____ Wet Ponds _____
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:		
NRCS: Dimensionless Unit Hydrograph ☐ NRCS: Delmarva Unit Hydrograph ☐ Rational ☐ Modified Rational ☐		
Other: _____		

Basin Specifications (answer all that apply)

If more than one basin, attach multiple sheets

1. Type of Basin:	Surface/Subsurface (select one): Surface ☐ Subsurface ☐		
2. Owner (select one):	Phone number:		
☐ Public	☐ Private: If so, Name: _____		
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 ☐ NJGRS ☐ Other ☐ NA ☐	
8. Groundwater Mounding Analysis (select one):		Yes ☐ No ☐ If, Yes Methodology Used:	
9. Maintenance Plan Submitted:		Yes ☐ No ☐ Is the Basin Deed Restricted: Yes ☐ No ☐	

Comments:

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

2/2/2018

Basin Specifications (answer all that apply)
If more than one basin, attach multiple sheets

1. Type of Basin:	Surface/Subsurface (select one): Surface ☐ Subsurface ☐		
2. Owner (select one):	Phone number:		
☐ Public	☐ Private: If so, Name:		
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 ☐ NJGRS ☐ Other ☐ NA ☐
8. Groundwater Mounding Analysis (select one): Yes ☐ No ☐ If, Yes Methodology Used:			
9. Maintenance Plan Submitted: Yes ☐ No ☐ Is the Basin Deed Restricted: Yes ☐ No ☐			

Basin Specifications (answer all that apply)
If more than one basin, attach multiple sheets

1. Type of Basin:	Surface/Subsurface (select one): Surface ☐ Subsurface ☐		
2. Owner (select one):	Phone number:		
☐ Public	☐ Private: If so, Name:		
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 ☐ NJGRS ☐ Other ☐ NA ☐
8. Groundwater Mounding Analysis (select one): Yes ☐ No ☐ If, Yes Methodology Used:			
9. Maintenance Plan Submitted: Yes ☐ No ☐ Is the Basin Deed Restricted: Yes ☐ No ☐			

Basin Specifications (answer all that apply)
If more than one basin, attach multiple sheets

1. Type of Basin:	Surface/Subsurface (select one): Surface ☐ Subsurface ☐		
2. Owner (select one):	Phone number:		
☐ Public	☐ Private: If so, Name:		
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 ☐ NJGRS ☐ Other ☐ NA ☐
8. Groundwater Mounding Analysis (select one): Yes ☐ No ☐ If, Yes Methodology Used:			
9. Maintenance Plan Submitted: Yes ☐ No ☐ Is the Basin Deed Restricted: Yes ☐ No ☐			

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

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: Date of Certificate of Occupancy:			
5. Project Type (check all that apply): Residential ☐ Commercial ☐ Industrial ☐ Other (please specify) _____			
6. Soil Conservation District Project Number:			
7. Did project require an NJDEP Land Use Permit?		Yes ☐ No ☐	Land Use Permit #:
8. Did project require the use of any mitigation measures?		Yes ☐ No ☐	
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:	
Bioretention Systems _____	Constructed Wetlands _____
Dry Wells _____	Extended Detention Basins _____
Infiltration Basins _____	Combination Infiltration/Detention Basins _____
Manufactured Treatment Devices _____	
Pervious Paving Systems _____	Sand Filters _____
Vegetative Filter Strips _____	Wet Ponds _____
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:		
NRCS: Dimensionless Unit Hydrograph ☐	NRCS: Delmarva Unit Hydrograph ☐	Rational ☐ Modified Rational ☐
Other: _____		

Basin Specifications (answer all that apply)

If more than one basin, attach multiple sheets

1. Type of Basin:	Surface/Subsurface (select one):	Surface ☐ Subsurface ☐
2. Owner (select one):	☐ Public ☐ 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 ☐ NJGRS ☐ Other ☐ NA ☐	
8. Groundwater Mounding Analysis (select one):	Yes ☐ No ☐ If, Yes Methodology Used:	
9. Maintenance Plan Submitted:	Yes ☐ No ☐ Is the Basin Deed Restricted:	Yes ☐ No ☐

Comments:

Name of Person Filling Out This Form: _____

Signature: _____

Title: _____

Date: _____

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.

Item #	Addressed	Description
1.	☐	Calculations demonstrating that the proposed development meets one of the following three stormwater runoff rate standards:
	☐	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)].
	☐	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 [NJ.AC. 7:50-6.84(a)6ii(2)].
	☐	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 rN.J.A.C. 7:50-6.84(a)6ii(3)].

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<u>Item #</u>	<u>Addressed</u>	<u>Description</u>
2.	☐	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.	☐	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.	☐	Information demonstrating that the proposed stormwater design will meet the wetland, required buffer to wetlands and surface water protection standards.
5.	☐	Information demonstrating that the soil suitability (permeability rate) standard will be met for all stormwater infiltration facilities (e.g. swales, basins, drywells).
6.	☐	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.	☐	The groundwater mounding standards will be met.
8.	☐	Information demonstrating that all of the following low impact stormwater design standards will be met (as applicable-see Reference Guide):
	☐	Pretreatment of stormwater, prior to entering infiltration measures has been incorporated into the design,
	☐	The design utilizes multiple, smaller stormwater management measures dispersed spatially throughout the site.
		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.

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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.	☐	No direct discharge of stormwater to farm fields will occur to the maximum extent practical.
10.	☐	The Total Suspended Solids (TSS) load in the stormwater will be reduced by 80%.
11.	☐	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.	☐	The development will meet the groundwater recharge standards.
13.	☐	The stormwater management plan addresses stormwater facilities construction and as-built requirement standards.
14.	☐	The proposed stormwater management measures meet structural design standards.
15.	☐	The development meets stormwater facility safety standards.
16.	☐	A stormwater facilities maintenance plan is provided.

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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 (NJ.AC. 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 [(NJ.AC. 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 [(NJ.AC. 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 [NJ.AC. 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 storm water runoff from any point or nonpoint source to any wetland, wetland transition area (wetland buffer) or surface water body. In addition, storm water 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(l)). 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.

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▶ 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 may be submitted. *(Note that this does not apply to linear development.)*

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_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:

$$R = A + B - (A \times B) / 100$$
, 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/bmpmanual2.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. 7:50-6.8.4(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,

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- 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 NJ.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 [NJ.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 NJ.A.C. 7:8-6.2.

Item #16. The General Inspection, Maintenance and Repair Plan shall contain the following [NJ.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 NJ.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 [NJ.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 [NJ.A.C. 7:8-5.8].

WINSLOW CODE

▶ 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 ¹			
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

¹source: 7:8-5.5(c) and New Jersey BMP Manual Chapter 4.

WINSLOW CODE

APPENDIX2

PROFESSIONAL ENGINEER'S
GROUNDWATER MOUNDING ANALYSES CERTIFICATION*

Submitted to
STATE OF NEW JERSEY
PINELANDS COMMISSION
POBOX7
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)

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

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 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- 44. 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**

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

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

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

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

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

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

Social security number	
	- -
or	
Employer identification number	
	-

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

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

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

What's New

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

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

Purpose of Form

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

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

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

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

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What is FATCA Reporting*, later, for further information.

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

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

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

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

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

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

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

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

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

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

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

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

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

Backup Withholding

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

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

Payments you receive will be subject to backup withholding if:

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

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

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

What Is FATCA Reporting?

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

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Line 1

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

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

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

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

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

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

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

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

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

Line 3a

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

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

Line 3b

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

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

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

Line 4 Exemptions

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

Exempt payee code.

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

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

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

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

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

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

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

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

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

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

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

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

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

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

G—A real estate investment trust.

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

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

J—A bank as defined in section 581.

K—A broker.

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

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

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

Line 5

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

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

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

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

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

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

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

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

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

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

¹List 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.

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

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

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

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

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

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

Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

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

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

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

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

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

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

Privacy Act Notice

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

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

TAX ABATEMENT NOTICE

THE TOWNSHIP OF WINSLOW HAS ADOPTED A TAX ABATEMENT ORDINANCE FOR QUALIFIED COMMERCIAL AND INDUSTRIAL DEVELOPMENT (building must be over 5,000 s.f., Etc.)

ANY APPLICATION FOR TAX ABATEMENT MUST BE FILED WITH THE TOWNSHIP TAX ASSESSOR'S OFFICE **PRIOR TO THE ISSUANCE OF A CONSTRUCTION PERMIT**. ANY APPLICATION SUBMITTED FOLLOWING THE ISSUANCE OF A CONSTRUCTION PERMIT **WILL NOT BE CONSIDERED**.

A COPY OF THE TAX ABATEMENT ORDINANCE CAN BE OBTAINED AT THE TOWNSHIP CLERK'S OFFICE AT NO COST. PLEASE CONTACT THE TOWNSHIP TAX ASSESSOR'S OFFICE FOR FURTHER INFORMATION IN REGARD TO THE TAX ABATEMENT PROCEDURE.

APPLICANT _____
ADDRESS _____

BLOCK _____ LOT _____

SIGNATURE REPRESENTS THE APPLICANT WAS INFORMED OF THE WINSLOW TOWNSHIP TAX ABATEMENT PROGRAM.

SIGNATURE _____ DATE _____

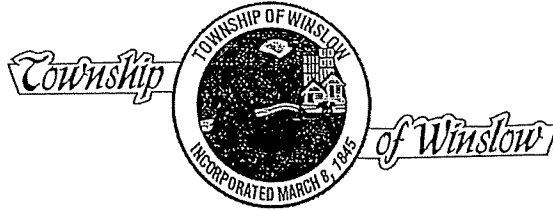
FEESCHEDULE

APPLICATION TYPE	FILING FEE	REVIEW/ESCROW
VARIANCES		
A Variance (N.J.S.A. 40:55D-70a)	\$350.00	No escrow
B Variance (N.J.S.A. 40:55D-70b)	\$350.00	No escrow
C Variance (N.J.S.A. 40:55D-70c)	\$350.00	No escrow
D Variance (N.J.S.A. 40:55D-70d)	\$350.00	\$2,500.00
SUBDIVISION PLANS		
Minor Subdivision Plan	\$425.00	\$4,000.00
Preliminary Major Subdivision Plan		
Up to 9 lots	\$750.00	\$3,000.00 + (\$350.00/lot)
10 lots or more	\$1,000.00	\$3,000.00 + (\$350.00/lot)
Final Major Subdivision Plan		
Up to 9 lots	\$500.00	\$3,000 + (\$150.00/lot)
10 lots or more	\$750.00	\$3,000 + (\$150.00/lot)
Amended/resubmitted Minor Subdivision Plan	\$100.00	25% of preliminary escrow
Amended/resubmitted Major Subdivision Plan	\$250.00	A sum sufficient to bring escrow balance to original escrow required
SITE PLANS		
Site Plan Waiver	\$250.00	\$2,500.00
Minor Site Plan	\$425.00	\$5,000.00
Preliminary Major Site Plan	\$750.00	\$750.00 per acre of the subject site plan; minimum of \$7,000
Final Major Site Plan	\$750.00	\$500.00 per acre of the subject site plan; minimum of \$5,000.00
Amended/ resubmitted Minor Site Plan	\$100.00	25% of preliminary escrow
Amended/ resubmitted Major Site Plan	\$250.00	A sum sufficient to bring escrow balance to original escrow required
Planned Unit Development (preliminary or final)	\$1,500.00	\$750.00 per acre; or minimum of \$37,500.00
Amended Planned Unit Development	\$750.00	\$15,000.00

FEESCHEDULE

APPLICATION TYPE	FILING FEE	REVIEW ESCROW
MISCELLANEOUS		
Informal Concept Meeting	-	\$1,000.00
Amended resolution	\$250.00	-
Extension of prior approval	\$250.00	\$1,000.00
Change of Use	\$300.00	\$350.00 per acre, minimum of \$1500.00
Conditional Use	\$250.00	\$1500.00
Department of MUA review	-	\$5,000.00
Discussions on agenda	\$100.00	
Inspection Escrow	-	5% of cost estimate
Maintenance Inspection Escrow	-	\$500.00
Specialized Expert testimony	-	\$1,000.00
Tax Map revisions		
Minor Subdivisions (5 lots or less)	-	\$75.00 per lot
6-25 lots	-	\$65.00 per lot
26-75 lots	-	\$45.00 per lot
76-125 lots	-	\$40.00 per lot
126-175 lots	-	\$35.00 per lot
175+ lots	-	\$30.00 per lot
Tax Map revision due to discrepancy/lot line adjustments, other minor revisions	-	\$50.00 per lot
Site Plan changes		
Commercial site plan	-	\$800.00
Condominium site plan	-	\$1,000.00 + \$20.00 per unit for residential condominium projects
Printing/plotting final deliverables	-	\$1,000.00
PERMITS		
Zoning Verification Letter	\$50.00 per lot	
Zoning Permit		
Residential	\$30.00	
Commercial	\$50.00	
Forestry Permits	\$25.00	
Grading inspection fee- Residential Single Family	\$500.00	
Grading inspection fee- Residential Townhomes	\$250.00	

**Separate checks should be provided, one for escrow and another for fees, payable to the Township of Wins*



Office of the Tax Assessor
125 SOUTH ROUTE 73
BRADDOCK, NJ 08037
(609) 567-0700 option #9
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 4:00 p.m.

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

Name _____

Address _____

SAMPLE NOTICE TO PROPERTY OWNERS

In accordance with the requirements of the Township of Winslow, you are hereby notified that an application has been filed by the undersigned with the Secretary of the Planning Board OR Zoning Board of Adjustment and is available for examination at the Winslow Township Municipal Complex, 125 South Route 73, Winslow Township, New Jersey between the hours of 8:30 AM and 4:30 PM.

A Public Hearing will be conducted before the Planning Board OR Zoning Board of Adjustment in connection with this application in the Winslow Township Municipal Building, 125 South Route 73, Winslow Township, New Jersey on the _____ day of _____, 20____, at 7:00 PM for the Planning Board/6:30PM for the Zoning Board of Adjustment.

PROPERTY INVOLVED:

ADDRESS: _____

PLATE: _____ BLOCK: _____ LOT: _____

PROPOSED USE OR OCCUPANCY: _____

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