



BOROUGH OF SPRING LAKE HEIGHTS

555 Brighton Avenue • Spring Lake Heights, New Jersey 07762

www.springlakehts.com

TELEPHONE 732-449-3500

FAX 732-449-3535

Christopher M. Campion, Jr
MAYOR

Borough of Spring Lake Heights LAND USE APPLICATION INFORMATION

1. GENERAL INSTRUCTIONS

The applicant must submit a formal written application to the Land Use Board Secretary on the attached forms. The applicant must complete and return only the Addendum for this Application Classification. A hearing date will be established by the Land Use Board Secretary after the application and all supporting materials and fees have been received and reviewed by the Land Use Board Professionals and have been deemed COMPLETE.

2. NEED DETERMINATION FOR ENVIRONMENTAL IMPACT REPORT

As per the provisions of Spring Lake Heights Ordinance, Section 22-511 et seq, any Application for Development or Redevelopment which involves one of more acres of land or which increases impervious surface by more than one quarter acre, requires the submission of an Environmental Impact Report.

3. LIST OF ATTACHED FORMS:

- Land Use Application Schedule
- Land Use Application Check list
- Presentation of Exhibits
- Land Use Application
- Land Use Application Property Data
- Land Use Application Classification Data
- Land Use Application Addendum #1
- Land Use Application Addendum #2
- Land Use Application Addendum #3
- Land Use Application Addendum #4
- Sustainability Checklist
- Request for List of Property Owners
- Notice of Hearing to Property Owners
- Affidavit of Service
- Certification of Taxes Paid

Application Number _____ Hearing Date _____

Spring Lake Heights
LAND USE BOARD APPLICATION SCHEDULE

ACTIONS REQUIRED MORE THEN TEN (10) DAYS PRIOR TO SCHEDULED HEARING

- Obtain a certified list of names and addresses of property owners within two hundred (200') feet of the development address from the Tax Assessor - \$10.00 fee
- A Notice of Hearing must be sent via certified mail or hand delivered to all property owners within two hundred (200') feet of the development address and to any other required entities ie: utility companies, cable companies, other municipalities, and county and/or state agencies.
- Arrange for the Notice of Hearing to be published in the publications designated by the Board.
- Determine that all property taxes and direct and indirect assessments are paid to date and obtain a Certification of Taxes Paid from the Tax Collector.
- Submit the Certification of Taxes Paid to the Board Secretary.

ACTIONS REQUIRED TEN (10) BUSINESS DAYS PRIOR TO SCHEDULED HEARING

- Submit the following to the Board Secretary:
 1. The Affidavit of Service and the certified mail receipts for the Notice of Hearing
 2. Payment of all filing fees and Professional's escrow fees according to the attached scheduled
 3. Payment of any additional fees as established by the Board Engineer's review letter

ACTIONS REQUIRED FIVE (5) BUSINESS DAYS PRIOR TO SCHEDULED HEARING

- Submit the following to the Board Secretary:
 1. Affidavit of Publication
 2. Affidavit of Service
 3. Any outstanding escrow fees

Borough of Spring Lake Heights LAND USE APPLICATION CHECKLIST

DOCUMENTS NEEDED TO DETERMINE AN APPLICATION COMPLETE & SCHEDULE HEARING

The following items must be delivered to the Land Use Board Secretary:

- Certification of Property Taxes Paid – Obtain from Tax Collector
- The Land Use -Application, Property Data & Classification Data
- Required Addendum
- Plot Survey – Dated no earlier than six (6) months prior to the date the application is filed, accurately depicting the size of the property and the dimensions for all the structures located thereon, prepared and certified by a New Jersey licensed land surveyor.
- Site Plan -- with no new Proposed Structure(s)
The Site Plan should show:
 1. The location of all monuments.
 2. All of the front, rear and side yard setback dimensions for all existing structures located on the property and the permitted building envelope for the property.
 3. The point of connection with the existing system for:
 - a. the means of sewage disposal
 - b. the existing public water supply
 - c. the disposal of stormwater runoff
- Site Plan -- with a addition or expanded Proposed Structure(s)
The Site Plan should show:
 1. The location of all monuments.
 2. All of the front, rear and side yard setback dimensions for all existing and proposed structures located, or to be located, on the property and the permitted building envelop for the property.
 3. The location, size, shape and layout for all proposed structures, buildings, walkways, fences, driveways, driveway aprons, sidewalks, parking areas, loading zones, buffer strips, outdoor lighting fixtures, signs, landscaping and roadways.
 4. The elevations and floor plans of all proposed buildings and structures; including the height of structures measured according to the Borough ordinances, which must be depicted on the plan.
 5. The proposed facilities or point of connection with the existing system for:
 - a. the means of sewage disposal
 - b. the existing public water supply
 - c. the disposal of stormwater runoff
- Site Plan should include the following, where applicable:
 1. Demolition
 2. Grading
 3. Landscaping
 4. Lighting
- Aerial Photo of the existing property
- Renderings of Proposed Structures and proposed structure plans (if applicable)
- Sustainability Check list (if applicable)
- Environmental Impact Report (if required)

DOCUMENTS NEEDED TO BE SUBMITTED TO BOARD SECRETARY

- 18 COPIES OF: The above listed items that must be delivered to the Land Use Board Secretary
- A PDF containing the entire Application

Spring Lake Heights Land Use Board
LAND USE APPLICATION

Application Number _____	Date Filed _____	Fee _____
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Application Property Location

Street Address _____

Tax Map: Block Number _____ Lot Number _____ Zone _____

Has there been any previous Application involving this property? If yes, state:

Date of Application _____ Disposition: _____

Nature of Application _____

Applicant Name _____

Address _____

Phone _____ Email _____

Signature _____

Interest of applicant in property (if other than Owner): _____ %

Present Owner Name (if other than Applicant) _____

Address _____

Phone _____ Email _____

Signature _____

Attorney representing Applicant (Corporations must be represented by a New Jersey Attorney)

Name _____

Corporation _____

Address _____

Phone _____ Email _____

Person Preparing Site Plan (if Professional, must be licensed in New Jersey)

Name _____

Firm _____

Address _____

Phone _____ Email _____

All information and forms requested must be completed and returned to the Land Use Board Secretary for review by the Secretary and Land Use Board Professionals to make a decision on the status of Application.

OFFICIAL USE ONLY – AFTER BOARD DECISION

Decision on Application:	
Approved _____	Date _____
Approved with Conditions _____	Date _____ (Attach Resolution)
Denied _____	Date _____ (Attach copy of Notice of Denial)

Applicant Name _____

Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION PROPERTY DATA

Property Address: _____ Block _____ Lot _____

Property Description: Area (square feet) _____ Dimensions _____

Nature of Use of property (Residential) (Commercial) If commercial, describe use

Does this property have a separate unit in the principle structure or on the property used as second residential unit? (No) (Yes) If Yes, was there a Use Variance granting a Zoning Determination (Yes) (No) If No, a Zoning Determination must be secured.

Does the property abut or affect any County or State highways, properties or facilities?
No _____ Yes _____

If Yes, describe _____

Are there any easements or special covenants by deed on the property?

(No) _____ (Yes) _____

If Yes, describe _____

Location of nearest point of connection to:

Sanitary sewer _____

Public water supply _____

Are there any drainage ditches, streams or other water courses on the property? (Yes) (No)

Describe the existing structures on the property: List the location and layout of each structure on this site and all adjacent properties.

Describe the proposed project including structures.

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION CLASSIFICATION DATA

Property Address: _____ Block _____ Lot _____

Existing Property Description:
Area (square feet) _____ Dimensions _____

Proposed Property:
Lot(s) Number of Lots _____
Description: _____

Lot 1
Area: (square feet) _____
Dimensions (feet) Width: _____ Depth: _____

Lot 2
Area: (square feet) _____
Dimensions (feet) Width: _____ Depth: _____

Lot 3
Area: (square feet) _____
Dimensions (feet) Width: _____ Depth: _____
More than 3 lots: Attach information for additional lots.

Are all lots conforming? Yes _____ No _____
If No, indicate number and area of non conforming lots _____

This Application is requesting a: (Check all that apply)
Zoning Determination _____
Use Variance _____
Bulk Variance(s) _____
Site Plan Approval (not involving a Subdivision) _____
Subdivision Approval:
Minor – consisting of three (3) lots or less _____
Major – not classified as Minor _____

OFFICIAL USE

Application Classified as:
Zoning Determination _____
Variance Only _____ Use Addendum #1
Site Plan Only _____ Use Addendum #2
Subdivision – Minor _____ Use Addendum #3
Subdivision -- Major _____ Use Addendum #4

Meeting Date: _____ Status: _____

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION ADDENDUM #1
ZONING BULK OR USE VARIANCE APPROVAL

Property Address _____ Block _____ Lot _____

Applicant (does) (does not) own any of the adjoining properties; if does own one or more of the adjoining properties, list address(es) _____

This Application is for (Use) (Bulk) Variance Approval(s)
Existing Use _____ Proposed Use _____
Existing Structure(s) _____ Proposed Structure(s) _____
Existing Size(sq footage) _____ Building Height _____ Number of Stories _____
Proposed Size(sq footage) _____ Building Height _____ Number of Stories _____
Additional Buildings: Attach separate form with information for buildings to ADDENDUM #1

Total Building Coverage: Existing _____ % Proposed _____ %
Total Impervious Coverage Existing _____ % Proposed _____ %
Setback from property line: Existing: Front _____ Rear _____ Side Left _____ Side Right _____
Proposed: Front _____ Rear _____ Side Left _____ Side Right _____

Reason for Variance(s) Request:

1. The proposed (building) (use) thereof is contrary to the Zoning Ordinance(s) in the following particulars:
(Article & Sections) _____

2. The Applicant seeks variance(s) from the terms of Article(s) and Section(s) _____
(explain proposed plan) _____ of the Zoning Ordinance(s) so as to permit:

3. State the reason(s) why this Zoning Variance should be granted: _____

Required Information and Data for:

1. Use Variance:

Provide information, in sufficient detail, pertaining to the nature of the proposed operation(s) to be conducted on the site to permit the Land Use Board to determine whether the proposed use will be in compliance with the Borough's Master Plan and Land Use Ordinances.

2. Bulk Variance(s):

Provide a Site Plan for the proposals in the Application in accordance with the Application Checklist including all applicable requirements. Borough Land Use Ordinance 22-406.1 a. & c. contains the detailed requirements for preparing a preliminary Site Plan.

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION ADDENDUM #2
SITE PLAN ONLY INFORMATION

Property Address: _____ Block _____ Lot _____

Existing Use of this Property: _____ Proposed Use: _____

Existing Property Description:
Area (square feet) _____ Dimensions: Width _____ Depth _____

Conforming lot? (Yes) (No) If No, indicate non-conformities _____

Are there any other variances involving the lot? (No) (Yes) If yes, list variance(s) required:

Indicate the change(s) to use and/or structures on the property:

Do these changes involve a variance? (No) (Yes) if Yes, List the variance(s) required _____

Will there be a structure(s) constructed as part of this application? (Yes) (No)

If No:

1. Indicate Building envelope (Setback lines) on Site Plan

If Yes:

1. Indicate Building envelope (Setback lines) on Site Plan
2. Provide location and dimensions of structure(s) on Site Plan
3. Provide Elevations for structure(s)
4. Provide Renderings of proposed structure(s)
5. Provide interior floor plan for structure(s)

Does the proposed structure(s) require any variances? (No) (Yes)

If Yes: List variance(s) needed _____

Are all applicable requirements in Borough Ordinance 22-406.1 a. & c. completed and included with the Application (Yes) (No) If No, What requirements are not included and state reason(s) why you cannot comply:

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION ADDENDUM #3
MINOR SUBDIVISION INFORMATION

Property Address: _____ Block _____ Lot _____

Are there any new streets or extension of municipal facilities or utilities involved in this subdivision? (No) (Yes)

Existing Property Description:

Area: (square feet) _____ Dimensions: _____

Proposed Property Description:

Lot(s) Number of Lots _____

Description:	Lot 1	Block _____	Lot _____	Area:(sq ft) _____	Width: _____	Depth: _____
	Lot 2	Block _____	Lot _____	Area:(sq ft) _____	Width: _____	Depth: _____
	Lot 3	Block _____	Lot _____	Area:(sq ft) _____	Width: _____	Depth: _____

Are all lots conforming? (Yes) (No) If No, indicate number and area of non-conforming lots:

Are there any other variances involving the lots in this subdivision? (Yes) (No) If Yes, list variance(s) required:

Will there be structures constructed as part of this application? (Yes) (No)

If No:

1. Indicate Building envelope (Setback lines) on Site Plan

If Yes:

1. Indicate Building envelope (Setback lines) on Site Plan
2. Provide location and dimensions of structure(s) on Site Plan
3. Provide Elevations on structure(s)
4. Provide Renderings of proposed structure(s)
5. Provide interior floor plan for structure(s)

Do the proposed structure(s) require any variances? (Yes) (No)

If Yes: List variance(s) needed _____

Are all applicable requirements in Borough Ordinance 22-406.1 a. & c. completed and included with the Application (Yes) (No) If No, What requirements are not included and state reason(s) why you cannot comply:

Applicant Name _____
Land Use Application Number _____

Spring Lake Heights Land Use Board
LAND USE APPLICATION ADDENDUM #4
MAJOR SUBDIVISION INFORMATION

Property Address: _____ Block _____ Lot _____

Are there any new streets or extension of municipal facilities or utilities involved in this subdivision?
(No) (Yes)

Existing Property Description: Area (square feet) _____ Dimensions _____

Proposed Property Description:

Lot(s) Number of Lots _____

Description:

Lot 1 Block _____ Lot _____

Area: (square feet) _____ Dimensions: Width: _____ Depth: _____

Attach an additional sheet with the above information for any other different size lots in the subdivision.

Are all lots conforming? Yes _____ No _____
If No, indicate number and area of non-conforming lots _____

Are there any other variances involving the lots in this subdivision? (No) (Yes) If Yes, list variance(s) required: _____

Will there be a structure(s) constructed as part of this application? (Yes) (No)

If No:

1. Indicate Building envelope (Setback lines) for each lot on the Site Plan

If Yes:

1. Indicate Building envelope (Setback lines) for each lot on the Site Plan
2. Provide location and dimensions for each style of proposed house(s) on the Site Plan
3. Provide elevations for each style of proposed structure(s)
4. Provide typical renderings for each style of proposed structure(s)
5. Provide typical interior floor plan for each style of proposed structure(s)

Do the proposed structure(s) require any variance(s)? (No) (Yes)

If Yes, List variance(s) needed: _____

Are all applicable requirements in Borough Ordinance 22-406.2 a. & c. completed and included with the Application (Yes) (No) If No, What requirements are not included and state reason(s) why you cannot comply: _____

**SPRING LAKE HEIGHTS
LAND USE BOARD APPLICATION**

PRESENTATION OF EXHIBITS

**When you submit exhibits to the Land Use Board,
please do not glue them to an exhibit board.**

**The exhibits will need to be removed from any boards for
storage purposes. If the exhibits are glued, there is a possibility they
could be damaged during the removal process.**

**Please use binder clips or some other form of temporary adhesive to
attach the exhibits to the boards.**

Thank you



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Christopher M. Campion, Jr.
MAYOR

Request for List of Property Owners

This request must be submitted to the Borough of Spring Lake Heights Tax Assessor along with the required fee of \$10.00 payable to "Borough of Spring Lake Heights". Please allow 7 days for processing.

Property Address _____

Block# _____

Lot# _____

REQUESTED BY:

Name _____

Address _____

City, State, Zip Code _____

Mail to address above

Hold for pick up

Signature _____

Date _____

The attached list is certified from the tax records of the Borough of Spring Lake Heights.

Scott R. Imbriaco, Tax Assessor _____

Date _____

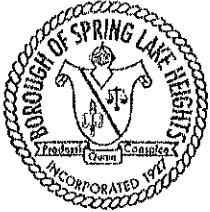
**Please review the additional address sheet to verify if the subject property is located adjacent to or within 200 feet of those listed.

OFFICE USE ONLY

Date: _____

Cash: _____

Check#: _____



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MAYOR

CERTIFICATION OF TAXES PAID

PROPERTY OWNER NAME: _____

PROPERTY LOCATION: _____

BLOCK: _____ LOT: _____

PROPERTY TAXES HAVE BEEN PAID THROUGH THE _____ QUARTER OF _____

NICOLE MONTEODORO
CERTIFIED TAX COLLECTOR

DATE

SAMPLE

Legal Notice of Hearing

To: _____

In the Matter of:

Applicant: _____

Street Address: _____

Block: _____ Lot: _____

Spring Lake Heights, NJ 07762

PLEASE TAKE NOTICE that the applicant(s), _____, have applied to the Spring Lake Heights Land Use Board for: (Variance, Site Plan, Subdivision, Appeal...)

To: (describe details of proposed application) _____

The applicant will ask for approval for the following: (Variance, Site Plan, Subdivision, Appeal...) Provide Details

1. _____
2. _____
3. _____
4. _____

The applicant may also ask for any other variances, whether bulk, or use and/or waivers found in the Board Engineer or Planner review prior to the hearing or as deemed necessary by the Board during the hearing.

Any persons affected by this application will have the opportunity to be heard at the Land Use Board meeting. The Board Hearing shall take place on (Date) _____ at 7:00 PM in the Spring Lake Heights Municipal Building, located at 555 Brighton Avenue, Spring Lake Heights, NJ 07762.

A copy of the application with plans and all related documents, have been filed in the Office of the Board Secretary and may be inspected by the public during regular business hours in the Land Use Board Office located in the Municipal Building, located at 555 Brighton Avenue, Spring Lake Heights, New Jersey.

Date: _____ Applicant Signature _____

NOTE: This notice must be personally served or sent by certified or registered mail at least 10 days prior to the date of the hearing, and proof of service given to the Secretary of the Land Use Board at least two days prior to the hearing date.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

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

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

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

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

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

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

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, 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 Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

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

Penalties

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

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

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

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

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. 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 the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

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 possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. 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 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

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

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

Part I. Taxpayer Identification Number (TIN)

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

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 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 Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

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

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

Caution: A disregarded domestic 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, below, and items 4 and 5 on page 4 indicate 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 the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 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), 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.

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, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

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

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

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

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

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

Protect yourself from suspicious emails or phishing schemes.

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

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

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

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

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)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ⁴
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor* ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

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

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

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

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

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. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

(N.J.S.A. 40:55D-1 et seq.); \$500.

§ 22-801 LAND USE APPLICATION FEES

The Land Use Application Fees are defined in the Land Use Application Fees Chart as shown below:

<i>Borough of Spring Lake Heights</i>		
<i>Table 1: Land Use Application Fees</i>		
<i>Application</i>	<i>Fee</i>	<i>Additional Fee(s)</i>
<i>Subdivision</i>		
<i>Preliminary Plat</i>	<i>\$500</i>	<i>\$50.00 per lot x total lots in subdivision</i>
<i>Final Plat</i>		
<i>Major</i>		<i>One half (1/2) of the Preliminary Plat Fee</i>
<i>Minor</i>	<i>\$350</i>	<i>\$25.00 for each lot created</i>
<i>Site Plan</i>		
<i>Preliminary Plan</i>		
<i>Residential</i>	<i>\$500</i>	<i>\$50.00 per dwelling unit</i>
<i>Commercial/Nonresidential</i>	<i>\$500</i>	<i>\$100 per 1,000 sq. ft. of gross floor area</i>
<i>Conditional Use</i>	<i>\$150</i>	
<i>Final Plat</i>		<i>One-half (1/2) of the Preliminary Plat Fee</i>
<i>Variances</i>		
<i>C(1) & C(2) Variances</i>	<i>\$300</i>	
<i>Use</i>		
<i>Residential</i>	<i>\$500</i>	<i>\$100 per dwelling unit</i>
<i>Commercial/Nonresidential</i>	<i>\$500</i>	<i>\$50 per 1,000 sq. ft. of gross floor area</i>
<i>Appeal Action of Borough Officer</i>	<i>\$500</i>	
<i>Interpretation of Zoning Ordinance/ Map</i>	<i>\$500</i>	
<i>Amendment of Approval</i>		
<i>Amendment of Previously Approved Preliminary or Final Plat</i>	<i>\$250</i>	<i>\$250 per review per Professional</i>
<i>Extension of Time</i>	<i>\$2,000</i>	
<i>Informal Plan Review- Site or Subdivision</i>		
<i>Conceptual Presentation</i>	<i>\$100</i>	
<i>Applicant Request of Conceptual Presentation</i>	<i>\$250</i>	<i>Per requested review per Professional</i>
<i>Waiver of Site Plan</i>	<i>\$750</i>	<i>\$250 per review per professional</i>
<i>Appeal to Borough Council</i>	<i>\$500</i>	

§ 22-802. SPECIAL MEETINGS. [Ord. #6-1989, § 808]

Upon the request of an applicant for a dedicated special meeting to review the submission before the appropriate agency:

<u>Residential</u>	<u>\$4,000</u>
<u>Commercial</u>	<u>\$4,900</u>
<u>D Variance</u>	
<u>Residential</u>	<u>\$4,200</u>
<u>Commercial</u>	<u>\$4,900</u>
<u>Subdivision</u>	
<u>Minor</u>	<u>\$4,500</u>
<u>Major</u>	<u>\$4,900</u>
<u>Site Plan</u>	
<u>Minor or No Subdivision</u>	<u>\$4,500</u>
<u>Major</u>	<u>\$4,900</u>
<u>Informal Conference</u>	<u>\$1,000</u>
<u>Amendment of Approval</u>	
<u>Amendment of previously approved preliminary or final plat</u>	<u>\$2,000</u>
<u>Extension of Time</u>	<u>\$2,000</u>
<u>Other</u>	
<u>Appeal Action of Borough Official</u>	<u>\$500</u>
<u>Interpretation of Zoning</u>	<u>\$800</u>
<u>Appeal to Borough Council</u>	<u>\$500</u>
<u>ADDITIONAL DEPOSIT MAY BE REQUIRED</u>	

- c. Where the fee deposit is not adequate to cover the anticipated or actual costs of professional services provided for the project, the applicant shall deposit additional funds as required, prior to further action being taken by the approving authority.
- d. ~~By majority vote, a Board may determine to waive any or all of the posted professional services deposit on de minimis applications for development. If waived, the Board Secretary shall refund the deposit to the applicant within 30 days of the Board's vote.~~

§ 22-81004. CALCULATION OF FEES. [Ord. #6-1989, § 810]

- a. Submissions involving a combination of approvals filed concurrently, including but not limited to subdivision, site plan, conditional use and/or variance, shall pay the highest fee in full, plus 1/2 of each other fee applicable for each additional approval required.
- b. Submissions involving a combination of approvals, not filed concurrently, shall pay the full fee as imposed in this article.
- c. Where a submission involves part of a unit of measure on which a fee is based, the unit of measure shall be rounded upward to the next whole unit.

§ 22-81105. REFUND SUBMISSION WITHDRAWAL PROCESS

- a. Submissions withdrawn at the request of the applicant prior to the commencement of the completeness review, shall be entitled, upon application, to a refund of 90% of the fees paid