

**CITY OF EGG HARBOR
Municipal Building
500 London Avenue
Egg Harbor City, NJ 08215**

EGG HARBOR CITY LAND USE BOARD

The application, with supporting documentation, must be filed with the City and must be delivered to the Board Attorney, Engineer and Planning Consultant for review at least (21) business days prior to the meeting at which the application is to be considered.

To be completed by City staff only

Date Filed _____ Application No. _____

Land Use Board _____

Application Fees _____

Escrow Deposit _____

Scheduled for: Review for Completeness _____ Hearing _____

1. SUBJECT PROPERTY

Location: _____

Tax Map Page _____ Block _____ Lot(s) _____

Page _____ Block _____ Lot(s) _____

Dimensions Frontage _____ Depth _____ Total Area _____

Zoning District _____

2. APPLICANT

Name _____ Telephone Number _____

Address _____

Applicant is a Corporation _____ Partnership _____ Individual _____

3. DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply.)

Name _____ Address _____ Interest _____

4. If owner is other than the applicant, provide the following information on the

Owner's Name _____

Address _____

Telephone Number _____

5. Property Information:

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies) _____ No _____ Proposed _____

Note: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises: _____

6. Applicant's Attorney _____

Address _____

Telephone Number _____

Fax Number _____

7. Applicant's Engineer _____

Address _____

Telephone Number _____

Fax Number _____

8. Applicant's Planning Consultant _____

Address _____

Telephone _____

Fax Number _____

9. Applicant's Traffic Engineer _____

Address _____

Telephone Number _____

Fax Number _____

10. List any other expert who will submit a report or who will testify for the Applicant:
(Attach additional sheets as may be necessary).

Name _____

Field of Expertise _____

Address _____

Telephone Number _____

Fax Number _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval

_____ Subdivision Approval (Preliminary)

_____ Subdivision Approval (Final)

Number of lots to be created _____ Number of proposed dwelling unit's _____
(Including remainder lot) (if applicable)

SITE PLAN:

_____ Minor Site Plan

_____ Preliminary Site Plan Approval (Phase (if applicable) _____)

_____ Final Site Plan Approval (Phase (if applicable) _____)

_____ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet or acreage) _____

Number of proposed dwelling units (if applicable) _____

_____ Request for Waiver from Site Plan Review and Approval

Reason for request: _____

- _____ Informal Review
- _____ Request for Re Zoning and /or Amendment to Master Plan
- _____ Appeal decision of an Administrative Officer (N.J.S.A. 40:50D-70a)
- _____ Map or Ordinance Interpretation or Special Question (N.J.S.A. 40:55D-70b)
- _____ Variance Relief (hardship) [N.J.S.A. 40:55D-70c (1)]
- _____ Variance Relief (substantial benefit) [N.J.S.A. 40:55D-70c (2)]
- _____ Variance Relief (use) [N.J.S.A. 40:55D-70d]
- _____ Conditional Use Approval [N.J.S.A. 40:55D-67]
- _____ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S.A. 40:55D-34]
- _____ Direct issuance of a permit for a lot lacking street frontage [N.J.S.A. 40:55D-34]
- _____ Other Relief [specify]

12. Section (s) of Ordinance from which a variance is requested:

13. Waivers Requested of Development Standards and/or Submission Requirements: [attach additional pages as needed]

14. Attach a copy of the Notice to appear in the official newspaper of the Municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located with the State and within 200 feet in all directions of the property which is the subject of this application. The publications and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing. An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed]

16. Is a public water line available? _____

17. Is public sanitary sewer available? _____

18. Does the application propose a well and septic system? _____
19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____
20. Are any off-tract improvements required or proposed? _____
21. Is the subdivision to be filed by Deed or Plat? _____
22. What form of security does the applicant propose to provide as performance and Maintenance guarantees? _____
23. Other approvals which may be required and date plans submitted:

| | <u>Yes</u> | <u>No</u> | <u>Date Plans Submitted</u> |
|---|------------|-----------|-----------------------------|
| • City of Egg Harbor Water Department | | | |
| • City of Egg Harbor Sewerage Department | | | |
| • Atlantic County Board of Health | | | |
| • Atlantic County Health Department | | | |
| • Atlantic County Planning Board | | | |
| • Atlantic County Soil Conservation Dist. | | | |
| • NJ Council on Affordable Housing | | | |
| • NJ Department of Environmental Protection | | | |
| Sewer Extension Permit | | | |
| Sanitary Sewer Connection Permit | | | |
| Stream Encroachment Permit | | | |
| Waterfront Development Permit | | | |
| Wetlands Permit | | | |
| Tidal Wetlands Permit | | | |
| Portable Water Construction Permit | | | |
| Other | | | |
| • NJ Department of Transportation | | | |
| • Public Service Electric & Gas Company | | | |
| • _____ | | | |
| • _____ | | | |

- 24. Certification from the Tax Collector that all taxes due on the subject property have been paid
- 25. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

It is the responsibility of the Applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff [Engineer, Planning Consultant, Attorney for the Board to which the Applicant is submitted] for their review. The documentation must be received by the professional staff at least fifteen [15] business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

| Quantity | Description of Item |
|----------|---------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- 26. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals.

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

| <u>Applicant's Professional</u> | <u>Reports Requested</u> |
|---------------------------------|--------------------------|
| _____ Attorney | _____ |
| _____ Engineer | _____ |
| _____ _____ | _____ |

CERTIFICATIONS

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 that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

[If the Applicant is a corporation this must be signed by an authorized corporate officer. If the Applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this _____ Day of _____, 20 ____.

NOTARY PUBLIC

SIGNATURE OF APPLICANT

27. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the Applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the Applicant.

[If the owner is a corporation this must be signed by an authorized corporate officer. If the Owner is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this _____ day of _____, 20 ____.

NOTARY PUBLIC

SIGNATURE OF APPLICANT

28. I understand that the sum of \$ _____ has been paid to the City of Egg Harbor as a Non-Refundable Application Fee.

Date _____

SIGNATURE OF APPLICANT

29. I understand that the sum of \$ _____ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Land Development Ordinance of the City of Egg Harbor, I further understand that the escrow account is established to cover the cost of Professional services including engineering, planning, legal and other expenses associated with the review of applications for development, review and preparation of documents, inspection of improvements, the publication of the decision by the Board or other purposes under the provisions of the Municipal Land Use Law. Sums not utilized shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date _____

SIGNATURE OF APPLICANT

EGG HARBOR CITY

SITE PLAN CHECKLIST

The following checklist is designed to assist applicants in preparing plans for Board review. Applicants should check off each item to ensure that it is included on the plan. **ITEMS OMITTED MAY DELAY CONSIDERATION BY THE BOARD.** Utility plans, landscaping plans architectural elevations, etc., may be shown on separate sheets.

- _____ Name and title of applicant, owner and person preparing map.
- _____ Place for signature of Chairman and Secretary of Planning Board or Zoning Board of Adjustment.
- _____ Place for signature of municipal engineer.
- _____ Tax map lot and block numbers.
- _____ Date, scale and "north" sign.
- _____ Key map of the site with reference to surrounding areas and to existing street locations.
- _____ Zone district in which property in question falls, zone district of adjoining properties and all property within 200 foot radius of the property in question.
- _____ Name of owners of all contiguous land and adjacent property.
- _____ Dimensions of lots, setbacks, front yard, side yards and rear yard; size, kind and location of fences.
- _____ Location dimensions and details for all signs and exterior lighting including type of standards, location, radius of light and intensity in foot-candles.
- _____ The outside dimensions of existing and/or proposed principal building(s) and all accessory structures.
- _____ Storm drainage plan showing location of inlets, pipes swales, berms and other storm drainage facilities including roof leaders, indicate existing and proposed runoff calculations.
- _____ Rights-of-way, easements and all lands to be dedicated to the municipality or reserved for specific uses.

- _____ The entire property in question, even though only a portion of said property is involved in the site plan; provided, however, where it is physically impossible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted.
- _____ Significant existing physical features including streams, water courses, rock outcrop, swampy soil, etc.
- _____ Bearings and distances of property lines.
- _____ Plans of off-street parking area layout and off-street loading facilities showing location and dimensions of individual parking spaces, loading areas, aisles, traffic patterns and driveways for ingress and egress.
- _____ All driveways and streets within 200 feet of site.
- _____ All existing and proposed curbs and sidewalks.
- _____ Typical floor plans and elevations.
- _____ Existing and proposed sanitary sewerage disposal system. Show percolation test holes and results and soil log data.
- _____ Water supply system.
- _____ Method of solid waste disposal and storage and details for trash enclosures to located on-site.
- _____ Existing and proposed spot elevations based upon the U.S. Coastal Geodetic Datum at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations.
- _____ Location of all existing trees or tree masses, indicating general sizes and species of trees.
- _____ Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants and trees and dimensions, approximate time of planting and method of planting (base rooted, ball and burlap).
- _____ Application form(s) signed by the applicant. If the applicant is not the owner, proof of owner's consent to filing the application.
- _____ If variances are required, proof of notification as required by the municipal Land Use Law.
- _____ Proof that all property taxes and utility fees are paid up to date.

- _____ A list of all other approvals required, the current status of the approvals and copies of applications and/or decisions.
- _____ All required application and escrow fees.
- _____ Any other pertinent information as may be required by the Board.

EGG HARBOR CITY – FEES and DEPOSITS

PROJECT TYPE AND SIZE INITIAL ESCROW DEPOSIT

SUBDIVISIONS

| | |
|-------------------------------|-------------|
| 2 to 10 Lots | \$3,000.00 |
| Greater than 10, less than 75 | \$7,500.00 |
| Greater than 75 | \$10,000.00 |
| Site Plan Review | \$3,000.00 |
| Informal Site Plan Review | \$600.00 |

| | <u>FEE</u> | <u>ESCROW</u> |
|----------------------------|-------------------|--------------------------|
| Minor | \$200.00 | \$2,500.00 |
| Major (preliminary) | \$300.00 + 30/lot | \$7,500.00 - \$10,000.00 |
| Major (final) | \$300.00 + 30/lot | \$3,000.00 |
| | | |
| Amendments to Subdivisions | \$250.00 | \$1,500.00 |
| Extensions to Subdivisions | \$200.00 | \$500.00 |
| Tax Map Updates | \$100.00 | Actual Cost |

SITE PLANS

| | <u>FEES</u> | <u>ESCROW</u> |
|-------------------------------|-------------|---------------|
| Minor Site Plan | \$350.00 | \$3,000.00 |
| Major Site Plan (preliminary) | \$850.00 | \$5,000.00 |
| Major Site Plan (final) | \$700.00 | \$3,500.00 |
| Amendments (minor) | \$250.00 | \$750.00 |
| Amendments (major) | \$250.00 | \$1,000.00 |

EXTENSIONS

| | | |
|-------|----------|----------|
| Minor | \$200.00 | \$350.00 |
| Major | \$250.00 | \$700.00 |

SITE PLAN WAIVER REQUESTS

| | | |
|-------|----------|----------|
| Minor | \$250.00 | \$750.00 |
| Major | \$250.00 | \$750.00 |

MEETINGS

| | FEES | ESCROW |
|--------------------|----------|----------|
| Development Review | \$100.00 | \$350.00 |
| Informal | \$100.00 | \$500.00 |
| Special | \$350.00 | \$750.00 |
| Public Hearing | \$250.00 | \$350.00 |

ZONING PERMIT

| | | |
|-------------------------|---------|----------|
| Permits | \$50.00 | |
| Letter of Certification | \$50.00 | \$250.00 |

VARIANCES

| | FEES | ESCROWS |
|-------------------------------|----------|-------------------------------|
| Appeals + Interpretations | \$250.00 | \$350.00 |
| Conditional Use – residential | \$250.00 | \$500.00 |
| Conditional Use – site plan | \$350.00 | \$500.00 |
| C – Hardship (each) | \$250.00 | \$350.00 |
| Use D Variance (each) | \$250.00 | \$350.00 |
| Non – Use D Variance (each) | \$250.00 | \$1,000.00 |
| Soil Boring | \$100.00 | \$200 + \$100 each additional |

ADDITIONAL INFORMATION

A. The application fee for sketched plots, major and minor subdivisions, major and minor subdivisions, major and minor site plans and planned development applications for hearings before the Municipal Land Use Board shall be as follows:

Escrow funds shall be used to reimburse professional fees (planning, engineering, legal, etc.), including meeting time and additional administrative costs over and above attendance at meetings and routine administrative and office expense.

Additional escrow funds may be required when the original amount has been depleted by 60% and the development application is still in progress. The amount of additional funds needed shall be determined by the Municipal Land Use Board Administrator.

FORM OF PROOF OF SERVICE

STATE OF NEW JERSEY

SS:

COUNTY OF ATLANTIC

_____ of full age, being duly sworn according to law, deposed and says,
that he/she resides at _____ in the City of _____
and State of _____, that he is the applicant in a proceeding before the
Planning Board, Egg Harbor City, New Jersey, being an applicant under the Planning Ordinance
Of Egg Harbor City, and which has the Case No. _____ and relates to the premises at _____
_____ that he gave notice of this proceeding to each and all
Of the owners of property affected by said application according to NJSA 40:55D-12 by personal
Service of registered mail on the _____, A.D. 20__ a true copy of which
Notice is attached to this affidavit, together with the list of owners upon who said notice was
served and the mailing receipts for those served by certified mail.

NOTARY PUBLIC

Sworn to before me on this _____

Day of _____, A.D. 20_____

APPLICANT'S SIGNATURE

CITY OF EGG HARBOR

LAND USE BOARD

Appeal # _____ Date _____

Block _____ Lot _____ Plate _____

Name: _____

The Following taxes are paid: _____ Amount _____

The following taxes are not paid: _____ Amount _____

TAX COLLECTOR

CERTIFIED LIST REQUEST

To: Tax Assessor, City of Egg Harbor
500 London Avenue
Egg Harbor City, NJ 08215

I HEREBY REQUEST A CERTIFIED LIST OF PROPERTY OWNERS WITHIN TWO HUNDRED (200) FEET OF:

BLOCK _____ LOT _____

PROPERTY ADDRESS

ENCLOSED FIND FEE OF \$10.00, PAYABLE TO CITY OF EGG HARBOR AS REQUIRED FOR SAID CERTIFIED LIST

SIGNED: _____

PLEASE SEND CERTIFIED LIST TO:

NAME: _____

ADDRESS: _____

PHONE: _____

(DATE)

NOTICE:

NOTICE is hereby given that _____ is appealing to the City of Egg Harbor Planning Board/Zoning Board of Adjustment to grant a variance as applied to property known as _____, and listed as Block _____, Lot (s) _____ on zone _____. Variance is requested to permit _____

A meeting will be held on _____, 20____ at _____ PM in the Municipal Building, 500 London Avenue, Egg Harbor City, NJ.

A copy of my application may be seen in the Construction Office during regular office hours. If you have any objection to the granting of this variance, attend the meeting and you will be heard.

Signature of Applicant

CITY OF EGG HARBOR PROFESSIONALS

ENGINEERS: Remington and Vernick Engineers
845 N. Main Street, Suite 3
Pleasantville, NJ 08232
Telephone: (609) 645-7110
Fax: (609) 645-7076

LAND USE BOARD ATTORNEY: Elias T. Manos, Esquire
Manos Law Firm, LLC
2408 New Road
Suite 2
Northfield, NJ 08225
(609) 335-1873

IN HOUSE PROFESSIONALS

ZONING OFFICER: Steve Hadley (609) 965-1616 ext. 109

CONSTRUCTION OFFICIAL: Richard Saunders (609) 965-1616 ext. 110

CHIEF FINANCIAL OFFICER: Jodi Kahn (609) 965-4683

**LAND USE & BUILDING
DEPARTMENT OFFICE**

MANAGER: Donna Heffley (609) 965-1616 ext. 105
donnaheffley@egg HarborCity.org

Request for Taxpayer Identification Number and Certification

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

| | | |
|---|--|--|
| Print or type See Specific Instructions on page 2. | Name (as shown on your income tax return) | |
| | Business name/disregarded entity name, if different from above | |
| | Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ | Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| City, state, and ZIP code | | |
| 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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| Social security number | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |

| 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 on page 3.

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

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

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

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

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

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