**APPLICATION TO THE CITY OF SOUTH AMBOY**
**PLANNING BOARD/ZONING BOARD OF ADJUSTMENT**

INDICATE TYPE(S) OF APPLICATION

| | | | |
|---|---|---|---|
| MINOR SUBDIVISION | _____ | PRELIMINARY SITE PLAN | _____ |
| PRELIMINARY MAJOR SUBDIVISION | _____ | FINAL SITE PLAN | _____ |
| FINAL MAJOR SUBDIVISION | _____ | BULK VARIANCE | _____ |
| CONDITIONAL USE APPROVAL | _____ | USE VARIANCE | _____ |

**GENERAL INSTRUCTIONS:** Applicants shall complete each question to the best of their ability as required for each application.

1.

a. Applicant's Name: ______________________________

Address: ______________________________

Telephone: ______________________________

b. Owner's Name (if different than applicant): ______________________________

Address: ______________________________

Telephone: ______________________________

c. Attorney: ______________________________

Address: ______________________________

Telephone: ____________________ Fax: ____________________

Email address: ______________________________

d. Property Street Address: ______________________________

Block: __________ Lot(s): ____________________ Tax Sheet(s): __________

e. General Description of Existing and Proposed Use: ______________________________

______________________________

f. Building Zone District: ______________________________

g. Total Site Area: Acreage: ____________________ Square Feet: ____________________

h. Existing Building Area In Square Feet: ____________________ Height In Feet: __________

i. Proposed Building Area In Square Feet: ____________________ Height In Feet: __________

j. Description of Proposed Development: ______________________________

______________________________

______________________________

k. List of variances required: ______________________________

______________________________

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l. List of any licenses, permits and/or other approvals required by municipal, county, state, or federal law:

_______________________________________________

_______________________________________________

2.

a. Twenty (20) copies of Application

b. Twenty (20) copies of all preliminary and final site plans/minor subdivisions/preliminary and major subdivision.

c. All plans shall be prepared in conformance with the appropriate subdivision, variance and/or site plan standards as shown on checklist form.

d. Twenty (20) copies of fully executed checklist forms.

3. Certified list of property owners obtained from Tax Assessor's office.

4. Certification that taxes, assessments, municipal liens, etc. are paid.

5. One (1) copy of the Affidavit of Publication. Notice needs to appear once in the Home News Tribune at least ten (10) days prior to the hearing.

6. One (1) copy of the Proof of Service including postage receipts and green cards. Notices need to be postmarked at least ten (10) days prior to the hearing.

7. Does the applicant request the Board to publish notices of decisions: Yes _____ No _____

8. As owner of the premises in the within application, I hereby authorize the applicant or agent to submit the above application.

Signature of Owner

_______________________________________________

Owner Name: Date

9. Acceptance of reasonable review costs by Board's professionals.

Signature of Applicant

_______________________________________________

Applicant Name: Date

10. Applicant's Tax ID Number _______________________

Sworn to and Subscribed
before me this _______ day
of _________________ 20___.

_______________________

Notary Public of New Jersey



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Case No. _______________________

**CITY OF SOUTH AMBOY**
**COMPLETENESS FORM**

INDICATE TYPE(S) OF APPLICATION

| | | | |
|---|---|---|---|
| MINOR SUBDIVISION | _____ | PRELIMINARY SITE PLAN | _____ |
| PRELIMINARY MAJOR SUBDIVISION | _____ | FINAL SITE PLAN | _____ |
| FINAL MAJOR SUBDIVISION | _____ | BULK VARIANCE | _____ |
| CONDITIONAL USE APPROVAL | _____ | USE VARIANCE | _____ |

Applicant's Name and Address: ____________________

____________________

Project Location ____________________ Street Address: ____________________
Block Lot(s)

Engineer: ____________________ Date Submitted: ____________________

The following items shall be submitted and/or appear on the Plans in order to be deemed complete, unless otherwise approved by the Board.

APPLICANT SHALL COMPLETE EACH ITEM ON THE CHECKLIST AS FOLLOWS:
YES, NO, WAIVER, OR (N/A) NOT APPLICABLE.

I. APPLICATION PACKAGE

**APPLICANT**

1. (          ) Twenty (20) signed and sealed plans prepared by a licensed New Jersey Professional Engineer.

2. (          ) Twenty (20) signed and sealed architectural floor plans/elevation views prepared by a New Jersey registered architect.

3. (          ) Twenty (20) signed and sealed outbound, location, topographic, tree surveys prepared by a New Jersey licensed Professional Land Surveyor.

4. (          ) Twenty (20) copies of completed application.

5. (          ) Disclosure form – List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).

6. (          ) One (1) copy of certified list of property owners obtained from the Tax Assessor's Office.

7. (          ) Certification that all taxes on the property have been paid and that there are no outstanding assessments for local improvements.

8. (          ) One (1) copy of the Proof of Publication. Notice needs to appear once in the Home News Tribune at least ten (10) days prior to the hearing.

9. (          ) One (1) copy of the Proof of Service including postage receipts and green cards. Notices need to be postmarked at least ten (10) days prior to the hearing.

10. (          ) Statement as to status of other required approvals (municipal, county, state, or federal).

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11. ( ) One (1) tax map of the area.

12. ( ) Fee as required by this ordinance.

## II. PLAN DETAILS

Plan details are primarily for the use of the municipal agency to establish criteria required to make decisions pertaining to the application. The following details shall be provided for municipal agency review.

The municipal agency has the right to waive certain details if a specific request is made by the applicant and agreed to by the agency. Surveys, the general plan, grading and utility plans, landscaping plans, architectural plans and elevations may be indicated on separate drawings and documents.

1. ( ) A survey prepared by a New Jersey Licensed Professional Land Surveyor. Site and off-site improvements shall be prepared by a New Jersey Licensed Professional Engineer and/or Architect, as applicable.

2. ( ) The plan shall be prepared at a suitable scale, but not less than ten feet to the inch, with the entire tract being shown on one sheet (size not greater than 24 inches by 36 inches).

3. ( ) Title block giving name of project, location of property by block and lot, name, title, license number and address of person preparing plan, and date of plan (including all revisions).

4. ( ) Key map at a scale not less than 400 feet to the inch showing subject site, building zone boundaries, and radius line of 500 feet from subject site.

5. ( ) North arrow and scale(s) of plan.

6. ( ) Name and address of owner(s) and applicant(s).

7. ( ) General notes – including flood hazard zone of subject site, and listing of building zone requirements, including parking. Comparison of building zone requirements to existing and proposed use. Note that all construction to comply with City of South Amboy Standards.

8. ( ) Names, addresses and block/lots of all owners of record of adjacent properties within a distance of 200 feet of subject site, as certified by the Tax Assessor.

9. ( ) Setback distances for existing principal structure, and all proposed structures.

10. ( ) Labeling of all existing structures to be removed.

11. ( ) Existing contours in dashed lines with maximum intervals of two feet for slopes of five percent or less, and intervals of five feet for slopes of greater than five percent.

12. ( ) First floor elevation of all existing and proposed structures. Elevations at corners of proposed structures.

13. ( ) Proposed contours in solid lines with maximum intervals of two feet.



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14. ( ) Location of all geographical features of site including rock outcrops, wooded areas and trees with caliper of six inches or greater as measured three feet above the ground.

15. ( ) Location, width, depth and direction of all ponds, streams, brooks, drainage ditches, pipes, or culverts traversing subject tract.

16. ( ) Location and size of all existing and proposed utilities serving the subject tract, including sanitary sewer, storm sewer, water, gas, and electric.

17. ( ) Profiles and cross-sections every 50 linear feet of all proposed dedicated roadways, showing width of roadway, location, and width of curbs and sidewalks.

18. ( ) Location, type, and size of existing and proposed means of vehicular ingress and egress to the tract; including access driveway width.

19. ( ) Location, type, and direction of existing and proposed lighting, including intensity level line equal to 0.3 foot-candles.

20. ( ) Location and type of landscaping, including planting schedule.

21. ( ) Construction details for site improvements.

22. ( ) Location and size of screened refuse area.

23. ( ) Location, size, and detail of all existing and/or proposed signs.

24. ( ) Endorsement by owner of tract stating their knowledge and consent of application.

25. ( ) Approval block for signature by Chairman and Secretary of the Planning Board.



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NOTE: A. A Planning Board/Board of Adjustment or Municipal Governing Body shall not approve an Application of any Corporation or Partnership which does not comply with these Disclosure Acts, as per New Jersey Statute 40:55D-48,3.

B. The Planning Board/Board of Adjustment reserves the right to request additional information or data in order to determine that the details of the plans are in accordance with the standards of the Site Plan Ordinance and other Ordinances of the City of South Amboy.

CALCULATION OF APPLICATION FEE IN ACCORDANCE TO
ARTICLE IX SECTION 53-51:

__________________________________________________
__________________________________________________
__________________________________________________

CALCULATION AS TO ESCROW IN ACCORDANCE TO
ARTICLE IX SECTION 53-51:

__________________________________________________
__________________________________________________
__________________________________________________

EXPLANATION FOR ANY REQUEST FOR A WAIVER OF ANY CHECKLIST REQUIREMENT:

__________________________________________________
__________________________________________________

Professional Certification as to the
accuracy of this form. Please seal
and provide license number

Signature: ______________________________

Print Name:

License Number:



For Board Use Only
Case No. ________________________

PUBLIC NOTICE

CITY OF SOUTH AMBOY

Notice is hereby given that a public hearing will be held before the Planning Board/Board of Adjustment of the City of South Amboy on Wednesday, ______________________________, 20___, at 7:00 P.M., Council Chambers, Town Hall, 140 North Broadway, South Amboy, New Jersey 08879, for __________________________________________________ approval and any other relief deemed necessary by the Board, on property known and designated as Lot(s) __________________________________________, Block _______ as shown on the City of South Amboy Tax Map, located at _______________________________________, South Amboy, New Jersey.

The purpose of the application is to _____________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Maps, plans, and other related documents are on file in the Office of the Planning Board/Board of Adjustment and are available for inspection during normal business hours.

_________________________, Applicant

# CITY OF SOUTH AMBOY
## NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: ___________________________________________________________

OWNER OF PREMISES AT: ________________________________________

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Planning Board/Board of Adjustment of the City of South Amboy for ______________________________ approval and any other relief as deemed necessary by the Board, from the requirements of the Land Use Development Ordinance of the City of South Amboy so as to permit ____________________________________________________________________

___________________________________________________________________; located at ________________________________, South Amboy, NJ, known and designated as Lot(s) ___________________________, Block __________ Zone ____ on the City of South Amboy Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been set down for Wednesday, __________________________,20___, at 7:00 P.M., in Council Chambers, City Hall, 140 North Broadway, South Amboy, New Jersey 08879, and when the case is called you may appear either in person, or by attorney, and present any objections which you may have to the granting of the relief sought in this petition.

Maps, plans and other related documents are on file in the Planning Board/Board of Adjustment office and are available for inspection during normal business hours.

This notice is sent to you by the applicant, by order of the Planning Board/Board of Adjustment of the City of South Amboy.

Respectfully,

______________________________, Applicant

**STATEMENT OF OWNERSHIP/DISCLOSURE FORM**

**FOR CORPORATIONS, LLC'S, OR PARTNERSHIPS**

**CHAPTER 336 LAWS OF 1977**

Applicant: ______________________________

An act requiring corporations, LLC's, and partnerships applying for certain site plans, subdivisions and variances shall disclose all owners of 10% or more of its stock of any class or in case of a partnership, owning a 10% or greater interest therein, and providing penalties for the violation thereof.

| NAME OF STOCKHOLDER OR PARTNER | ADDRESS | PERCENTAGE OWNED |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

If one or more of the above stockholders, or partners, is in itself a corporation, LLC, or partnership, then the names and addresses of the stockholders, or partners, owning at least 10% or more, of the latter corporation or partnership must likewise be listed.

| NAME OF STOCKHOLDER OR PARTNER | ADDRESS | PERCENTAGE OWNED |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

DATE: ______________________ ______________________________

APPLICANT

# City of South Amboy

140 North Broadway · South Amboy, New Jersey 08879
Phone: (732) 525-5924 Fax: (732) 727-2430

## REQUEST FOR A CERTIFIED LIST

**Please supply a "Certified List" of property owners with 200 feet of the following property:**

**BLOCK(S)** ____________________ **LOT(S)** ____________________

**Property Location:** ________________________________________

**Name:** ________________________________________________

**Address:** ______________________________________________

____________________________________________________________

**Phone:**_________________________ **Fax:**_________________________

**e-mail:**________________________________________________

**Fee: $10.00 (or 0.25 per name, whichever is greater)**

Payable by cash, check or money order to "City of South Amboy"

# City of South Amboy

140 North Broadway • South Amboy, New Jersey 08879

www.southamboynj.gov

## PROPERTY TAX CERTIFICATION – REQUEST

**Block:**____________**Lot:**__________________**Qual:**_________________

**Property Address:**____________________________________________

**Applicant:**___________________________________________________

**Address:**_____________________________________________________

_____________________________________________________

**Phone:**_______________________________________________________

**E-Mail:**______________________________________________________

**Choose method of delivery:**

☐ e-mail ☐ regular mail ☐ customer pick up

***** ALLOW 10 DAYS FOR PROCESSING REQUEST.**

Form **W-9**
(Rev. January 2005)
Department of the Treasury
Internal Revenue Service

# 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, if different from above | |
| Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ................ | ☐ Exempt from backup withholding |
| Address (number, street, and apt. or suite no.) | Requester's name and address (optional)<br>CITY OF SOUTH AMBOY<br>140 NORTH BROADWAY<br>SOUTH AMBOY NJ 08879 |
| 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 Line 1 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
| | | - | | - | | | |

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. person (including a U.S. resident alien).

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 4.)

**Sign Here** Signature of U.S. person ▶ Date ▶

## 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, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** 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.

**Note.** *If 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.*

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**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 recipient 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 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include 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, or

2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

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.

## 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 social security card. 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 social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

**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" line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

## Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business 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.

**Exempt payees.** Backup withholding is not required on any payments made to the following payees:

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 chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

| IF the payment is for . . . | THEN the payment is exempt for . . . |
|---|---|
| Interest and dividend payments | All exempt recipients except for 9 |
| Broker transactions | Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker |
| Barter exchange transactions and patronage dividends | Exempt recipients 1 through 5 |
| Payments over $600 required to be reported and direct sales over $5,000 [1] | Generally, exempt recipients 1 through 7 [2] |

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; 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-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., 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.socialsecurity.gov/online/ss-5.pdf*. 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 ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting *www.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.** Writing "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 items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

**Signature requirements.** Complete the certification as indicated in 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 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.

## 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 [1] |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner [1] |
| 5. Sole proprietorship or single-owner LLC | The owner [3] |
| **For this type of account:** | **Give name and EIN of:** |
| 6. Sole proprietorship or single-owner LLC | The owner [3] |
| 7. A valid trust, estate, or pension trust | Legal entity [4] |
| 8. Corporate or LLC electing corporate status on Form 8832 | The corporation |
| 9. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 10. Partnership or multi-member LLC | The partnership |
| 11. A broker or registered nominee | The broker or nominee |
| 12. 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 |

[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 second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

[4] List first and circle the name of the legal 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.** 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.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax 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. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**RESOLUTION ADOPTING A RULE OF THE SOUTH AMBOY PLANNING BOARD IN REGARD TO APPLICANTS PROVIDING A RECORD BY A CERTIFIED SHORTHAND REPORTER, OF PUBLIC HEARINGS.**

WHEREAS, the Planning Board has experienced problems concerning a record of testimony, representations, and stipulations made by and/or on behalf of Applicants during public hearings in regard to Applications for Development (as said term is defined in the singular in N.J.S. 40:55D-3), and other instances where the tape recording of such proceedings is not adequate for the Planning Board's needs; and

WHEREAS, N.J.S. 40:55D-8 requires the Planning Board to adopt rules and regulations not inconsistent with the Municipal Land Use Law;

NOW, THEREFORE, be it RESOLVED that the South Amboy Planning Board does hereby adopt the following rules and regulations:

(A) Each and all Applicants for Development, at the Applicant's sole cost and expense, shall engage a Certified Shorthand Reporter to attend each and all hearings in regard to all Applications for Development (as that term is defined in N.J.S. 40:55D-3), except as provided in (D) below; and

(B) Forthwith following each and all such hearings the Applicant, at the Applicant's sole cost and expense, shall furnish the Planning Board with a transcript, in regard to the aforementioned proceedings, prepared by said Certified Shorthand Reporter; and

(C) At the conclusion of a hearing before the Planning Board, an Applicant may request a waiver by the Planning Board in regard to furnishing the transcript referred to in (B) above and the Planning Board, in its discretion, based upon the nature and extent of the matters at said hearing, may either grant or deny said request.

(D) This rule and regulation shall not apply to applications for minor subdivision approval seeking to create two (2) lots, or three (3) lots.

The foregoing rule and regulation shall take effect immediately.

Adopted: June 26, 2002

Attest:

Linda Garnett

LINDA GARNETT, Secretary

Joseph E Connors

JOSEPH CONNORS, Chairman