

CITY OF PLAINFIELD
DIVISION OF PLANNING

PROCEDURE FOR FILING AN APPLICATION WITH THE PLANNING BOARD OR
THE ZONING BOARD OF ADJUSTMENT

In order to submit an application with the Planning Board or the Zoning Board of Adjustment, one MUST present five (5) items to the City of Plainfield Division of Planning. Applications will not be advanced for review or scheduling without ALL of these items:

- () COMPLETED application MUST be signed by the property owner and/or contingent purchaser with appropriate property owner consent. Attached pages through the W9 form MUST be submitted; all other pages are for applicant and their professionals to review.

- () TWO (2) folded copies of the site plans containing ALL of the items indicated in the city application

- () Application fee (to be determined upon submittal of application) *

- () Escrow fee (\$1,000.00 minimum) *

- () COMPLETED W-9 form. The name on the W9 form MUST be the same as the name on the application form.

** please make separate checks for each fee payable to the City of Plainfield*

NOTE: The length of the application process depends on YOU; the quicker we receive ALL necessary items, the quicker your application gets filed and scheduled.

Thank you.
Revised 4-13-21



CITY OF PLAINFIELD
 DEPARTMENT OF ECONOMIC DEVELOPMENT
 DIVISION OF PLANNING
 515 WATCHUNG AVENUE, ROOM 202
 PLAINFIELD, NEW JERSEY 07060



ADRIAN O. MAPP
MAYOR

VALERIE JACKSON
DEPARTMENT DIRECTOR OF
ECONOMIC DEVELOPMENT

**PLANNING BOARD & ZONING BOARD OF ADJUSTMENT
 APPLICATION FOR DEVELOPMENT**

Date Received: _____ **Application Number:** _____

I. Application is hereby made to: Planning Board or Zoning Board of Adjustment

II. Application is for (circle where applicable):
 Major Subdivision Minor Subdivision Site Plan Use, or "D" Variance
 Relief from Bulk Requirements Interpretation Appeal of Municipal Official Decision
 Certificate of Non Conformity Capital Project Review Concept Plan

III. Applicant Information:

A. Name: _____
 Address: _____
 Telephone & Email: _____

B. The Applicant is a: Corporation / LLC* _____ Partnership _____
 Individual _____ Other _____
** a corporation or LLC must be represented by an attorney*

C. If the Applicant is a corporation or partnership attach list of names and addresses of persons having a 10% or more interest in such (C.40:55D-48.2).

D. The relationship of the applicant to property in question is:
 Owner _____ Lessee _____ Contract Purchaser _____ Other (Specify) _____

IV. Property Owner Information: (Complete only if different from Applicant)

Name: _____
 Address: _____
 Telephone & Email: _____

V. Surveyor / Engineer / Architect Information (attach business card):

Name: _____
 Address: _____
 Telephone & Email: _____

Surveyor / Engineer / Architect Information (attach business card):

Name: _____
Address: _____
Telephone & Email: _____

VI. Attorney Information (attach business card):

Name: _____
Address: _____
Telephone & Email: _____

VII. Property Information:

Street Address: _____
Block & Lot Number: _____
Zone: _____
Existing Use: _____
Proposed Use: _____
Type of Construction: _____ Improvement Cost: _____
Total New Square Footage: _____ Total New Residential Units: _____ New Jobs: _____
Site Plan Approval Desired: Preliminary _____ Final _____

If this application includes a request for relief from zoning requirements state the purpose below (or on attachment) of this request:

VIII. Application Fee: (see fee schedule, §17:13-1 Land Use Ordinance) \$ _____

IX. Escrow Fee: (see fee schedule, §17:13-20.F Land Use Ordinance) \$ _____

X. The following are attached and made a part of this application:

- A. Two (2) signed and sealed plans
- B. Two (2) original, signed applications
- C. Appropriate application fee (check or money order payable to "City of Plainfield"- no cash)
- D. Appropriate escrow fee (separate check or money order payable to "City of Plainfield"- no cash)
- E. Letter of Authority or Power of Attorney in case appeal is made by other than the owner
- F. All other documents required for this type of application
- G. Tax Search / Certificate from Tax Collector stating that there are no outstanding taxes or liens

(Print Name) & Signature of Applicant ***

Dated

(Print Name) & Signature of Property Owner ***

Dated

*** *By signing this application, the applicant and/or agents hereby grant authorization to the approving authority and its professional and administrative staff to enter the property in question for inspection purposes. This is "consent to enter" as listed on the application completeness checklist.*

Applicant should inquire as to any State, County, or local Statutes that may have any bearing before proceeding.

CITY OF PLAINFIELD
DIVISION OF PLANNING
APPLICATION FOR WAIVER REQUEST

APPLICATION NO. _____

PROPERTY ADDRESS: _____

BLOCK: _____ **Lot(s):** _____

I, _____, applicant before the Planning Board/Zoning Board of Adjustment, do hereby request the following waiver from site plan submittal requirements:

Waiver Requested

Reason

Print Name: _____ **Signature:** _____

(Applicant, property owner, developer, and/or professional)

Date: _____

Political Contribution Disclosure Statement

1. Application Type Subject to Disclosure. In conjunction with a major subdivision or a major site plan, all applications for variance relief pursuant to a (d) "Use" Variance (N.J.S.A. 40:55D-70(d)), or a (c) "Bulk" Variance (N.J.S.A. 40:55D-70(c)).

2. Individuals & Entities Subject to Disclosure Requirements. Any individual or entity listed below that is party to an application for a request for approval of any application type listed in the above paragraph pursuant to the following stock or ownership standard:

- a. All Applicants and Owners; and
- b. All Developers as defined by N.J.S.A. 55D-4, i.e. the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including all persons or entities holding an option or contract to purchase or other enforceable proprietary interest in such land or project.
- c. All associates of said Developers who would be subject to disclosure pursuant to N.J.S.A. 40:55D-48.1 or 40:55D-48.2.
- d. All Professionals or entities who apply for or provide testimony, plans, or reports.

3. Contribution Disclosure Statement must be updated until a decision is rendered by the Planning Board or Zoning Board of Adjustment for any application subject to the requirements of Ordinance MC 2011-12.

Listed below are the date, amount, and the recipient of any and all Contributions (as defined by Ordinance MC 2011-12) made to or on behalf of any Plainfield candidate, candidate committee, joint candidate committee, or political action committee or political party committee of, or pertaining to, made **up to one year prior** to filing the application subject to disclosure and/or during the pendency of the application process, and required to be reported pursuant to N.J.S.A. 19:44A-1 et seq.

APPLICANT: _____ **OWNER:** _____
Name of Individual Name of Individual

DEVELOPER: _____
Name of Individual and/or Business

PROFESSIONALS: _____
Name of Individual(s) who apply for or provide testimony, plans, or reports

POLITICAL CONTRIBUTION RECIPIENT	DATE	AMOUNT

Attach a separate sheet if necessary. Do not write "not applicable", state "none" instead.

By signing below, I understand and certify to the above and have reviewed Ordinance MC 2011-12 and am aware that if I have misrepresented in whole or in part of this certification, I and/or the business entity, will be liable for any penalty permitted under the law.

SIGNATURE (applicant, owner, developer, or professional) **DATE**

PRINT NAME

40:55D-53.1. Interest on deposits with municipalities

Whenever an amount of money in excess of \$5,000.00 shall be deposited by an applicant with a municipality for professional services employed by the municipality to review applications for development, for municipal inspection fees in accordance with subsection h. of section 41 of P.L. 1975, c. 291 (C. 40:55D-53) or to satisfy the guarantee requirements of subsection a. of section 41 of P.L. 1975, c. 291 (C. 40:55D-53), the money, until repaid or applied to the purposes for which it is deposited, including the applicant's portion of the interest earned thereon, except as otherwise provided in this section, shall continue to be the property of the applicant and shall be held in trust by the municipality. Money deposited shall be held in escrow. The municipality receiving the money shall deposit it in a banking institution or savings and loan association in this State insured by an agency of the federal government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits. The municipality shall notify the applicant in writing of the name and address of the institution or depository in which the deposit is made and the amount of the deposit. The municipality shall not be required to refund an amount of interest paid on a deposit which does not exceed \$100.00 for the year. If the amount of interest exceeds \$100.00, that entire amount shall belong to the applicant and shall be refunded to him by the municipality annually or at the time the deposit is repaid or applied to the purposes for which it was deposited, as the case may be; except that the municipality may retain for administrative expenses a sum equivalent to no more than 33 1/3% of that entire amount, which shall be in lieu of all other administrative and custodial expenses. The provisions of this act shall apply only to that interest earned and paid on a deposit after the effective date of this act.

L. 1985, c. 315, s. 1, eff. Aug. 28, 1985.

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	Employer identification number								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.