

PLANNING BOARD

APPLICATION AND INSTRUCTIONS



PLANNING BOARD MEETINGS ARE THE FOURTH TUESDAY OF EACH MONTH AT 7:00PM

ACTUAL DATES ARE LISTED ON THE LAST PAGE OF THIS BOOKLET.

NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00PM

Depending on the scope of your project you may be scheduled for a Board Work Committee prior to the planning Board public hearing.

PREFACE

This procedural publication has been developed to assist you in preparing an application to be presented to the West Deptford Township Planning Board. It is an attempt to condense legal language found in the municipal Land Use Law and local ordinances into simple terms that you can follow.

It is strongly recommended that local ordinances be consulted in addition to this publication prior to preparation and submittal of any application for development. The Township **does not** assume any liability for failure by the applicant to review and prepare an application for submittal in accordance with the ordinances of the township of West Deptford. Local ordinances are as follows:

General Ordinances

Chapter #143	Subdivision
Chapter #102	Land Use Procedures
Chapter #166	Zoning, Planned Apartments, Shopping Centers, Site Plan Requirements
Ordinance 11	Fee Schedule
State of New Jersey RSIS Standards	

The above ordinances are on file at the office of Planning & Inspections during normal business hours 8 AM – 5 PM Monday, Tuesday & Thursday, 8 AM – 7 PM Wednesday (except legal holidays). The Township ordinances are available via the Township's website www.westdeptford.com.

INTRODUCTION

The purpose of this document is to acquaint the applicant with the procedures and requirements of the West Deptford Township Planning Board in processing an application for development. It is our hope that it will assist you in preparation for your plans and application.

The "Municipal Land Use Law" stipulates that applications be submitted for consideration and action by the Planning Board. The burden is therefore yours in submitting a complete application that will be docketed for a public hearing to be held by the Planning Board in order to grant or deny approval.

No application will be scheduled for a Planning Board hearing until such time as all requirements are fulfilled in having a complete application filed and prescribed fees paid.

SUBMITTING THE APPLICATION

All applications for development are made through the Zoning Officer of the Township of West Deptford. You may wish to contact the Zoning Officer before your application submittal to discuss development. The Zoning Officer reviews the application and exhibits to ensure that all materials are submitted in proper form. If not, the applicant will be notified of what is deficient.

The review process utilized by the Township involves having your application reviewed by the Planning Board Planner, Engineer, Board Solicitor and Fire Official. Oral and written reports are presented to the applicant at either the Work Committee meeting and/or the Planning Board meeting. All reports are utilized by the Planning Board Members determining the status of the application.

OTHER REFERRALS

The Planning Board is NOT the only agency which has approval or review authority over land development applications. A large number of applications must be referred to adjacent Municipalities, Gloucester County Agencies (i.e. Planning Board, Soil Conservation etc.) and State agencies for information and approval.

In some cases, review and approval is required if the application is in a certain geographic area, such as within the area covered by the Coastal Area Facilities Review Act or in a flood plain. In other situations, review is required if it is on a State Highway or within 200 feet of an adjacent municipal boundary. All applications are subject to Gloucester County Planning Board approval.

It is the applicant's responsibility to make all applications and notices to other required agencies.

In most cases the law states simply that before the municipality can approve the subdivision or site plan, the County or State agency must review or approve those items under their jurisdiction. This could mean that the Township could complete its review, hold the required public hearings and then approve the development plan subject to the requirements of other agencies.

The most appropriate time for review by the County or State is prior to the date selected and application docketed for public hearing by the Planning Board. Exhibits and sketch plats should only be referred after technical reviews have been completed by Township technical personnel (Engineer, Planner, etc.).

HEARING DATES

The West Deptford Planning Board meets once each month for the purpose of hearing applications. A list of meeting dates for the current year may be found on the bulletin board in the Municipal Building or may be reviewed in the Zoning Office. (See the last page of this booklet for current dates).

An applicant has the right to choose the monthly meeting at which his application will be heard. However, in order to be placed on the Planning Board agenda, the Zoning Officer must make the determination that a full application as outlined in this booklet has been submitted **at least 10 days** prior to the hearing date.

NOTICE OF PUBLIC HEARING FORM (PAGE 16)

The form entitled "Notice of Public Hearing" (form WDPBA3-Page 16) must be completed by the applicant and published and served on property owners at least ten (10) days prior to your hearing date as noted below:

1. **COMPLETION:** Type or print legibly the following information on the form:
 - a. In the initial paragraph, fill in the date of the meeting at which your application will be heard.
 - b. In the blank after "Applicant" enter the name of the individual or entity filing the application.
 - c. In the blank after "Property Affected" enter the **street address** and block number(s), lot number(s) and tax map of the property which is the subject of the application.
 - d. In the blank after "Nature of Application" enter a statement indicating the purpose of your application. It is important that you make this statement sufficiently precise that all parties entitled to receive this notice are adequately informed thereby concerning the nature of application. The wording of the "Nature of Application" on the "Notice of Public Hearing" should be exactly the same as "Nature of Application" on page 11 of the Planning Board application. Example:

"A minor subdivision involving the division of a 150'X100' lot into two 75'X100' lots for the purpose of creating building lots. Any other variances or waivers the Board may deem necessary."

PUBLIC HEARING

ALL APPLICATIONS TO THE PLANNING BOARD REQUIRE A PUBLIC HEARING.

On the public hearing date, established applications are generally heard in order of their filing. The earlier you file, the sooner your application will be placed on the agenda. When an application is called, the applicant has the responsibility of showing that the application deserves to be approved. The applicant, if an individual, may present his own case or may be represented by an Attorney (it is strongly recommended all applicants are represented by an Attorney); corporations must be represented by an Attorney. Applications for major subdivisions, site plans, apartment construction and shopping center construction must have an Attorney, Engineer and/or Architect present at the public hearing. The applicant and his witnesses, if any, should be prepared to present testimony under oath on any relevant documentary evidence.

Any interested party may cross-examine the applicant and his witness and present testimony and evidence objecting to the application.

No new application will be heard after 10:00 PM on the night of the Planning Board meeting.

PUBLICATION

A copy of the completed "Notice of Hearing" (form WDPBA3) form must be published by the applicant at his expense, in the Township's official newspaper, the South Jersey Times. Publication must take place at least ten (10) days before the meeting date at which the application will be heard. Publication may be done any time prior to the ten day requirement.

You should make arrangements for publication with the South Jersey Times, Legal Ad Department 856-754-7136 161 Bridgeton Pike, Mullica Hill, NJ. The Times usually requires that the notice be delivered to them at least three days or more before the desired publication date.

Failure to publish the notice or a late publication will prevent a hearing on your application on the desired date.

SERVICE ON PROPERTY OWNERS

At least ten (10) days prior to the hearing date a copy of the completed "Notice of Public Hearing" form must be served by the applicant on the owners of all real property located 200 feet in all directions from the property, which is the subject of the application.

HOW TO IDENTIFY PROPERTY OWNERS

The owners of real property within 200 feet of the subject property are determined by the current tax assessment lists.

You should request a certified list of property owners from the Zoning Officer in writing, with payment of a fee of \$10.00. This list will be supplied as soon as possible, but within 7 days after receipt of the request/payment. Faxed requests without payment will not be accepted.

If any properties within 200 feet of the subject property are located outside the Township in an adjacent municipality, you must secure the information concerning those properties and the owners thereof from the tax assessment lists of the adjacent municipality. Include their names, blocks and lots on the affidavit lists.

HOW TO SERVE OWNERS

The applicant must provide for service of the "Notice of Hearing" form on all property owners within 200 feet by either of the two methods outlined below:

1. Hand delivery on the property owner.
2. Mailing a copy by *Certified Mail* to the property owner at his address as shown on the current tax assessment list.

The hand delivery or mailing may be accomplished either by the applicant himself or his agent over the age of 18 years.

If the property owner is a partnership, service may be made on any partner; if a corporation, service may be made on the president, vice president, secretary or other person authorized by appointment or by law to accept service for the corporation.

SPECIAL SERVICE REQUIREMENTS

A copy of the completed "Notice of Public Hearing" (WDPBA3) form must be served by the applicant, by hand delivery or by certified mail at least ten (10) days before the hearing date, on the following public agencies in the situations noted:

1. All applicants must serve Public Notice to Gloucester County Planning Board, Administration Building, 1200 N. Delsea Drive, Clayton, NJ 08312. In most cases in addition to "Notice of Public Hearing" County applications are also required to be submitted. The submission is the responsibility of the applicant, *not West Deptford Township*.

2. If the subject property is located within 200 feet of an adjoining municipality, notice must be served to the Clerk of the adjoining municipality. In addition to notifying the Clerk of the adjoining municipality, adjoining property owners located in the adjoining municipality must also be notified. It is the responsibility of the applicant to secure the addresses of parties to be served notice. This information concerning adjoining property owners in an adjoining municipality may be obtained from the Clerk of the adjoining Municipality.

Borough of National Park
6 S. Grove Avenue, National Park, NJ 08063 856.845.3891

Borough of Westville
1035 Broadway, Westville, NJ 08093 856.456.0030

Borough of Paulsboro
1211 Delaware Street, Paulsboro, NJ 08066 856.423.1500

City of Woodbury
33 Delaware Street, Woodbury, NJ 08096 856.845.1300

Deptford Township Clerk
1011 Cooper Street, Deptford, NJ 08096

East Greenwich Township
159 Democrat Road, Mickleton, NJ 08056 856.423.0654

Mantua Township Clerk
401 Main Street, Mantua, NJ 08051 856.468.1500

3. If the subject property is adjacent to a State Highway notice must be served to the New Jersey Commissioner of Transportation, 1035 Parkway Avenue, Trenton, NJ 08625.
4. If the subject property exceeds 150 acres or involves more than 500 dwelling units, notice should be served to the Director, Division of State and Regional Planning, Department of Community Affairs, 329 W. State Street, P.O. Box 2768, Trenton, NJ 08625.

AFFIDAVIT OF SERVICE (PAGES 14-15)

The form entitled “Affidavit of Service” (form WDPBA2) must be completed by the person or persons who actually served the Notice of Hearing form on property owners and any required governmental agencies by either certified mail or hand delivery.

The person who made service must be complete and sign the **Affidavit of Service** form and his signature must be notarized. If more than one such person served various property owners or any required governmental agencies, each such person should sign and complete a separate **Affidavit of Service** form.

Complete the information required on the initial portion of the affidavit.

The main portion of the affidavit requires information on all property owners within 200 feet who were served. Supply the block and lot numbers and the name of the property owners for each property as shown on the tax assessment lists. Also complete the date you either hand delivered or mailed the Notice of Hearing form to each property owner.

Complete the manner of service, if hand delivered, fill in “D”, if certified mail, fill in “M”.

On the final portion of the affidavit, you need only fill information if service was required on any of these governmental agencies. (See special service requirements under the notice of hearing section of this instruction booklet)

The person who made the service should sign his/her name at the bottom of the affidavit and a notary public should complete the notarization at the left of the signature.

When you file the **Affidavit of Service** form, attach to it all receipt stubs for certified mail. (White slips) The receipt stubs are the certificates that sender keeps at the time of mailing, you are not required to attach the return receipts (green cards) which the post office furnishes the sender after the certified letter has been delivered to the addressee.

PAYMENT OF TAXES (PAGE 17)

Before any application may be accepted, all property taxes must be paid in full up to and including the last quarter before the actual hearing date. Complete the information on the upper portion of the tax form on Page 17. Submit this form to the West Deptford Township Tax Collector for verification. After the form is completed you must submit it with the rest of your Planning Board application package.

APPEALS FROM PLANNING BOARD ACTION

All appeals will be subject to the regulations contained in the "Municipal Land Use Law, Chapter 55D, Laws of New Jersey. Appellant is responsible for all fees.

RECORDING OF FINAL APPROVAL OF PLANS

It is the responsibility of the applicant/developer to have his approved final plans filed with County Recording Officer (Gloucester County Clerk's Office) as required by the N.J.S.A 40:55D-54.

No development plan (major subdivision, site plan, planned apartment, shopping center, etc.) will be accepted for filing by the County Recording Officer until it has been approved by the Planning Board. Final plats to be recorded must have the signature of the following affixed thereto:

Chairman – West Deptford Township Official
Secretary – West Deptford Township Official
Board Planner – West Deptford Township Official
Engineer – West Deptford Township Official
Clerk – West Deptford Township Official

The signature of the above shall not be affixed to final approval plans to be recorded until the developer/applicant has posted the guarantees (performance bond-maintenance bond) required (pursuant to 45:55D-53). IF COUNTY RECORDING OFFICER RECORDS ANY PLAT WITHOUT SAID APPROVALS, SAID RECORDING SHALL BE DEEMED NULL AND VOID, AND UPON THE REQUEST OF THE TOWNSHIP, THE PLAT SHALL BE EXPUNGED FROM THE OFFICIAL RECORDS. **West Deptford Township shall receive 8 sets of final resolution compliant, signed plans.

PAYMENT OF FEES

No subdivision, development or site plans shall be placed on the formal planning board agenda, until such time as all application fees have been paid and all escrow accounts have been established.

If at any time during the inspections of the construction of the said improvements it becomes evident that the escrow deposits are or will be insufficient to cover the costs, thereof, the applicant shall make such additional deposits in the amount to be determined by the Township Engineer based upon the estimated costs required to properly review and inspect the on and off site improvements.

ESCROW AND FEES

Minor Subdivision:

Application Fee -	\$75.00 per lot
Minimum Escrow Deposit -	\$2,000.00

Major Subdivision:

Application Fee -	\$500.00 plus \$100.00 per lot
Final Major Subdivision -	\$100.00
Minimum Escrow Deposit -	\$2,000.00
Additional Escrow - (To be paid at time of formal planning board application)	\$4,000.00
Tax Map changes resulting from maj. Subdivision	
Under 15 lots	\$800.00
Over 15 lots	\$1,600.00

Conceptual Review:

Application Fee -	\$200.00
Minimum Escrow Deposit -	\$2,000.00

Minor Site Plan:

Application Fee -	\$200.00
Minimum Escrow Deposit -	\$2,000.00
Additional Escrow - (To be paid at the time of formal planning board application)	\$3,000.00

Site Plan Review

Application Fee -	\$400.00
Minimum Escrow Deposit -	\$2,000.00
Additional Escrow - (To be paid at time of formal planning board application)	\$4,000.00

Conditional Use

Application Fee -	\$200.00
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Planned Apartment

Application Fee -	
Up to 10,000 sq.ft. of floor area	\$100.00
Per unit each additional 10,000 sq.ft.	\$5.00
Minimum Escrow Deposit -	\$2,000.00
Additional Escrow - (To be paid at time of formal planning board application)	\$8,000.00

ESCROW AND FEES - CONTINUED

General Development Plan

Application Fee -	\$400.00
Minimum Escrow Deposit -	\$2,000.00
Additional Escrow -	
(To be paid at time of formal planning board application)	\$4,000.00

Other Fees:

Property Owner List	\$10.00
Or \$.25 per name whichever is greater	
Tax Map Changes – Minor Subdivision	\$200.00
Request for an extension of an approved Subdivision or Site Plan	\$100.00
DVD recording of meeting	\$10.00

All Minimum Escrow fees must be submitted at the time of submittal of the Application and an original W-9 Form must be completed and accompany fee. Additional escrow must be submitted when you apply for Planning Board Public Hearing. *Additional escrow amount may be reduced by the Zoning Administrative Officer depending on the scope of the project.

FORMAL PLANNING BOARD APPLICATION



(Original and 7 Copies Required)

Application to West Deptford Township Planning board is hereby made in accordance with Chapter 102, 143 and 166 of the West Deptford Township Ordinance.

TYPE OF APPLICATION APPLIED FOR:

- | | |
|--|---|
| <input type="checkbox"/> MINOR SUBDIVISION | <input type="checkbox"/> CONDITIONAL USE |
| <input type="checkbox"/> MAJOR SUBDIVISION (Preliminary) | <input type="checkbox"/> R-4 ZONE DEVELOPMENT |
| <input type="checkbox"/> MAJOR SUBDIVISION (Final) | <input type="checkbox"/> R-5 MOBILE DEVELOPMENT |
| <input type="checkbox"/> SITE PLAN* (Preliminary) | <input type="checkbox"/> GENERAL DEVELOPMENT PLAN |
| <input type="checkbox"/> SITE PLAN* (Final) | <input type="checkbox"/> MINOR SITE PLAN* |

NAME OF PROJECT: _____

NATURE OF APPLICATION: _____
(Same wording as public notice)

APPLICANT: _____ TELEPHONE: _____

ADDRESS: _____

OWNER OF PREMISES: _____ TELEPHONE: _____

ADDRESS: _____

If application is a partnership, corporation or company supply the name and address of the principals.
Attach a separate sheet.

*Architectural building elevations including proposed materials and colors of all sides must be submitted with all site plans.

WDPBA1 1 of 3

STREET NAME LOCATION: _____

TAX MAP: _____ BLOCK(S): _____ LOT(S): _____ ZONE: _____

NUMBER OF LOTS IN PROPOSED SUBDIVISION _____ TOTAL AREA _____

IS SUBDIVISION TO BE FILED BY DEED OR PLAT? _____

SIZE OF LOTS AFTER SUBDIVISION: _____

(Attach a separate sheet if necessary)

ARE THE FOLLOWING UTILITIES EXISTING?

Paved Streets Yes _____ No _____

Storm Sewers Yes _____ No _____

Curb Yes _____ No _____

Water Yes _____ No _____

Sidewalks Yes _____ No _____

Gas Yes _____ No _____

Sanitary Sewer Yes _____ No _____

Electric Yes _____ No _____

NATURE OF APPLICANTS INTEREST IN PROPERTY: _____

SIZE OF NEW STRUCTURE(S): _____

PRESENT USE OF PROPERTY: _____

ADDRESS ALL CORRESPONDENCE CONCERNING THIS APPLICATION TO:

APPLICANT _____ NAME: _____

OWNER _____

DEVELOPER _____ ADDRESS: _____

OTHER _____

TELEPHONE & EMAIL: _____

ATTORNEY: _____ NAME: _____

ADDRESS: _____

TELEPHONE & EMAIL: _____

APPLICANT'S NAME: _____

ENGINEER: ADDRESS: _____
TELEPHONE & EMAIL: _____

APPLICANT'S NAME: _____
PLANNER: ADDRESS: _____
TELEPHONE & EMAIL: _____

If the applicant is not the owner of the property of proposed development, then the owner must be present at the Planning Board Meeting. Written authorization by the owner must be submitted with the Planning Board Application giving permission to the applicant to make application for development. Said authorization must be notarized.

I CERTIFY THAT THERE ARE NO PROTECTIVE COVENANTS OR DEED RESTRICTIONS APPLYING TO THE LAND TO BE DEVELOPED/SUBDIVIDED. IF SUCH RESTRICTIONS DO EXIST, A COPY OF EACH RESTRICTION IS TO BE MADE PART OF THIS APPLICATION. ALL PLANS FOR DEVELOPMENT TO BE SUBMITTED FOR REVIEW AND ACTION BY THE PLANNING BOARD MUST BE PREPARED BY A PROFESSIONAL ENGINEER, ARCHITECT OR LAND SURVEYOR LICENSED BY THE STATE OF NEW JERSEY.

Note: Failure to answer any questions shall deem this application incomplete.

I SWEAR THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

SIGNATURE OF APPLICANT/OWNER

TYPE OR PRINT NAME

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____ 20____

NOTARY PUBLIC

AFFIDAVIT OF SERVICE
(ORIGINAL REQUIRED)

APPLICANT: _____

OWNER: _____

BLOCK: _____ LOT: _____ TAX MAP: _____

HEARING DATE: _____

STATE OF NJ; COUNTY OF GLOUCESTER

_____ BEING DULY SWORN ACCORDING TO LAW ON
OATH DEPOSE AND SAY THAT ON THE DATE INDICATED, I SERVED A COPY OF THE
NOTICE OF HEARING ANNEXED HERETO IN THE MANNER INDICATED ON THE
FOLLOWING PROPERTY OWNERS AND GOVERNMENTAL AGENCIES.

BLOCK/LOT	LAST NAME OF OWNER	DATE SERVED	DELIVERED (D) OR MAILED (M)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF SERVICE WAS REQUIRED ON ANY OF THE FOLLOWING GOVERNMENTAL AGENCIES, I
SERVED A COPY OF THE NOTICE OF HEARING ON THE DATES AND IN THE MANNER
INDICATED:

(D) OR (M)

SIGNATURE OF PERSON MAKING SERVICE

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NOTICE OF PUBLIC HEARING

TAKE NOTICE THAT A PUBLIC HEARING WILL BE HELD BEFORE THE WEST DEPTFORD TOWNSHIP PLANNING BOARD AT THE WEST DEPTFORD TOWNSHIP MUNICIPAL BUILDING, 400 CROWN POINT ROAD, WEST DEPTFORD, NEW JERSEY ON

TUESDAY _____ 20 _____ AT 7:00PM ON THE FOLLOWING APPLICATION:

APPLICANT: _____

PROPERTY AFFECTED: _____

BLOCK _____ LOT _____ TAX MAP _____

NATURE OF APPLICATION:

10 DAYS PRIOR TO THE HEARING DATE ALL DOCUMENTS PERTAINING TO THIS APPLICATION WILL BE ON FILE AT THE ZONING OFFICE OF WEST DEPTFORD TOWNSHIP MUNICIPAL BUILDING AND MAY BE INSPECTED DURING REGULAR BUSINESS HOURS.

BY ORDER OF THE APPLICANT



VERIFICATION OF TAXES

THIS FORM MUST BE COMPLETED BY THE APPLICANT OR OWNER. WHEN YOU HAVE COMPLETED THE TOP PORTION OF THIS FORM, PLEASE HAVE THE TAX COLLECTOR'S OFFICE VERIFY THE BOTTOM PORTION OF THIS FORM. THIS FORM MUST BE SUBMITTED WITH YOUR PLANNING BOARD APPLICATION.

DATE: _____

OWNERS NAME: _____

PROPERTY ADDRESS: _____

BLOCK _____ LOT _____

DO NOT WRITE BELOW THIS LINE

TAXES ARE: CURRENT _____

DELINQUENT _____

TAX COLLECTOR

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	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 of the person whose name is entered on line 1. 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) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number								
				-				
or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- 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 for Part II, later.

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

General Instructions

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

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

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, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. 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. See *What is FATCA reporting*, later, for further information.

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

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

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

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.

In the cases below, the following person must give 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.

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

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 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, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

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

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

Payments you receive will be subject to backup withholding if:

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

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

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

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

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you 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

Line 1

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

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

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

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

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

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

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

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

Line 3

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

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

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

Exempt payee code.

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

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

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

2—The United States or any of its agencies or instrumentalities

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

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

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

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

¹ See Form 1099-MISC, Miscellaneous 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 reportable under section 6045(f), and payments for services paid by a federal executive agency.

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

Line 5

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

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS 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.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). 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 *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 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. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and 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 U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more Individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first Individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations 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*, earlier.

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

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

Secure Your Tax Records From Identity Theft

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

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax 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 Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 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 (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

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

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file Information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and 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.

SUMMARY OF INSTRUCTIONS

Complete the enclosed forms according to the instructions below:

ONLY ENCLOSED FORMS MAY BE USED. All completed information and fees must be received ten days prior to the hearing date. It is suggested all information be presented to the Zoning Officer in advance of the 10 days so that the application may be reviewed and contact you if there are any problems.

1. Complete pages 11-13 "*Planning Board Application*" (Form WDPBA1) and have it notarized, submit the original notarized application and seven copies.
2. Submit 8 copies of the proposed development site plan including, building elevations and landscaping or 8 surveys or subdivision.
3. Complete the "*Notice of Hearing*" (Form WDPBA3). Notice of Hearing form WDPBA3 must be delivered according to law, by you to each resident within 200 feet.
4. Complete the "*Affidavit of Service*" (Form WDPBA2) and have notarized.
5. Notify the Gloucester County Times to publish your Notice of Hearing (Form WDPBA3). Publication must appear at least 10 days prior to the hearing date, it may be published anytime sooner.
6. Complete and have verified the Verification Of Taxes (Form WDPBA4).
7. The following items must be returned at least ten days before the hearing date:
 - a. 8 Planning Board applications (WDPBA1) 1 original, 7 copies.
 - b. The original Affidavit of Service (WDPBA2), including white slips from any certified mailing.
 - c. 8 Copies of proposed development site plan including landscape and building elevations, where applicable. 8 Surveys for subdivisions.
 - d. 2 Copies of Notice of Hearing (WDPBA3), only WD forms will be accepted.
 - e. 1 Proof of Publication advertisement from the South Jersey Times.
 - f. The original Verification of Taxes paid to date (Form WDPBA4).
 - g. Fees and additional escrow – pay additional escrow when filing formal Planning Board application. Make all checks payable to *West Deptford Township*.

WEST DEPTFORD TOWNSHIP

Submission Requirements • Land Development Review

		Conceptual Plan or Use (d) variance	Minor Subdivision	General Development Plan	Preliminary Subdivision	Final Subdivision	Minor Site Plan	Prelim. Site Plan	Final Site Plan
1	Land development review application	*	*	*	*	*	*	*	*
2	Affidavit of Ownership		*	*	*	*	*	*	*
3	Variance application or waiver request, if applicable		*		*		*	*	
4	Applications made to other review agencies necessary for approval, if applicable				*	*	*	*	*
5	Application Fee	*	*	*	*	*	*	*	*
6	Escrow fee for engineering, planning and legal	*	*	*	*	*	*	*	*
7	Proof of current tax payment	*	*	*	*	*	*	*	*
8	Name & address of owner and applicant	*	*	*	*	*	*	*	*
9	Name, signature, license #, seal, and address of engineer, architect, planner, landscape architect or land surveyor	*	*	*	*	*	*	*	*
10	Title block denoting type of application, tax map sheet, county, municipality, block & lot and street address	*	*	*	*	*	*	*	*
11	Key map w/north arrow, scale no less than 1"=1,000'		*	*	*	*	*	*	*
12	Site location indicated on official zoning map		*	*	*	*	*	*	*
13	Schedule of required and proposed zoning regulations, including open space and coverage and projects conformance	*	*	*	*	*	*	*	*
14	Signature block for Board Chair, Secretary and Engineer					*			
15	Certification Block per the Map Filing Law					*			
16	Date of property survey	*	*	*	*	*	*	*	*
17	One (1) of four (4) standard sheet sizes per the Map Filing Law at a scale no less than 1"=50'					*			

• Denotes A Required Submission Item

	Conceptual Plan or Use (d) variance	Minor Subdivision	General Development Plan	Preliminary Subdivision	Final Subdivision	Minor Site Plan	Prelim .Site Plan	Final Site Plan
18	Monumentation per the Map Filing Law				*			
19	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerlines and rights-of-way, and centerline curves on streets	*			*	*		*
20	North arrow to top of sheet, scale and graphic scale, reference meridian	*	*	*	*	*	*	*
21	Site plan at a scale no less than 1" = 100'	*					*	*
22	Acreage of tract to nearest tenth acre	*						
23	Dates of original drawings and all revisions	*	*	*	*	*	*	*
24	Size and location of existing or proposed structures, their dimensioned setbacks and building envelope.	(General)	(General)	*	*	*	*	*
25	All proposed lot lines and area of lots in sq. ft.			*	*	*	*	*
26	Copy of plan delineation of any existing or proposed deed restriction or covenant	(Existing)	(Existing)	*	*	*	*	*
27	Copy of and plan delineation of any existing or proposed easement of land or right-of-way reserved or dedicated for public use	*	*	*	*	*	*	*
28	Plan delineation of any proposed development phasing	(WPUD ONLY)	*	*	*	*	*	*
29	Location and dimensions of any existing or proposed streets and condition	(General)	(General)	*	*	*	*	*
30	Property owners within 200' and lot lines adjacent to subject parcel	*	*	*	*	*	*	*
31	The location and extent of water courses or bodies, freshwater or riparian wetlands and floodplains	(General)	(General)	*	*	*	*	*

• Denotes A Required Submission Item

	Conceptual Plan or Use (d) variance	Minor Subdivision	General Development Plan	Preliminary Subdivision	Final Subdivision	Minor Site Plan	Prelim. Site Plan	Final Site Plan
32	Boundary, limits and extent of wooded areas, and the location of trees in construction area in excess of 30" in diameter	*	*(General)	*	*	*	*	*
33	Location, extent & type of soil and seasonal high water		*(General)	*	*	*	*	*
34	Soil borings to determine soil characteristics for storm water facilities				*			*
35	Topographical features of subject property from USGS 7.5 minute quadrangle map		*					
36	Grading plan with existing and proposed 1 ft. contour intervals based on USGS datum, extending 200' beyond property boundary, spot elevations at all property corners, if applicable, and; existing and proposed first floor elevations			*	*	*	*	*
37	Existing and proposed drainage system, including any larger parcel of which the site is a part, depicted on drainage divide map		*	*	*	*	*	*
38	Drainage calculations conforming to NJDEP standards for post-construction run off		*	*	*	*	*	*
39	Existing and proposed utilities, on and off site including sanitary sewer, storm water, water electricity, cable television, gas and telephone; with profiles, details and connections		*(General)	*(No cable tv or phone required)	*	*	*(No cable tv or phone required)	*
40	Soil erosion and sediment control plan conforming to SCS criteria			*	*	*(if applicable)	*	*
41	Proposed street names				*	*		*
42	Road construction details, including cross-sections, profiles, curbing,			*	*	*	*	*

WEST DEPTFORD TOWNSHIP

2024 Meeting Dates

Site Plan/Subdivision Work Committee Submission Dates	Site Plan/Subdivision Work Committee Meeting	Planning Board Submission Date	Planning Board Meeting
Thursday, December 21, 2023	Monday, January 8, 2024	Thursday, January 4, 2024	Tuesday, January 23, 2024
Thursday, January 25, 2024	Monday, February 12, 2024	Thursday, February 1, 2024	Tuesday, February 27, 2024
Thursday, February 22, 2024	Monday, March 11, 2024	Thursday, March 7, 2024	Tuesday, March 26, 2024
Thursday, March 21, 2024	Monday, April 8, 2024	Thursday, April 4, 2024	Tuesday, April 23, 2024
Thursday, April 25, 2024	Monday, May 13, 2024	Thursday, May 9, 2024	Tuesday, May 28, 2024
Thursday, May 23, 2024	Monday, June 10, 2024	Thursday, June 6, 2024	Tuesday, June 25, 2024
Thursday, June 20, 2024	Monday, July 8, 2024	Thursday, July 3, 2024	Tuesday, July 23, 2024
Thursday, July 25, 2024	Monday, August 12, 2024	Thursday, August 8, 2024	Tuesday, August 27, 2024
Thursday, August 22, 2024	Monday, September 9, 2024	Thursday, September 5, 2024	Tuesday, September 24, 2024
Thursday, September 19, 2024	Monday, October 7, 2024	Thursday, October 3, 2024	Tuesday, October 22, 2024
Thursday, October 31, 2024	Monday, November 18, 2024	Thursday, November 7, 2024	Tuesday, November 26, 2024
Thursday, November 21, 2024	Monday, December 9, 2024	Wednesday, November 27, 2024	Tuesday, December 17, 2024
Thursday, December 26, 2024	Monday, January 13, 2025	Thursday, January 9, 2025	Tuesday, January 28, 2025

Site Plan/Subdivision Work Committee Meetings: 3:00 PM

Planning and Zoning Board Meetings : 7:00 PM

Zoning Board of Adjustments Meeting Dates		<p>The Following Applies to Both Boards:</p> <ul style="list-style-type: none"> - All applications must be received on the submission dates to be placed on an agenda, no exceptions. - Required public notices must be received no later than 3 business days prior to the meeting - Required mailings must be received no later than 3 business days prior to the meeting - All taxes must be current. <p>All Township Holidays have been taken into considerations*</p>
Submission Dates	Zoning Board Meeting	
Thursday, December, 21, 2023	Tuesday, January 9, 2024	
Thursday, January 25, 2024	Tuesday, February, 13, 2024	
Thursday, February 22, 2024	Tuesday, March 12, 2024	
Thursday, March 21, 2024	Tuesday, April 9, 2024	
Thursday, April 25, 2024	Tuesday, May 14, 2024	
Thursday, May 23, 204	Tuesday, June 11, 2024	
Thursday, June 20, 2024	Tuesday, July 9, 2024	
Thursday, July 25, 2024	Tuesday, August 13, 2024	
Thursday, August 22, 2024	Tuesday, September 10, 2024	
Thursday, September 19, 2024	Tuesday, October 8, 2024	
Thursday, October 31, 2024	Tuesday, November 12, 2024	
Thursday, November 21, 2024	Tuesday, December 10, 2024	
Thursday, December 26, 2024	Tuesday, January 14, 2025	

ZONING BOARD MEETINGS: 7:00 PM