



# BOROUGH OF METUCHEN

MIDDLESEX COUNTY

Tel. (732) 632-8540 • Fax (732) 632-8100 • 500 Main Street • Metuchen, N.J. 08840

## Procedure for Filing an Application for Development with the Planning Board or Zoning Board of Adjustment

Dear Applicant,

The Mayor and Borough Council adopt Ordinances which regulate the use of land in the Borough of Metuchen ("Borough"). The purpose of these land use regulations is to promote public health, safety, general welfare, morals, the purposes of the Municipal Land Use Law (N.J.S.A. 40:55D-2) and the goals, objectives, recommendations and policies of the Borough's Master Plan.

The Ordinance contains all of the necessary procedures, public notice requirements, subdivision and site plan ordinances, zoning regulations, development and design standards. The Ordinance may be purchased from the Office of Planning and Zoning and is also available online at [www.metuchennj.org](http://www.metuchennj.org)

The Planning Board and Zoning Board of Adjustment ("Board") exist so as to consider applications for land development and requests for relief from the land use regulations as promulgated by Chapter 110 of the Code of the Borough of Metuchen, which is known as The Land Development Ordinance ("Ordinance").

Applicants are strongly advised to review the Ordinance as they pertain to their application. Applicants would be well advised to consult with an attorney, particularly those who specialize in land use, to ensure that the proper procedures are followed.

Any application that will appear before the Board and/or require the review of professional consultants to the Borough requires the establishment of an escrow account. This account is billed on a monthly basis, for any time necessary for consultation, review and report writing, by the following professionals during the review of the application:

<b>Borough Engineer:</b>	Tom Herits, Colliers Engineering	877-627-3772
<b>Board Engineer:</b>	Robert Mannix, Colliers Engineering	877-627-3772
<b>Borough Planner:</b>	James Constantine, LRK Inc.	267-804-7040
<b>Board Planner:</b>	Christopher Cosenza, LRK Inc.	267-804-7040
<b>Attorney:</b>	Robert Renaud, Renaud Colicchio	908-418-4088

The following guidelines and accompanying checklist have been prepared on behalf of the Board in an attempt to explain the procedures and various requirements for obtaining approval and/or seeking relief from the Board.

Should you have any questions about these procedures or your application, please contact the Board Secretary at (732) 632-8556 or the Zoning Official at (732) 632-8514 during normal business hours.

Sincerely,

Thomas DiMartino  
Zoning Officer

## Submitting an Application

Generally, the **Planning Board** meets on the first and third Thursday of each month at 7:30 P.M. and the **Zoning Board of Adjustment** meets on the second Thursday of each month at 7:30 P.M. All applications must be deemed complete and filed with the Board Secretary prior to being placed on the Board's agenda. To begin:

1. Applicant shall submit, at minimum, the following to begin completeness review: Zoning Permit Application, zoning permit application fee, property survey indicating the proposed improvement(s), Application for Development, Narrative of Proposal, Checklist (if applicable) and accompanying documents such as plans, elevations, reports, photographs, etc.

**NOTE:** At this time, it is recommended that Applicant submit the Certified List Request to the Office of the Tax Assessor. The Tax Assessor will, within seven (7) days, make and certify a list of owners of all property within 200 feet of the subject property.

2. The Zoning Official will review the application and execute completeness review, generally within 45 days, pursuant to N.J.S.A. 40:55D-10.3. If the application is deemed incomplete, the Board Secretary and/or Zoning Official will notify Applicant of the deficiencies in the application.
3. Applicant shall submit the following to finalize completeness review: 18 copies of the Application for Development, Narrative of Proposal and accompanying documents along with one (1) copy of each of the Proof of Payment of Taxes and Assessments, Escrow Agreement, Application Fee, Escrow Fee, W-9 Form as well as any and all other applicable forms.
4. Once the application has been deemed complete, a tentative hearing date is scheduled. Applicant will be notified, in writing, of the date and notice documentation to be submitted.

## Notice Procedures

Applicant shall notice the public by notifying affected property owners and publishing a legal notice in the newspaper no later than 10 days prior to the scheduled hearing date, as described below:

5. Applicant shall compose a Notice of Hearing Letter and notify all property owners within 200 feet of the subject property at least 10 days prior to the scheduled hearing date. Notice must also be served upon the designated utility companies, Freehold Soil Conservation District, Middlesex County Planning Board, NJDOT (if necessary) and the Township of Edison (if necessary). Service shall be served by either one of the following methods:
  - a. Serving a copy in person on the property owner as shown on the current tax duplicate and obtaining the signature and date of such person on a document certifying notice.
  - b. Mailing a copy by certified mail to the property owner at the address shown on the current tax duplicate. Applicant shall retain the certified mail receipts showing the addressee and postal date stamp.
6. Applicant shall publish a Legal Notice in the *Home News Tribune* or *The Star-Ledger*, at least 10 days prior to the scheduled hearing date. It is recommended that Applicant contact the newspaper to ensure that the Legal Notice will be published on the correct date.
7. Applicant shall request an Affidavit of Publication from the newspaper and submit it to the Board Secretary at least five (5) days prior to the scheduled hearing date along with the following: a copy of the original Legal Notice, a copy of the original Notice of Hearing Letter, list of Property Owners within 200 feet with the certified mail receipts attached and the Affidavit of Proof of Service.

## **At the Meeting**

Applicant and/or Applicant's attorney must be present at the hearing. If Applicant is a corporation, Applicant must be represented by an attorney licensed in the State of New Jersey.

When seeking approval or relief from the land use regulations of the Ordinance, Applicant must be prepared and be able to clearly explain the proposal and present evidence to enable the Board to make a determination that Applicant is entitled to its request. It is Applicant's burden to prove the necessity and appropriateness of the approval or relief that is requested. In general, Applicant will be required to prove the "positive reasons" for granting of the application as well as the "negative reasons" that granting of the application will not be a detriment to the public good nor to the intent of the Ordinance.

This process, by law, is in the nature of a judicial hearing, and accordingly, cooperation and respect is appreciated. Any questions that Applicant may have during the hearing may be addressed to the Chairperson or the Board's Attorney. All testimony is presented under oath and is recorded. The hearing will proceed as follows:

8. The application will be called and certified as being properly before the Board. Applicant may present a brief description of the application and present whatever testimony, witnesses and exhibits as desired for the Board to consider.
9. The Board may ask questions of Applicant and its witnesses. Other persons, including members of the public, also have the right to ask questions, make statements or present testimony for the Board's consideration. Applicant has the right to cross-examine anyone who testifies including the Board Professionals and members of the public.
10. Upon completion of the testimony and related questions and comments, the Board will close the public portion of the hearing and enter a deliberative session during which there will be no further testimony or argument unless the Board directs it. The deliberation and decision of the Board will take place in public.

**NOTE:** If the application is carried to another hearing date, public notice requirements do not have to be fulfilled. However, if the application is withdrawn or cancelled, Applicant must re-notice.

## **After the Meeting**

After action has been taken by the Board, the procedure is as follows:

11. A Resolution will be issued by the Board and memorialized at the following meeting, which concludes the Board's action at that time. Within 10 days of the date of the Resolution, the Resolution will be mailed to Applicant and/or Applicant's attorney.
12. When Applicant has received the Resolution, he/she must publish a Legal Notice of Action Taken by the Board in the *Home News Tribune* or *The Star-Ledger*. Applicant may provide a short version of the Resolution but must explain what was effectively approved (or denied) by the Board.
13. Applicant shall request an Affidavit of Publication from the newspaper and submit it to the Board Secretary along with the following: one (1) copy of each of the Affidavit of Compliance, new Zoning Permit Application and revised plans (if necessary).

**NOTE:** Applicant is required to comply with ALL conditions of approval in the Resolution.

## Types of Variances

<u>Variance</u>	<u>Description in Municipal Land Use Law (MLUL)</u>
<b>A (Appeal)</b>	<b>40:55D-70.a</b> Hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by an administrative officer based on or made in the enforcement of the zoning ordinance;
<b>B (Interpretation)</b>	<b>40:55D-70.b</b> Hear and decide requests for interpretation of the zoning map or ordinance or for decisions upon other special questions upon which such board is authorized to pass by any zoning or official map ordinance, in accordance with this act;
<b>C-1 (Hardship)</b>	<b>40:55D-70.c(1)</b> Where: (a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or (b) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or (c) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any regulation pursuant to article 8 of this act would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property, grant, upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship;
<b>C-2 (Flexible)</b>	<b>40:55D-70.c(2)</b> Where in an application or appeal relating to a specific piece of property the purposes of this act would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment, grant a variance to allow departure from regulations pursuant to article 8 of this act; provided, however, that the fact that a proposed use is an inherently beneficial use shall not be dispositive of a decision on a variance under this subsection and provided that no variance from those departures enumerated in subsection d. of this section shall be granted under this subsection; and provided further that the proposed development does not require approval by the planning board of a subdivision, site plan or conditional use, in conjunction with which the planning board has power to review a request for a variance pursuant to subsection a. of section 47 of this act;
<b>D-1 (Use)</b>	<b>40:55D-70.d(1)</b> In particular cases for special reasons, grant a variance to allow departure from regulations pursuant to article 8 of this act to permit; (1) a use or principal structure in a district restricted against such use or principal structure.
<b>D-2 (Expansion of Non-Conforming Use)</b>	<b>40:55D-70.d(2)</b> An expansion of a nonconforming use.
<b>D-3 (Conditional Use)</b>	<b>40:55D-70.d(3)</b> Deviation from a specification or standard pursuant to section 54 of P.L.1975, c.291 (C.40:55D-67) pertaining solely to a conditional use.
<b>D-4 (Floor Area Ratio)</b>	<b>40:55D-70.d(4)</b> An increase in the permitted floor area ratio as defined in section 3.1 of P.L.1975, c.291 (C.40:55D-4).
<b>D-5 (Density)</b>	<b>40:55D-70.d(5)</b> An increase in the permitted density as defined in section 3.1 of P.L.1975, c.291 (C.40:55D-4), except as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings, which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision.
<b>D-6 (Height)</b>	<b>40:55D-70.d(6)</b> A height of a principal structure which exceeds by 10 feet or 10% of the maximum height permitted in the district for a principal structure.



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## INITIAL SUBMISSION CHECKLIST (TO BEGIN COMPLETENESS REVIEW)

Date	Application Number	Board	Applicant Name	Property Address

### Application Packet

Owner Information and Project Description (4 HARD COPIES + ELECTRONIC COPY TO BE SUBMITTED TO THE BOARD SECRETARY)

- Zoning Permit Application (Denied)
- Application for Development
- Narrative of Proposal
- Photographs of Existing Conditions/Any accompanying exhibits
- Owner's Letter of Consent (if applicable)

Accompanying Exhibits

- Existing Survey
- Proposed Plot Plan
- Proposed Floor Plans & Elevations
- Proposed Landscape Plan (if applicable)
- Tree Removal Permit (if applicable)
- Tree Removal Permit Application
- Tree Removal Plan and Replacement

Other Forms (1 HARD COPY + ELECTRONIC COPY)

- Proof of Payment of Taxes and Assessments
- Freehold Soil Conservation District Application Form
- Disclosure by Corporation or Partnership pursuant to N.J.S.A. 40:55D-48.1 and/or 48.2 (if applicable)
- List of property owners within 200 feet form submitted to the Tax Assessor's office

Checklists (for all uses other than single- and two-family dwellings) (1 HARD COPY + ELECTRONIC COPY)

- Minor Site Plan, Major Site Plan, Minor Subdivision and/or Major Subdivision Checklist(s)
- Green Development Checklist
- Request For Waiver of Submission Requirements (if applicable)
- Notification from Middlesex County Planning Board that they received plans (if applicable)

Fees and associated forms

- Application Fee
- Escrow Fee
- Escrow Agreement Form
- W-9 Form

Notes:

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# BOROUGH OF METUCHEN MIDDLESEX COUNTY

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## ZONING PERMIT APPLICATION

SUBMIT WITH ZONING COVERAGE CHECKLIST AND SURVEY / PLANS INDICATING IMPROVEMENT(S)

Permit #	_____
Received	_____
Issued	_____
Payment	_____
Amount	_____

### 1. Location

Street Address \_\_\_\_\_  
 Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

### 2. Applicant

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Street Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City / State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### 3. Owner (If other than Applicant)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Street Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City / State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### 4. Present or Previous Use of Building and/or Land

Detached Single-Family     Attached Single-Family     Two-Family Residence     Multi-Family Residence  
 Commercial     Office     Industrial     Other \_\_\_\_\_

### 5. Proposed Use of Building and/or Land

New Principal Structure     Addition / Alteration / Deck / Porch     New Accessory Structure  
 Parking Lot / Driveway     Patio / Walkway     Fence / Wall  
 Change of Use / Occupancy     Sign     Other \_\_\_\_\_

### 6. Describe Proposed Work or New Use

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 7. Non-Residential Use Data

	Present	Proposed
Total Floor Area of Building	_____	_____
Floor Area to be Occupied	_____	_____
Off-Street Parking Spaces	_____	_____
Numbers of Employees	_____	_____
Days & Hours of Operation	_____	_____

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR A ZONING PERMIT ONLY FOR THE LOCATION AND THE WORK DESCRIBED HEREIN AND CERTIFY TO THE ACCURACY OF THAT INFORMATION. I ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO BE AWARE OF AND COMPLY WITH ALL ZONING REQUIREMENTS OF THE BOROUGH OF METUCHEN RELATING TO THIS APPLICATION. I UNDERSTAND THAT FAILURE TO PROVIDE ACCURATE INFORMATION OR TO COMPLY WITH ANY PROVISIONS OF THE PERMIT RENDERS IT NULL AND VOID AND MAY RESULT IN AN ENFORCEMENT ACTION. I UNDERSTAND IT IS MY RESPONSIBILITY TO ENSURE THE PROPERTY SURVEY IS CURRENT.

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_

**7. Correspondence**

**A. Person to be contacted in regard to all matters pertaining to this Application (If other than Applicant)**

First Name	_____	Phone	_____
Last Name	_____	Phone	_____
Street Address	_____	Fax	_____
City / State	_____	Zip	_____
		Email	_____

**8. Verification and Authorization**

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR AN APPLICATION FOR DEVELOPMENT ONLY FOR THE LOCATION AND THE WORK DESCRIBED HEREIN AND CERTIFY TO THE ACCURACY OF THAT INFORMATION. I ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO BE AWARE OF AND COMPLY WITH ALL ZONING REQUIREMENTS OF THE BOROUGH OF METUCHEN RELATING TO THIS APPLICATION. I UNDERSTAND THAT FAILURE TO PROVIDE ACCURATE INFORMATION OR TO COMPLY WITH ANY PROVISIONS OF THE APPLICATION RENDERS IT NULL AND VOID AND MAY RESULT IN AN ENFORCEMENT ACTION.

CONSTRUCTION OF IMPROVEMENTS WILL NOT BE COMMENCED AT THE ABOVE LOCATION UNTIL THE APPLICANT/OWNER IS IN COMPLIANCE WITH ALL APPLICABLE REGULATIONS REGARDING ZONING AND PROPERTY MAINTENANCE AS DEFINED BY THE CODE OF THE BOROUGH OF METUCHEN. THIS APPLICATION AND ASSOCIATED APPROVALS DO NOT WAIVE ANY OTHER RESTRICTIONS OR REGULATIONS IMPOSED PRIVATELY OR BY LAW.

**A. Applicant's Verification**

I HEREBY CERTIFY THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**B. Owner's Authorization**

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE PROPERTY DESCRIBED HEREON AND THAT I CONCUR WITH THE DOCUMENTS PRESENTED TO THE PLANNING BOARD / ZONING BOARD OF ADJUSTMENT. I HEREBY AUTHORIZE THE APPLICANT TO SUBMIT THIS APPLICATION FOR DEVELOPMENT.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_



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## APPLICATION FOR DEVELOPMENT

### Control Information (Office Use Only)

Application Number	Applicant Name	Date Received	Date Deemed Complete

### 1. Application

#### A. Location

Street Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Situated on \_\_\_\_\_ side of \_\_\_\_\_

distant \_\_\_\_\_ feet from \_\_\_\_\_

#### B. The Site is Located:

Within 200' of Edison Township     Adjacent to County Road     Adjacent to State Highway

#### C. Status:

New     Revision or Resubmission of Prior Application No. \_\_\_\_\_

#### D. Type (Check all that Apply):

Concept     Preliminary     Final     Conditional Use Approval

Minor Site Plan     Major Site Plan     Minor Subdivision     Major Subdivision

(a) – Appeal     (b) – Interpretation     (c) – Variance (Bulk)     (d) – Variance (Use)

Request for Waiver of Submission Requirements     Other \_\_\_\_\_

#### E. Nature of Relief or Variance Request (List Ordinance Reference Sections)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### F. Date and Disposition of any previous Board Hearings involving this Site

\_\_\_\_\_

\_\_\_\_\_

#### G. Plat Submission (List maps and other exhibits accompanying this application)

\_\_\_\_\_

\_\_\_\_\_



**2. Applicant Information**

**A. Applicant**

First Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ Fax \_\_\_\_\_  
City / State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**B. Applicant is a/an:**

Individual     Partnership     Corporation     Other \_\_\_\_\_

**C. Applicant's Relationship to Owner:**

Owner     Lessee     Purchaser Under Contract     Other \_\_\_\_\_

**D. Owner** (If other than Applicant; requires Owner's Consent on Page 6)

First Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ Fax \_\_\_\_\_  
City / State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**3. Applicant's Experts**

**A. Attorney** (Required if Applicant is a Corporation; must be a licensed in the State of New Jersey)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ Fax \_\_\_\_\_  
City / State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**B. Engineer**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ Fax \_\_\_\_\_  
City / State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**C. Architect**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ Fax \_\_\_\_\_  
City / State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**D. Other Professional Consultants**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ Fax \_\_\_\_\_  
City / State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**4. Plat / Plan Data**

**A. Present Use of Land / Structure**

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**B. Proposed Use of Land / Structure**

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**C. Building Data**

Existing :	Floor Area:	_____	Height in Stories & Feet:	_____
Addition:	Floor Area:	_____	Height in Stories & Feet:	_____
New Bldg:	Floor Area:	_____	Height in Stories & Feet:	_____
Total Floor Area:		_____		

**D. Subdivision Data**

Area:	Entire Tract:	_____	Portion being subdivided:	_____
No. of Lots:	Present	_____	Proposed:	_____
No. of Units:	Demolished:	_____	Proposed:	_____
Purpose:		_____		

**E. Non-Residential Use Data**

	Present	Proposed
Total Floor Area of Building:	_____	_____
Floor Area to be Occupied:	_____	_____
Off-Street Parking:	_____	_____
Number of Employees:	_____	_____
Days & Hours of Operation:	_____	_____
Machinery / Equipment Used:	_____	_____
	_____	_____
	_____	_____
Description of Operation(s):	_____	_____
	_____	_____
	_____	_____

**5. Request for Bulk Variance**

**A. Bulk Regulations**

	District Requirements	Present	Proposed	Variance
Min. Lot Area	_____	_____	_____	<input type="checkbox"/>
Min. Lot Width	_____	_____	_____	<input type="checkbox"/>
Min. Lot Depth (Average)	_____	_____	_____	<input type="checkbox"/>
Min. Front Yard Setback	_____	_____	_____	<input type="checkbox"/>
Min. Side Yard Setback (Left)	_____	_____	_____	<input type="checkbox"/>
Min. Side Yard Setback (Right)	_____	_____	_____	<input type="checkbox"/>
Min. Side Yard Setback (Combined)	_____	_____	_____	<input type="checkbox"/>
Min. Rear Yard Setback	_____	_____	_____	<input type="checkbox"/>
Max. Building Coverage	_____	_____	_____	<input type="checkbox"/>
Max. Impervious Coverage	_____	_____	_____	<input type="checkbox"/>
Max. Height	_____	_____	_____	<input type="checkbox"/>

**B. Describe below the nature of the constraints imposed by the physical characteristics of the property.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Describe below any other exceptional conditions of the property that prevent the applicant from complying with the Zoning Ordinance.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. Describe below how not granting this variance request would impose difficulties or undue hardship upon you.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E. Describe below how the granting of the variance request will not result in substantial detriment to the public good nor substantially impair the intent and purpose of the Zone Plan and the Zoning Ordinance.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Request for Conditional Use Approval / Use Variance**

**A. Describe below the specifics of the request.**

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**B. Describe below the special reasons which exist that support the granting of the request.**

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**C. Describe below how the public interest will be served by the granting of the request.**

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**D. Describe below what circumstances exist or what measures will be taken to ensure that, if the request is granted, the surrounding property owners will experience no adverse impact or undue burden.**

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**E. Describe below how the granting of the request will not result in substantial detriment to the public good nor substantially impair the intent and purpose of the Zone Plan and the Zoning Ordinance.**

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## CERTIFIED LIST REQUEST

TO Office of the Tax Assessor, Borough of Metuchen

FROM \_\_\_\_\_  
(Requestor)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

DATE \_\_\_\_\_

Request is hereby made for a certified list of names and address of all property owners within a 200-foot radius of Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ of the Borough of Metuchen Tax Map.

I understand that the attached list of utility companies will also need to be notified.

I understand that upon application of said certified list, payment in the amount of ten dollars (\$10.00) or twenty-five cents (\$0.25) per name, whichever is greater, must be rendered.

\_\_\_\_\_  
Requestor's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requestor's Signature



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## UTILITES LIST

Applicants are required to send a Notice of Hearing Letter to the following utility companies. This requirement is for all applications to be reviewed by the Planning Board and Zoning Board of Adjustment. These notices must be sent by certified mail with certified mail receipts showing postal date stamp to be returned to the Board Secretary.

**PSE&G Co.**

Manager-Corporate Properties  
80 Park Plaza, T6B  
Newark, NJ 07102

**Elizabethtown Gas Co.**

1 Elizabeth Plaza  
P.O. Box 3175  
Union, NJ 07083

**Cablevision of Raritan Valley**

275 Centennial Avenue  
CN 6805  
Piscataway, NJ 08855

Attn: Margurite Prenderville  
Construction Department

**Texas Eastern Transmission Corp.**

501 Coolidge Street  
South Plainfield, NJ 07080

**Buckeye Pipeline**

P.O. Box 368  
Emaus, PA 18049

**New Jersey Bell Telephone Co.**

540 Broad Street  
Room 305  
Newark, NJ 07101

**Middlesex Water Co.**

1500 Ronson Road  
Iselin, NJ 08830

**Middlesex County Planning Board**

Middlesex County Administration Building  
John F. Kennedy Square  
75 Bayard Street, 5th Floor  
New Brunswick, NJ 08901

**Parking Authority**

120-B Liberty Street  
Metuchen, NJ 08840

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Applicants must notice the New Jersey Department of Transportation if the property is adjacent to or located within 200 feet of a State Highway:

**New Jersey Department of Transportation**

1035 Parkway Avenue  
CN 613  
Trenton, NJ 08625

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Freehold Soil has requested the opportunity to review all Board applications even if the application does not disturb more than 5,000 square feet of land. Applicants must notice Freehold soil and submit the Exemption Application Form and a copy of the Application for Development and Plan(s) to:

**Freehold Soil Conservation District**

4000 Kozloski Road  
P.O. Box 5033  
Freehold, NJ 07728-5033

**NOTE:** In order to obtain a building permit from the Building Department, you are required to have the approval letter or the Exemption letter from Freehold Soil.



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## PROOF OF PAYMENT OF TAXES AND ASSESSMENTS

RE: Application for Development

Block No. \_\_\_\_\_ Lot No.: \_\_\_\_\_

Location: \_\_\_\_\_

I certify that I am the Owner of Record of the property described heron and in compliance with N.J.S.A. 40:55D-65h, I request the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

---

### TO BE COMPLETED BY THE TAX COLLECTOR FOR CERTIFICATION

I declare that:

\_\_\_\_\_ All taxes have been paid

\_\_\_\_\_ All assessments due have been paid

\_\_\_\_\_ The following are delinquent and past due:

\_\_\_\_\_  
Preparer

\_\_\_\_\_  
Date



# BOROUGH OF METUCHEN

MIDDLESEX COUNTY

Tel. (732) 632-8540 • Fax (732) 632-8100 • 500 Main Street • Metuchen, N.J. 08840

## **ESCROW AGREEMENT** **TO PAY FOR SERVICES TO BE** **RENDERED BY BOROUGH PROFESSIONALS**

I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account. In accordance with Section 110-14B of the Metuchen Land Development Ordinance, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned.

If additional sums are deemed necessary, I understand I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

In the case that the escrow account is not brought up to date in a timely manner, I will be subject to penalties and fines as per Section 110-256 of the Metuchen Land Development Ordinance.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature



# 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"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> 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. <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.)	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.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	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](http://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:
  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?* on page 2 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 Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

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

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

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

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

If you are a nonresident alien or a foreign entity, 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 28% 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 Part II instructions on page 3 for details),

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

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## 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* on page 3 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, list first, and then circle, the name of the person or entity whose number you entered in Part I of 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 in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in 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 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> 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.

**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. However, the IRS prefers that you use your SSN.

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

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://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](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://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, 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 items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on 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), 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.

<sup>3</sup> 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.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

\*Note. 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 Publication 4535, Identity Theft Prevention and Victim Assistance.

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

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

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

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto: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](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**What Name and Number To Give the Requester**

For this type of account	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>  The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

**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.



# Freehold Soil Conservation District

4000 Kozloski Road, PO Box 5033 — Freehold, NJ 07728-5033  
(732) 683-8500 FAX (732) 683-9140  
www.freeholdscd.org Email: info@freeholdscd.org  
Serving Middlesex and Monmouth Counties since 1938

## Exemption Application Form

Print Clearly or Type

Current Owner: \_\_\_\_\_ Block (s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Lot (s): \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX \_\_\_\_\_ Township: \_\_\_\_\_

### PLEASE READ ALL INFORMATION CAREFULLY

I, the undersigned, am requesting an Exemption from the Soil Erosion and Sediment Control Act of New Jersey, P.L. 1975, Chapter 251 for the following activity(ies). In addition, I acknowledge that I am responsible to provide the required information as requested below.

The District will review the completed Exemption request and will respond within five (5) business days. If the activity deviates from the documentation provided in this application and/or exceeds 5,000 sq. ft., it will render the Exemption void. A re-assessment will be made by the District.

#### RESIDENTIAL LAND DISTURBANCE (SINGLE FAMILY DWELLING UNIT):

**\*Submit a copy of the site plan with total land disturbance areas. A Planning Board Resolution, a descriptive narrative and a detailed site plan documenting ALL land disturbance activity are required.\***

\_\_\_\_\_ Demolition and Reconstruction (Area of Total Land Disturbance must be less than 5,000 sq. ft.): Total land disturbance includes all land disturbing activity in both existing and proposed site conditions.

\_\_\_\_\_ Construction of a single family dwelling unit which is NOT part of a proposed subdivision, planned development or construction permit application involving two (2) or more single family dwelling units.

\_\_\_\_\_ Construction of a single family dwelling unit on a lot that has arisen from a subdivision approved after Jan. 1, 1976 that did NOT create two (2) or more buildable lots and the proposed cumulative land disturbance is less than 5,000 sq. ft.

\_\_\_\_\_ Construction of a single family dwelling unit on a lot that has arisen from a subdivision approved prior to Jan. 1, 1976 where I do NOT own or plan to build more than one home at a time.

\_\_\_\_\_ Addition/Improvements (Area of Total Land Disturbance must be less than 5,000 sq. ft.): Total land disturbance includes all land disturbing activity in both existing and proposed site conditions.

#### GENERAL LAND DISTURBANCE:

**\*Submit a copy of the site plan with total land disturbance areas and provide a descriptive narrative \***

\_\_\_\_\_ Commercial Construction/General Clearing: (Area of Total Land Disturbance must be less than 5,000 sq. ft.): Includes utilities, public facilities, and demolition activity. TOTAL LAND DISTURBANCE = \_\_\_\_\_ sq. ft.

\_\_\_\_\_ Demolition Only (Area of Total Land Disturbance must be less than 5,000 sq. ft.)  
TOTAL LAND DISTURBANCE = \_\_\_\_\_ sq. ft.

#### AGRICULTURE:

**Submit a copy of USDA-NRCS Farm Conservation Plan.**

\_\_\_\_\_ Cultivation of land for the production of food, fiber, animals and related activities customary to agricultural production and operations. This applies only to crop cultivation and not to the construction of agricultural structures.

**Signature — Owner must sign before submission to the District**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Owner Name: \_\_\_\_\_



# BOROUGH OF METUCHEN

MIDDLESEX COUNTY

Tel. (732) 632-8540 • Fax (732) 632-8100 • 500 Main Street • Metuchen, N.J. 08840

## NOTICE OF HEARING

To: \_\_\_\_\_

Owner of Block No.: \_\_\_\_\_

Address: \_\_\_\_\_

Lot No.: \_\_\_\_\_

### PLEASE TAKE NOTICE:

In compliance with the applicable provisions of the Municipal Land Use Law and the Land Development Ordinance of the Borough of Metuchen, notice is hereby served upon you to the effect that the undersigned applicant(s) has (have) applied to the Planning Board / Zoning Board of Adjustment for the following:

- Minor Subdivision     Major Subdivision     Major Site Plan     Conditional Use Approval  
 Bulk Variance     Use Variance     Other

As more fully described below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The subject site (or the building located or to be located on the subject site) is specifically proposed to be used for:

Location: \_\_\_\_\_ Block No. \_\_\_\_\_, Lot No. \_\_\_\_\_

Any person or persons interested in this application may have the opportunity to be heard at the meeting to be held on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ P.M., in the Council Chambers of Borough Hall, 500 Main Street, Metuchen, New Jersey 08840.

All documents and plans filed by the applicant are available for inspection during regular business hours in the Planning & Zoning Office of Borough Hall, 500 Main Street, Metuchen, NJ 08840.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature



# BOROUGH OF METUCHEN

MIDDLESEX COUNTY

Tel. (732) 632-8540 • Fax (732) 632-8100 • 500 Main Street • Metuchen, N.J. 08840

## LEGAL NOTICE

PLEASE TAKE NOTICE, that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_ P.M., a hearing will be held before the Borough of Metuchen Planning Board / Zoning  
Board of Adjustment on the application of the undersigned for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The subject site (or the building located or to be located on the subject site) is specifically proposed to be used for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE TAKE FURTHER NOTICE, the subject site is located at \_\_\_\_\_  
and designated as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ as shown on the Borough Tax Map,  
located in the \_\_\_\_\_ zoning district. This appeal / application is on the Board's calendar and a  
public hearing has been ordered for \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ P.M.,  
at Borough Hall, 500 Main Street, Metuchen, NJ 08840, at which time you may appear either in person or  
by attorney and present any objection which you may have to the granting of this appeal / application.  
Documents and plans filed by the applicant are available for inspection during regular business hours at  
Borough Hall, Office of Planning & Zoning, 500 Main Street, Metuchen, NJ 08840.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Publication Date



# BOROUGH OF METUCHEN

MIDDLESEX COUNTY

Tel. (732) 632-8540 • Fax (732) 632-8100 • 500 Main Street • Metuchen, N.J. 08840

## AFFIDAVIT OF PROOF OF SERVICE

STATE OF NEW JERSEY  
COUNTY OF MIDDLESEX

\_\_\_\_\_ of full age, being duly sworn according to law, on his/her oath declares that he/she resides at \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, County of \_\_\_\_\_, and the State of \_\_\_\_\_ and that he/she did on \_\_\_\_\_, 20\_\_\_\_, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected application number \_\_\_\_\_ located at \_\_\_\_\_.

Said notice was given by certified mail or by hand delivery to the Owner of Record. Copies of the registered receipts are attached hereto.

Notices were also served upon: (Check if applicable)

- The Clerk of \_\_\_\_\_ of \_\_\_\_\_
- County Planning Board
- The Director of the Division of State and Regional Planning
- New Jersey Department of Transportation

Also attached to this affidavit is a list of property owners within 200 feet of the affected property who were served, showing the block and lot numbers of each property as they appear on the Municipal Tax Map.

\_\_\_\_\_  
Applicant's Signature

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_





# BOROUGH OF METUCHEN

MIDDLESEX COUNTY

Tel. (732) 632-8540 • Fax (732) 632-8100 • 500 Main Street • Metuchen, N.J. 08840

## LEGAL NOTICE OF ACTION TAKEN BY BOARD

PLEASE TAKE NOTICE, that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

at \_\_\_\_\_ P.M., the Borough of Metuchen Planning Board / Zoning Board of Adjustment adopted

Resolution # \_\_\_\_\_ memorializing the approval to (Describe as per Resolution):

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PLEASE TAKE FURTHER NOTICE, the subject site is located at \_\_\_\_\_

and designated as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ as shown on the Borough Tax Map,

located in the \_\_\_\_\_ zoning district. Documents and plans filed by the applicant are available for inspection during regular business hours at Borough Hall, Office of Planning & Zoning, 500 Main Street, Metuchen, NJ 08840.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Publication Date



# BOROUGH OF METUCHEN

MIDDLESEX COUNTY

Tel. (732) 632-8540 • Fax (732) 632-8100 • 500 Main Street • Metuchen, N.J. 08840

## AFFIDAVIT OF COMPLIANCE

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_ of full age, does hereby certify as follows:

1. I am the Applicant and/or its duly appointed representative on the development application that has been granted approval by the Borough of Metuchen Planning Board or Zoning Board of Adjustment ("Board") in accordance with the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.
2. I have reviewed the Board's Resolution of Approval, including the conditions imposed therein, and I hereby certify that each condition of the Resolution has been satisfied.
3. I attach hereto to this affidavit copies of any outside agency approvals from outside governmental agencies having jurisdiction over my development application.
4. I understand that issuance of any building and/or construction permits, pursuant to the Board's Resolution of Approval, are also being issued by the Borough of Metuchen in reliance upon this Affidavit.

I certify that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I am also aware that if any of the foregoing statements made by me are false, the Borough of Metuchen, through its duly appointed representative, may direct the issuance of a stop work order.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner's Signature (if different than Applicant)

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_