



Township of Branchburg

1077 US HIGHWAY 202 NORTH, BRANCHBURG, NJ 08876-3936

TELEPHONE: (908) 526-1300 x139 FAX: (908) 526-7479

www.branchburg.nj.us

OFFICE OF THE MUNICIPAL LAND USE OFFICER

PLANNING/ZONING BOARD APPLICATION

Application to be filled out for:

- ✓ Minor Site Plans
- ✓ Preliminary Site Plans
- ✓ Final Site Plans
- ✓ Major subdivisions
- ✓ Minor Subdivisions
- ✓ Conceptual Plans

The application is to be submitted with all required documents and fees to:
The Administrative Officer,
in Planning and Zoning Office



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

TABLE OF CONTENTS

Concept, Site Plan and/or Subdivision Application	1
Applicant Owner Disclosure Statement	2
6-6.2 Pre-Application Concept Plan Plat Details and Requirements Checklist	3
6-6.3 Site Plan Submission Details and Requirements Checklist	5
6-6.4 Minor Subdivision Plat Details and Requirements	9
6-6.5 Preliminary Major Subdivision Plat Details and Requirements Checklist.....	11
6-6.6 Final Major Subdivision Plat Details and Requirements Checklist	15
7-2.1 Application Fees and Escrow Deposits	19
Escrow Fund Agreement.....	22
Site Inspection Form.....	23
Form W-9.....	24



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

CONCEPT, SITE PLAN AND/OR SUBDIVISION APPLICATION

Block: _____ Lot: _____ Zone: _____

Location: _____

Total area: _____ Number of lots proposed: _____

Present use: _____

Proposed construction/use: _____

Application is hereby made to the Planning Board for site plan/subdivision review as shown and described on the attached application, documents and plans.

Applicant: _____ Phone: _____

Please ✓ if unlisted ☐

Address: _____ Fax: _____

Owner: _____ Phone: _____

Please ✓ if unlisted ☐

Address: _____ Fax: _____

Attorney: _____ Phone: _____

Address: _____ Fax: _____

Plans prepared by: _____ Phone: _____

Address: _____ Fax: _____

Applicant's signature

Date

Authority of Property Owner (must be completed if Applicant does not own property)

I, _____, the owner of the subject property have reviewed this application and accompanying information and do hereby grant _____ permission to file this application with the Branchburg Township Municipal Land Use Officer.

Signature

Date

For Office Use Only

Fees paid: _____ Case number: _____



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

APPLICANT OWNER DISCLOSURE STATEMENT

The Municipal Land Use Law requires that in certain circumstances an applicant for the Planning Board, Board of Adjustment or the governing body seeking developmental approval, make disclosure about ownership if the applicant is a partner or corporation. A principal purpose of such disclosure is to avoid potential conflicts of interest. Approval may not be granted unless this kind of disclosure is made.

Please fill out the following disclosure statement and have it signed before a Notary Public. Cross out words which are not applicable.

State of New Jersey, County of _____, _____, _____
(name of person making affidavit)
of full age, being duly sworn according to law on his/her oath, deposes and says:

1. I am a partner, shareholder, or owner of _____, a
(name of applicant on application)
_____ corporation or partnership with offices at _____
(State business is in) (business address)

2. The names and addresses of all persons owning 10% or more of the stock of the corporation, or a 10% or greater ownership interest in the partnership are:

Sworn to and signed before me

On this _____ day _____, 20____

(name of deponent)



6-6.2 PRE-APPLICATION CONCEPT PLAN PLAT DETAILS AND REQUIREMENTS CHECKLIST

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original of complete application and seven (7) copies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Correct Filing Fee received.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	Required variance or conditional use application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	Certification that property tax payments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Ownership disclosure statement where required by law. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	All plans submitted shall be folded individually with signature block positioned in lower right adjacent to title block (to be visible when folded). Space for approval block signatures shall be adjacent to title block. Space for approval block signatures of Chairman, Secretary of Planning Board and Township Engineer (except concept).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	When drawings are re-submitted, provide 17 copies and revision date marked on each copy of each revised map and cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Location of tract to be subdivided in relation to entire tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	Key map at 1" = 2000' showing general location of tract with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500' and date of current survey.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Tax map sheet, block/lot number of site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Total acreage of site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	Name and address of owner and applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Name, signature, license number, seal, address and telephone number of engineer, land surveyor, architect, planner, landscape architect, and/or other as applicable in preparation of plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	North Arrow and graphic and numeric scale not smaller than 100' for concept plan review.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Identification of property owners located within 200' located on the most recent tax map sheet and on the most recent tax records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	General location of all existing/proposed structures, driveways and sidewalks on tract to be subdivided. Type of building proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	General location of all streets, rights-of-way and easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Copy and/or delineation of any existing deed restrictions or covenants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	General location of all watercourses, ponds, lakes, wetlands, flood hazard areas and other environmentally sensitive areas on and within 200' of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	Location and acreage of all land and/or easements reserved for or to be dedicated to public use and/or all open space areas.



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PLANNING/ZONING BOARD APPLICATION

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Zoning districts and location of zoning boundaries, list of bulk requirements including lot area, width at street line and setback, front, rear and side yard setbacks, depth, coverage, floor area ratio, etc. and variances and/or waivers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Maximum density permitted and proposed density. Number of units proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	Topographical features of subject property for USGS mapping.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	Seventeen (17) copies of plans.



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PLANNING/ZONING BOARD APPLICATION

6-6.3 SITE PLAN SUBMISSION DETAILS AND REQUIREMENTS CHECKLIST

Scale: 1" = 10'; 20'; 30'; 40'; 50'

Plan Legibility: Satisfactory ☐ Unsatisfactory ☐

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) original and seven (7) copies of a complete application signed by applicant and owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Application fee and escrow deposit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	Proof that soil erosion and sediment control filing has been made, if required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	Required variance or conditional use application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Certification that property taxes, sewer fees and assessments where applicable, are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	Proof that filing has been made with Somerset County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	Ownership disclosure statement where required by law. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	All plans submitted shall be folded individually with signature block positioned in lower right adjacent to title block (to be visible when folded). Space for approval block signatures shall be adjacent to title block. Space shall be provided for signatures of Chairman, Secretary of Planning Board and Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	When drawings are re-submitted, to comply with comments of the Administrative Officer for completeness, provide seventeen (17) copies of complete plans with revision date on each revised plan and on the cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Name, title, address of owner and applicant, including telephone numbers and signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Name, telephone number, signature, license number, seal and address of engineer, land surveyor, architect, planner and/or landscape architect, as applicable in preparation of plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	North arrow and scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	An index sheet showing each sheet's location in relation to the overall project and list of attached drawings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Type of application (minor, preliminary or final site plan), current tax map sheet, block/lot number (in the title block), street address, municipality and county of the premises affected.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Proof of ownership; if applicant is not owner, consent of owner to submit application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	Key map at 1" = 2000' scale, showing location of tract with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500' and date of current survey.



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OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	Identification of property owners located within 200' located on the most recent tax map sheet and on the most recent tax records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Date of original preparation/date of revisions, tract name, north arrow, reference meridian, graphic and numeric scale, on each drawing and on cover sheet, if present.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	Acreage of entire tract to nearest one-hundredth (0.01) acre.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	List of zone district bulk requirements and proposed bulk requirements, including lot area, width at setback and street line, front, side, rear setbacks, lot and building coverage, FAR, parking spaces, etc. and variances and/or waivers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Location on the plan of all existing/proposed principal and accessory structures showing setback.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Location, size, nature of property and contiguous property owned by the applicant or in which the applicant has direct or indirect interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	All lot line dimensions and area of lot based on accurate survey certified by licensed NJ surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	Complete building elevation and floor plan drawings of proposed structure(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	The location, type, size of all existing/proposed pathways, driveways, fences, retaining walls, outdoor storage areas, and trash receptacle areas. All off-street parking and loading areas, dimensions, schedules and associated parking and loading calculations. All ingress and egress areas and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	Location of all existing/proposed rights-of-way, easements on and within 200' of the tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	Sight triangles, text of deed restrictions or other encumbrances, which may affect premises, location, size and description of lands contemplated for dedication to Township.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Location of proposed vehicular and pedestrian circulation patterns.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	Location, size, widths of all existing/proposed streets and sidewalks abutting premises, property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	Road and paving cross sections and profiles and traffic sight distances. Cross sections to show: existing grade, proposed grade at centerline, topsoil depth, side slopes, earth berm, cut, fill, stripping incut, stripping infill and topsoiling quantities, drainage facilities, depth of base and pavement, guardrails.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Existing/proposed topographical features of site, contours at two foot intervals, on and within 50 feet of property. The elevation datum is NAVD 1988.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Steep slopes by the following categories: 0-7.99%, 8-14.99%, 15-19.99%, 20-25% and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.



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OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Spot and finished elevations at all property corners, corners of all structures or dwelling and existing and proposed first floor elevation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of all watercourses, ponds, lakes, wetlands, swamps, wooded areas, and environmentally sensitive areas or significant natural terrain features on and within 200' of the site. Watercourses identified as trout production or trout maintenance as applicable with buffer as required by ordinance shown. Classification of watercourse as per NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Location of all individual existing trees noted for preservation within the area of development and thirty (30) feet beyond the limit of disturbance. Trees over six (6) inches in diameter, as measured above the existing ground level, shall be located and identified by name and diameter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	Sign details, showing existing and proposed signs, location on site, their size, type of construction, lettering detail, proposed illumination, if any, and proposed colors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Lighting plan showing the location of existing and proposed lighting, including size, height, area, direction of illumination, lumen power, including building security lighting plan and 0.2 and 0.5 isofootcandle curves.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	Storm Water Management Plan: Existing system of drainage of subject site and any larger tract or basin of which it is part. The location, type, size of all existing catch basins, all utilities, above and below ground. Drainage area map and drainage calculations, as per ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Soil Erosion & Sediment Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Soil Removal Application (where applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Traffic Impact Statement (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(42)	Environmental Impact Study (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(43)	Community Impact Study (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(44)	Landscape Plan, including information required under Section 5-7.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(45)	Tree Removal Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(46)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(47)	Solid Waste Management Plan including location, size and details of garbage/recycling facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(48)	Location and extent of drainage and conservation easements and stream encroachment lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(49)	Location and acreage of all land reserved for or dedicated to public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(50)	Location of wetlands, transition areas and letter of interpretation from NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(51)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(52)	Septic testing, design and location, date. Results of perc and soil log tests with NJ licensed engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(53)	Location of test holes accurately designated and evidence of personal inspection of test holes by Township Health Officer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(54)	Historic sites designated in the Master Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(55)	Development stages or staging plans.



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PLANNING/ZONING BOARD APPLICATION

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(56)	Residential cluster details, including: <ul style="list-style-type: none">a) Amount of common open space to be provided.b) Location of common open space to be provided.c) Location of any common facilities to be provided.d) Description of any common facilities to be provided.e) Description of organization to be established for ownership of any common open space.f) Description of organization to be established for ownership of any common facilities.g) Description of organization to be established for maintenance of any common open space.h) Description of organization to be established for maintenance of any common facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(57)	List of municipal, county, state and/or federal approvals or permits required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(58)	Seventeen (17) copies of plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(59)	Any/all other information/dates necessary to meet any requirement of the Land Development Ordinance not listed above.

(Ord. No. 2001-865 § 8)



6-6.4 MINOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS

Plan Accuracy & Legibility Sufficient for Review: Yes ☐ No ☐
Plat Size: Satisfactory ☐ Unsatisfactory ☐
Scale: Satisfactory ☐ Unsatisfactory ☐

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original application form by the owner and applicant and seven (7) copies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Application and escrow deposit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	Proof of filing has been made, if appropriate, for soil erosion and sediment control.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	Required variance or conditional use application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Certification that property taxes, sewer fees and assessments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	Proof that filing has been made with the Somerset County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	Ownership disclosure statement where required by law. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	All plans submitted shall be folded individually with signature block positioned in lower right adjacent to title block (to be visible when folded). Space for approval block signatures shall be adjacent to title block. Space shall be provided for signatures of Chairman, Secretary of Planning Board and Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	When drawing are re-submitted, to comply with comments of the Administrative Officer for completeness, provide seventeen (17) copies of sealed plans with revision date on each revised plan and the cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Name and address of owner(s), applicant(s) and subdivider(s), including telephone numbers and signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Name, signature, license number, seal, telephone number and address of engineer, land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	An index sheet showing each sheet's location in relation to the overall project and list of attached drawings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Proof of ownership; if applicant is not owner, consent of owner to submit application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Key map at a scale not smaller than 1" = 2000', showing location of tract with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500' and date of current survey.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Location of tract to be subdivided in relation to entire tract and acreage of entire tract to nearest one-hundredth (0.01) acre.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	Type of application, current tax map sheet, block/lot number, street address, municipality and county shown in the title block.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	New block/lot numbers confirmed with local assessor.



TOWNSHIP OF BRANCHBURG
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PLANNING/ZONING BOARD APPLICATION

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Identification of property owners located within 200' located on the most recent tax map sheet and on the most recent tax records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	Date of original preparation/date of revisions, tract name, north arrow, reference meridian, graphic and numeric scale on each drawing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	Map to be drawn at a scale not smaller than 1" = 100'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Location of all existing/proposed structure, driveways and sidewalks on tract to be subdivided and within 200' of entire tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	Location of all existing and proposed streets, rights-of-way, easements and sight triangles, restrictions of each easement, text of restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	List of zone district bulk requirements and minimum proposed bulk measurements including lot area, width at setback and streetline, front, side, rear setbacks and variance or waivers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	Building envelope with front/rear, side yard setback lines dimensioned for newly proposed and existing lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	Road profiles and traffic sight distances (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	Location of all watercourses, ponds, lakes, wetlands, swamps and other environmentally sensitive areas or significant natural terrain features on and within 50' of the site. Watercourses identified as trout production or trout maintenance as approved with buffer or required by ordinance shown. Classification of watercourse as per NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Location and acreage of all land reserved for or dedicated to public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	Wetlands letter of interpretation from NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	Topographical features of subject site, contours at two-foot intervals, on and within 50 feet of the site. The datum is to be referenced and shall be NAVD 1988, unless otherwise approved by the Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Steep slopes by the following categories: 0-7.99%, 8-14.99%, 15-19.99%, 20-25% and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Septic testing, design and location, date. Results of perc and soil log tests (1 per lot) with NJ licensed engineer's signature and seal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of test holes accurately designated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Evidence of personal inspection of test holes by Board of Health or its designated agents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	List of municipal, county, state and/or federal approvals or permits required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Seventeen (17) copies of plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	One (1) copy of application signed by owner and applicant.

(Ord. No. 2001-865 § 8)



6-6.5 PRELIMINARY MAJOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS CHECKLIST

Prepared by P.E or L.S. Yes ☐ No ☐

General Information to be Contained in Application Package

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original application form by the owner and applicant. NOTE: All signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Ownership disclosure statement where required by law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: Signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	One (1) signed original variance application form where required. NOTE: All signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Application and escrow deposit, provided by separate checks made payable to Township of Branchburg. Applicant may include \$10.00 fee for preparation of certified property owner's list with application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	One (1) copy of the soil erosion and sediment control application that has been filed with the Somerset Union Soil Conservation District.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	One (1) copy of the application that has been filed with the Somerset County Planning Board, or a letter of non-applicability from the Somerset County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Written documentation from the Township Tax Collector that property taxes, sewer fees and assessments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	Written confirmation from the Township Tax Assessor that proposed block and lot numbers are acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Six (6) individually bound sets of plans in standard D or E size that have been folded to fit within an 8.5" x 14" file folder. NOTE: Any applications that include plans that have not been folded correctly will be rejected out of hand and thereby deemed incomplete. Any plans that are not bound in complete sets will also be rejected out of hand and thereby deemed incomplete. Plan sets comprised of more that twenty-five (25) individual sheets may be bound in two separately folded subsets. All plan sheets in plan set must be of the same size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Two (2) copies of a Stormwater Management Plan prepared in accordance with Article XII of the Township Land Development Ordinances, including a maintenance and repair plan for any related improvements that are to be privately maintained.



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

NA	Yes	No	Item#	Description
Information to be contained on face of folded plan set				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	Signature block for Board Chairperson, Board Secretary and Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Project title block which includes the following information: a) Applicant's name b) Street address of property that is the subject of application c) Type of application d) Tax map block and lot number of property that is the subject of the application
Information to be contained on Cover Sheet of plan set				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Name, mailing address, telephone number and signature of property owner and applicant. NOTE: original signature must be in <i>blue ink</i> to insure originality. Original signature may not be present for completeness review, but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: signatures must be in <i>blue ink</i> to insure originality. Original signature may not be present for completeness review, but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	Name, mailing address, telephone number, professional license number, professional seal and signature of professional in responsible charge of preparation of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	Index of all sheets in plan set in order presented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Key map at a scale not smaller than 1" = 2000' showing the location of the property in question with reference to surrounding properties, rights of way, zoning districts and municipal boundaries for a distance of 500' beyond the tract boundary. Key map should also include north arrow and written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	List of all sections of the Township Land Development Ordinances for which variances are sought and descriptions of variances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	List of all outside agency approvals required as part of project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Date of original preparation and date of all subsequent revisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Identification of all property owners located within 200' of the tract based upon the most recent records of the Township Tax Assessor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	List of all Township zone district bulk requirements, existing conditions and proposed conditions upon completion of the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	For residential subdivisions, provide the following information with regard to the Residential Site Improvement Standards: a) Certification of compliance endorsed by the professional in responsible charge of preparation of the plans. b) List of all sections of the standards the applicant is proposing to exceed. c) List of all sections of the standards for which the applicant is seeking exceptions.



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	All additional plan sheets are to include the professional title block currently required under state law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	All plan sheets to be numbered sequentially utilizing whole numbers and referencing total number of drawings in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	Outbound survey used in preparation of subdivision to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Final plat prepared in accordance with most recent version of the New Jersey Map Filing Law to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	North arrow with reference on all sheets containing plan views.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	Numeric and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Building envelope with front, rear and side yard setback lines with typical dimensions for all newly proposed lots and all existing lots adjacent to property that is subject of application. Delineation and area (s.f.) of unconstrained lot area and delineation of lot circle for all newly proposed lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Location of all existing/proposed elements of circulation system including driveways, sidewalks, rights of way, roads, traffic control and direction signs, railroads and all associated easements on tract to be subdivided and within 200'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Location of all property owned or reserved by the Township, County, State or any other not for profit organization within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of all existing/proposed elements of utility infrastructure including sanitary sewer, water, stormwater management, telephone, electric, gas and cable TV and all associated easements on tract to be subdivided and within 200'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Location of all watercourses, ponds, lakes, wetlands, swamps and other environmentally sensitive areas or significant natural terrain features on and within 200' of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	Location and limits of flood plain, wetlands and transition areas for property and within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Topographical features of subject site, contours at two-foot intervals for property and within 200' of tract. Datum is to be NAVD 1998.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	Steep slopes in the following categories: 8-14.99%, 15-19.99%, 20-25% and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Grading plan showing proposed contours at two-foot intervals, spot elevations at corners of all existing/proposed structures and dwellings and proposed first floor and garage floor elevations. Datum is to be NAVD 1988.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Plans and profiles of all proposed roads including existing and proposed grade along centerline, edge of pavement and right-of-way line and existing and proposed underground utilities. All profiles drawings to be at a scale of 1" = 5' vertical and 1" = 50' horizontal. Plans to be at a scale of 1" = 50'.



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Proposed sanitary and storm sewer profiles to be drawn at a scale of 1" = 5' and 1" = 50' horizontal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(42)	Detailed plans of any off-site and off-tract improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(43)	Soil Erosion & Sediment Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(44)	Landscaping plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(45)	Work zone safety plan and detour plans prepared in accordance with the Manual for Uniform Traffic Control Devices for any work proposed within existing Township rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(46)	For lots that are to be serviced by individual subsurface sewage disposal systems, provide the locations and results of all tests conducted as part of the design/suitability investigation along with written approval of the final design by a representative of the Township Health Department or its designated representative.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(47)	Phasing plan when the project is proposed to be developed in phases.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(48)	Seventeen (17) copies of an Environmental Impact Statement prepared in accordance with Article 6 of the Township Land Development Ordinances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(49)	For all proposed developments generating 100 or more peak hour trips during the morning and evening as analyzed using the most recent edition of the Trip Generation Handbook of the Institute of Transportation Engineers, or if otherwise required, seventeen (17) copies of a Traffic Impact Statement prepared in accordance with Article 6 of the Township Land Development Ordinances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(50)	Seventeen (17) copies of a community Impact Statement prepared in accordance with Article 6 of the township Land Development Ordinances.

NOTE: Once the applicant receives notification of completeness from the Township Administrative Officer, they are required to immediately furnish the Board with seventeen (17) copies of the complete plan set for distribution. (Ord. No. 2001-865 § 8)



6-6.6 FINAL MAJOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS CHECKLIST

Prepared by P.E or L.S. Yes ☐ No ☐

General Information to be Contained in Application Package

NA	Yes	No	Item#	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original application form by the owner and applicant. NOTE: all signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Ownership disclosure statement where required by law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: Signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	One (1) signed original variance application form where required. NOTE: all signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Application and escrow deposit, provided by separate checks made payable to the Township of Branchburg. Applicant may include \$10.00 fee for preparation of certified property owner's list with application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	One copy of the soil erosion and sediment control application that has been filed with the Somerset Union Soil Conservation District.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	One (1) copy of the application that has been filed with the Somerset County Planning Board, or a letter of non-applicability from the Somerset County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Written documentation from the Township Tax Collector that property taxes, sewer fees and assessments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	Written confirmation from the Township Tax Assessor that proposed block and lot numbers are acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Six (6) individually bound sets of plans in standard D or E size that have been folded to fit within an 8.5" x 14" file folder. NOTE: Any applications that include plans that have not been folded correctly will be rejected out of hand and thereby deemed incomplete. Any plans that are not bound in complete sets will also be rejected out of hand and thereby deemed incomplete. Plan sets comprised of more that twenty-five (25) individual sheets may be bound in two separately folded subsets. All plan sheets in plan set must be of the same size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Two (2) copies of a Stormwater Management Plan prepared in accordance with Article XII of the Township Land Development Ordinances, including a maintenance and repair plan for any related improvements that are to be privately maintained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	One construction cost estimate of all municipal improvements associated with the project.



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

NA	Yes	No	Item#	Description
Information to be contained on face of folded plan set				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Signature block for Board Chairperson, Board Secretary and Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Project title block which includes the following information: <ul style="list-style-type: none">a) Applicant's name.b) Street address of property that is the subject of the application.c) Type of Application.d) Tax map block and lot number of property that is the subject of the application.
Information to be contained on cover sheet of plan set				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Name, mailing address, telephone number and signature of property owner and of applicant. NOTE: original signature may be in <i>blue ink</i> to insure originality. Original signature must not be present for completeness review but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: Signatures must be in <i>blue ink</i> to insure originality. Original signature may not be present for completeness review, but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	Name, mailing address, telephone number, professional license number, professional seal and signature of professional in responsible charge of preparation of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Index of all sheets in plan set in order presented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	Key map at a scale not smaller than 1" = 2000' showing the location of the property in question with reference to surrounding properties, rights of way, zoning districts and municipal boundaries for a distance of 500' beyond the tract boundary. Key map should also include north arrow and written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	List of all sections of the Township Land Development Ordinances for which variances are sought and descriptions of variances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	List of all outside agency approvals required as part of project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Date of original preparation and date of all subsequent revisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	Identification of all property owners within 200" of the tract based upon the most recent records of the Township Tax Assessor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	List of all Township zone district bulk requirements, existing conditions and proposed conditions upon completion of the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	For all residential subdivisions, provide the following information with regard to the Residential Site Improvement Standards: <ul style="list-style-type: none">a) Certification of compliance endorsed by the professional in responsible charge of preparation of the plans.b) List of all sections of the standards the applicant is proposing to exceed.c) List of all sections of the standards for which the applicant is seeking exceptions.



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	All additional plan sheets are to include the professional title block currently required under state law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	All plan sheets to be numbered sequentially utilizing whole numbers and referencing total number of drawings in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Outbound survey used in preparation of subdivision to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	Final plat prepared in accordance with most recent version of the New Jersey Map Filing Law to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	North arrow with reference on all sheets containing plan views.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Numeric and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Building envelope with front, rear and side yard setback lines with typical dimensions for newly proposed and all existing lots adjacent to property that is subject of application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Location of all existing/proposed elements of circulation system including driveways, sidewalks, rights of way, roads, traffic control and direction signs and railroads and associated easements on tract to be subdivided and within 200'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of all property owned or reserved by the Township, County, State or any other not for profit organization within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Location of all existing/proposed elements of utility infrastructure including sanitary sewer, water, stormwater management, telephone, electric, gas and cable TV and all associated easements on tract to be subdivided and within 200'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	Location of all watercourses, ponds, lakes wetlands, swamps and other environmentally sensitive areas or significant natural terrain features on and within 200' of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Location and limits of flood plain, wetlands and transition areas for property and within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	Topographical features of subject site, contours at two-foot intervals for property and within 200' of tract. Datum is to be NAVD 1998.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Steep slopes in the following categories: 8-14.99%, 15-19.99%, 20-25% and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Grading plan showing proposed contours at two-foot intervals, spot elevations at corners of all existing/proposed structures and dwellings and proposed first floor and garage floor elevations. Datum is to be NAVD 1988.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Plans and profiles of all proposed roads including existing and proposed grade along centerline, edge of pavement and right-of-way line and existing and proposed underground utilities. All profiles drawings to be at a scale of 1" = 5' vertical and 1" = 50' horizontal. Plans to be at a scale of 1" = 50'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(42)	Proposed sanitary and storm sewer profiles to be drawn at a scale of 1" = 5' and 1" = 50' horizontal.



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(43)	Detailed plans of any off-site and off-tract improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(44)	Soil Erosion & Sediment Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(45)	Landscaping plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(46)	Work zone safety plan and detour plans prepared in accordance with the Manual for Uniform Traffic Control Devices for any work proposed within existing Township rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(47)	For lots that are to be serviced by individual subsurface sewage disposal systems, provide the locations and results of all tests conducted as part of the design/suitability investigation along with written approval of the final design by a representative of the Township Health Department or its designated representative.
			(48)	Phasing plan when the project is proposed to be developed in phases.

NOTE: Once the applicant receives notification of completeness from the Township Administrative Officer, they are required to immediately furnish the Board with seventeen (17) copies of the complete plan set for distribution. (Ord. No. 2001-865 § 8)



7-2.1 APPLICATION FEES AND ESCROW DEPOSITS

- A. The following schedule of fees and escrow deposits for filing applications shall be paid to the Township. Such Payment shall be made in two separate checks made payable to the Township of Branchburg and shall be submitted to the Administrative Officer at the time of filing the application, unless exempted as provided elsewhere in this Article.

<u>Type of Application</u>	<u>Application Charge</u>	<u>Initial Deposit to Escrow Account</u>
Concept plans:	\$250	\$500.00
1) Subdivisions:		
a. Minor Plat	\$150.00	\$1,000
b. Major Preliminary Plat	\$250 plus \$10 per provided a minimum \$1,000 shall be deposited	\$150.00 for each of lot, first 10 lots; \$75 per of lot thereafter; minimum deposit of \$5000.00
c. Major Final Plat	\$200	\$100.00 per lot; minimum deposit of \$2000.00
2) Site Plans:		
a. Minor Plans	\$200.00	\$1,000
b. Preliminary Plan	\$250.00	\$150 per acre or part or part thereof and thereof and \$5 per dwelling, provided a minimum of \$2,000 shall be deposited
c. Final Plan	\$200.00	\$25 per acre or part thereof and \$3 per dwelling, provided a minimum of \$2,000.00 shall be deposited
3) Variances		
a. Appeals (40:55D-70a)	\$150.00	\$500.00*
b. Interpretation (40:55D-70b)	\$150.00	\$500.00*
c. "c" variance (40:55D-70c)	\$150.00	\$400.00
d. "d" variance (40:55D-70d)	\$250.00	\$1,500.00
e. Conditional Use Permit (40:55D-34 & 35)	\$150.00	\$250.00
4) Appeals to Township Committee	\$250.00	None required
5) Proof of Nonconformity	\$150.00	\$500.00
6) Certified list of property owners	\$.025 per name or \$10, whichever is greater	None required
7) Copy of transcripts	As provided in resolution or ordinance adopted pursuant to N.J.S.A. 47:1A-1	None required
8) Copy of minutes or decision	N.J.S.A. 47:1A-1	None required



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

9) Wireless telecommunications applications:

a. No tower proposed	\$5,000.00	\$2,500.00
b. Tower proposed	\$10,000.00	\$5,000.00

*Amount required will not exceed \$500.00; if expenses are less, the difference will be refunded.

- B. The application charge is a flat fee to cover direct administrative expenses and is nonrefundable. The escrow account is established to cover the costs of professional services including engineering, legal, planning and other expenses for the review of the application and for the preparation of required legal documents. Sums not utilized in this process shall be returned to the applicant. If additional sums are deemed necessary, the applicant shall be notified of the required additional amount and shall add such sum to the escrow within 14 days of such notice. Statements of the escrow balance shall be available upon request not more often than monthly at a cost of ten (\$10.00) dollars each.
- C. Where one application for development includes several approved requests, the sum of the individual required fees shall be paid.
- D. 1. In accordance with this subsection, each applicant for subdivision or site plan approval shall pay all reasonable costs for professional review of the application and for preparation of any required legal documentation, including a mandatory Developer's Agreement, plus costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. Additionally, each applicant shall pay all reasonable costs for the municipal inspection and testing of the improvements during installation and/or as constructed.
2. All costs for review and for the preparation of all required legal documentation must be paid before any approved plat, plan or deed is signed; all costs for inspections must be paid before any construction permit is issued; and any remaining costs must be paid before any occupancy of the premises is permitted or a certificate of occupancy is issued.
- E. If an Applicant desires a Court Reporter, the cost of taking testimony and transcribing it and providing a copy of the transcript to the Township shall be at the expense of the Applicant, who shall arrange for the Reporter's attendance.
- F. The fees and escrow accounts provided for in this section shall be required with respect to any application for development certified as complete on or after November 9, 1987. No other fees for the services described above in paragraph B shall be charged to the proponents of any such application.
- G. Resubmission or extension of preliminary plat:
1. Resubmission: Ten percent (10%) of the original preliminary application fee but, provided that it encompasses the same land as the original submission and further provided that the resubmission is filed within six (6) months of the date of the last Planning Board action on the previous submission or if there was no Planning Board action then within six (6) months of the previous submission.
2. Extension: Ten percent (10%) of the original preliminary application fee for each extension.
- H. Resubmission of final plat: Ten percent (10%) of the original final application fee if it encompasses the same land as the original final subdivision plat and provided that the resubmission is filed within three (3) years of the preliminary approval of the Planning Board.
- I. Certificate of approval and release of two-year maintenance bond: \$25.00 fee for each lot shown on plat.



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

- J. Special meeting: Special meetings of the Planning Board or Zoning Board of Adjustment made at the request of any applicant or applicant's authorized representative shall require a fee of \$250.00 to defray the costs of scheduling and holding such special meeting. This fee shall be in addition to all other fees and charges heretofore or hereafter established.
- K. Request to amend zoning map. Any person requesting a zone change shall do so on a Zone Change Request form, available in the Township Clerk's office, accompanied by a fee of \$250.00. Any such request shall be submitted to the Township Clerk. Attached to the request shall be an appropriate scaled map identifying the area to be rezoned in specific relation to the neighborhood and to the entire Township. Zone boundary lines shall be provided for an area within 1,500 feet of the proposed zone change area. Other information to be submitted shall include the rationale why a zone change is requested and the basis for the change.
- L. In the event that the Planning Board or Board of Adjustment finds it necessary to obtain the advice or testimony of specialists or consultants in connection with an application, such specialists or consultants shall be compensated by the Applicant as reasonably required by the Board. Advice or testimony of such consultants shall be given at the hearing with full right of cross examination afforded to the Applicant.
(Ord. No. 2000-839 § 1; Ord. No. 2001-849 § 3)



ESCROW FUND AGREEMENT

I/we _____ authorize the Township of Branchburg to utilize review and/or inspection funds to satisfy either review or inspection charges. This will only become necessary in the event that charges arise near the completion of the review process and or inspection process, and one of the accounts has a balance to cover the charges.

Print Name
Person Authorizing Agreement

Signature

Date



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

SITE INSPECTION

Re: Lot _____ in Block _____

I, _____, the undersigned property owner, do here authorize Branchburg Township Officials and Board Members to inspect the property owned by _____ at _____ Branchburg Township, New Jersey, in connection with our application to the Board of Adjustment/Planning Board for this property.

Print (Property Owner or Authorized Agent)

Signature

Date

(Title)

Email _____

Telephone: _____



TOWNSHIP OF BRANCHBURG
OFFICE OF THE MUNICIPAL LAND USE OFFICER
PLANNING/ZONING BOARD APPLICATION

FORM W-9 ATTACHED HERE

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number	
	- -
Employer identification number	
	-

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

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

Purpose of Form

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

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

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

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

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

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

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

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

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

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.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage 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 1993 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* on page 1.

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

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

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 Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must 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 the "Name" line. 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 the "Business name/disregarded entity name" line. 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.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 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, 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—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 possession of the United States, 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 Reg. 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 Reg. 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

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 page 2), 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 Social Security Administration 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. You can get Forms W-7 and SS-4 from the IRS by visiting 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 the "Name" line 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.

What Name and Number To Give the Requester

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

***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, social security number (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. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov 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.