

Township of Franklin  
Zoning / Land Use Department  
1571 Delsea Drive  
Franklinville, NJ 08322  
Telephone (856) 694-1234  
Fax (856) 694-2823  
Franklinintownshipnj.org

**SITE PLAN**  
**PLANNING BOARD**  
**ZONING BOARD**  
**HOUSING ENFORCEMENT**  
**ZONING ENFORCEMENT**

MEMO

TO: All Applicants, Developers, Attorneys, Engineers, Surveyors, Realtors, & Other Interested Parties

From: Zoning / Land Use Department

RE: Submission Deadlines for Development Applications to Allow for Administrative Completeness Review and Presentation Guidelines

**Submission Deadline and Procedures:**

1. The Planning Board and Zoning Board of Adjustment have authorized the Zoning / Land Use Department to administratively determine if development applications are Complete for Review. To facilitate administrative review, Completeness Review Checklists (Minor Subdivision, Major Subdivision, Site Plan & General Development Plan) are provided to guide you in preparing your project proposal. **Please note that for all applications in addition to the checklist items, the applicant is required to review all proposed new lots with the Tax Assessor to determine the appropriate lot and block numbers. The Tax Assessor must sign off on the application form as to this requirement.**
2. In order to provide the maximum opportunity for your application to be scheduled for hearing as soon as possible, the submission deadline is 45 days prior to the next scheduled meeting. Our goal is to provide the applicant with a list of incomplete items as far enough in advance so the plans can be corrected, resubmitted and rechecked and deemed complete with enough time for you to provide any public notice that may require. **You will not be given a tentative meeting date until your application is deemed complete. Once deemed complete you will be scheduled on the next available agenda.**

**Hearing Presentation Guidelines:**

1. **When you receive notice of completeness you are required to submit 15 copies of the application, subdivision/ site plan, and all supporting documents to the Department no later than ten (10) days prior to your scheduled meeting date. Failure to comply with this requirement will result in postponement of your hearing date to the next available meeting. This applies to all applicants.**
2. The Planning Board and Zoning Board have established guidelines for presentation of major subdivisions and site plans. **The applicant is required to prepare a minimum of two site plan displays for presentation to the Board, one for the Board viewing and one for viewing by the public. In addition, copies of any written reports should be made available for review by the public during the hearing.**

**TOWNSHIP OF FRANKLIN**  
**PLANNING BOARD AND ZONING BOARD DEVELOPMENT APPLICATION FORM**

The application, with supporting documentation, must be filed with the Zoning / Land Use Department and must be delivered to the professionals for review at least thirty (30) days prior to the meeting at which the application is to be considered.

**TO BE COMPLETED BY TOWNSHIP STAFF ONLY**

Date Filed \_\_\_\_\_ Application No. \_\_\_\_\_  
Planning Board \_\_\_\_\_  
Zoning Board of Adjustment \_\_\_\_\_ Application Fees \_\_\_\_\_  
Escrow Deposit \_\_\_\_\_  
Scheduled for Review of Completeness \_\_\_\_\_ Hearing \_\_\_\_\_

**1. SUBJECT PROPERTY**

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

Tax Map Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Dimensions: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

Zoning District \_\_\_\_\_

**2. APPLICANT**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

**3. DISCLOSURE STATEMENT**

Pursuant to N.J.S. 40:55D-48.1, the names and address of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and address of the noncorporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply.)

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

4. If owner is other than the applicant, provide the following information on the owner(s)

Owner's Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**5. PROPERTY INFORMATION**

A. Restrictions, covenants, easements, association by – laws, existing or proposed on the property:

Yes (Attach Copies) \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

Note: All deed restrictions, covenants, easements, association by – laws, existing or proposed on the property:

B. Present use of the premises: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. APPLICANT'S PROFESSIONALS**

A. Applicant's Attorney \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

B. Applicant's Engineer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

C. Applicant's Planning Consultant \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

D. List any other Expert who will submit a report or who will testify for the Applicant: (Attach additional sheets as may be necessary)

Name \_\_\_\_\_

Field of Expertise \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**7. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:**

**SUBDIVISION:**

\_\_\_\_\_ Minor Subdivision Approval

\_\_\_\_\_ Major Subdivision Approval (Preliminary)

Number of lots to be created \_\_\_\_\_ (including remainder lot)

\_\_\_\_\_ Major Subdivision Approval (Final)

Number of proposed dwelling units \_\_\_\_\_ (If applicable)

**SITE PLAN:**

\_\_\_\_\_ Minor Site Plan Approval \_\_\_\_\_ Informal Review

\_\_\_\_\_ Preliminary Site Plan Approval (Phases if applicable \_\_\_\_\_)

\_\_\_\_\_ Final Site Plan Approval (Phases if applicable \_\_\_\_\_)

\_\_\_\_\_ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) \_\_\_\_\_

Total number of proposed dwelling units \_\_\_\_\_

\_\_\_\_\_ Request for Waiver from Site Plan Review and Approval

Reason for request \_\_\_\_\_

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

\_\_\_\_\_ Conditional Use Approval (NJS 40:55-67)

\_\_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way or flood control basin (NJS 40:55D-34)

\_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage (NJS 40:55D-35)

**8. Section(s) of Ordinance from which a variance is requested:** \_\_\_\_\_

**9. Waivers Requested of Development Standards and/or Submission Requirements (attach additional pages as needed)**

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10. **Attach a copy of the Notice** to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable. The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing. An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

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11. **Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: (attach pages as needed)**

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12. Is a public water line available? \_\_\_\_\_

13. Is Public sanitary sewer available? \_\_\_\_\_

14. Does the application propose a well and septic system? \_\_\_\_\_

15. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_

16. Are any off-tract improvements required or proposed? \_\_\_\_\_

17. Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_

18. What form of security does the applicant propose to provide as performance and maintenance guarantees? \_\_\_\_\_

19. Other approvals, which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
Gloucester County Health Department	_____	_____	_____
Gloucester County Planning Board	_____	_____	_____
Gloucester County Soil Conservation District	_____	_____	_____
MUA	_____	_____	_____
NJ Pinelands Commission	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
NJDES	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Freshwater Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Conectiv	_____	_____	_____
South Jersey Gas	_____	_____	_____
Other Utility _____	_____	_____	_____

**20. Tax Collector's Certification**

Taxes Paid Per \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Signature

21. List of Plans, Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing). It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff (Engineer, Planning Consultant, Attorney for the Board to which the application is submitted) for their review. The documentation must be received by the professional staff at least thirty (30) days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____

22. The applicant hereby request that copies of the reports of the professional staff reviewing the application by provided to the following of the applicant's professionals:

Applicant's Professional Attorney Engineer	Reports Requested
_____	_____
_____	_____
_____	_____

23.

**CERTIFICATIONS**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am the Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. (If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. (If the owner is a corporation this must be signed by the authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Township of Franklin, I further understand that the escrow account is established to cover the cost of the professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

DISCLOSURE STATEMENT PURSUANT TO L. 1977, C-336

- A. Is this application to subdivide a parcel or parcels of land into six or more lots?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- B. Is this application for a variance to construct a multiple dwelling of 25 or more family units?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- C. Is this application for approval of a site or sites to be used for commercial purposes?  
YES \_\_\_\_\_ NO \_\_\_\_\_

**IF ANY OF THE ABOVE ANSWERS WERE YES PROCEED TO "D"**

- D. Is the applicant a corporation or partnership?  
YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES:

1. List the names and address of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be. (Use extra sheets if necessary.)

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2. Does a corporation or partnership own 10% or more of the stock of this corporation or partnership?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes:

List the names and address of the stockholders of that corporation holding 10% or more of the stock or of 10% or greater interest in that partnership, as the case may be. This requirement is to be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the noncorporate stockholders and individual partners exceeding 10% ownership criterion established in L.1977, C. 336 have been listed (Use extra sheets if necessary.)

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Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_



**NOTICE TO PROPERTY OWNER**

TO: \_\_\_\_\_  
\_\_\_\_\_

Please take notice that the undersigned has filed an application for Development with the Planning Board of the Township of Franklin for:

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

On the premises at \_\_\_\_\_  
(address)

Designated as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

On the Township of Franklin Tax Map, and this notice is sent to you as an owner of property within two hundred (200') feet.

A Public Hearing will be held on \_\_\_\_\_, 7:00PM

In the Municipal Hall, South Delsea Drive, Franklinville, NJ, at which you may appear either in person, or by an attorney and present any objections you may have to be granting of the appeal.

All documents relating to this matter have been filed with the Secretary and are available for inspection during regular business hours.

This notice is sent to you by the applicant, as required by law.

Respectfully,

\_\_\_\_\_ (applicant)

Date Served \_\_\_\_\_

Person Served \_\_\_\_\_

Method of Service \_\_\_\_\_

**TOWNSHIP OF FRANKLIN  
PLANNING BOARD**

In the Matter of the Appeal of:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AFFIDAVIT OF MAILING**

STATE OF NEW JERSEY                    )

ss

COUNTY OF GLOUCESTER                )

\_\_\_\_\_, being duly sworn upon his oath deposes and says:

On \_\_\_\_\_, \_\_\_\_\_, I sent copies of the attached Notice to Property Owner by certified mail, return receipt requested to the person whose name(s) were supplies to be by the Tax Assessor as being residents within 200 feet of the premises in question on letter attached hereto. I attach all receipts and unopened returned letters hereto.

\_\_\_\_\_

Sworn to and subscribed before  
me, a Notary Public of New Jersey  
this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public of New Jersey

**TOWNSHIP OF FRANKLIN**  
**COUNTY OF GLOUCESTER**  
1571 DELSEA DRIVE\* FRANKLINVILLE, NJ. 08322

**200 FOOT ADJACENT PROPERTY OWNER LIST**

Attached is the list of property within 200 ft of Block \_\_\_\_\_ Lot \_\_\_\_\_  
That was requested by:

**Fee \$10.00**

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

Company: \_\_\_\_\_

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

\_\_\_\_\_

Cash: \_\_\_\_\_

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax #: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address \_\_\_\_\_

**Please include the following on the list:**

*Manager of R/E & R/W  
Atlantic City Electric  
5100 Harding Highway, Suite 399  
Mays Landing, NJ 08330-9902*

*Engineering Manager  
South Jersey Gas Co  
1 South Jersey Plaza  
Hammonton, NJ 08037*

*Comcast  
Construction Dept.  
Attention: Jim Parkinson  
1846 North West Blvd  
Vineland, NJ 08360*

*Public Service Electric and Gas Company  
Manager- Corporate Properties  
80 Park Plaza, T6B  
Newark, NJ 07101*

**If the above property list also fronts on any Railroad, State or County Highway you must also notify the authorities below:**

*NJ State D.O.T.  
Planning Division  
PO Box 600  
Trenton, NJ 08625-0600*

*Gloucester County D.P.W.  
Planning Division  
Rt. 47 Delsea Drive  
Clayton, NJ 08312*

*P.R.S.L c/o Conrail  
Tax Department  
PO Box 8499  
Philadelphia, PA 19101*

**If the property is within 200 feet of another municipality, you must also notify the Clerk of the Municipality and also obtain a listing of properties within that municipality.**

\_\_\_\_\_  
Date Certified

\_\_\_\_\_  
Signature

**SITE PLAN  
APPLICATION FEE FORM**

DOCKET # \_\_\_\_\_ APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_

**PRELIMINARY SURE PLAN APPLICATION FEE**

\$1000.00 = \_\_\_\_\_

**FINAL MAJOY SITE PLAN APPLICATION FEE**

\$500.00 = \_\_\_\_\_

EXTENSION OF PRELIMINARY SITE PLAN \$300.00 \_\_\_\_\_

EXTENSION OF FINAL SITE PLAN \$300.00 \_\_\_\_\_

**ESCROW- PRELIMINARY SITE PLAN**

# OF ACRES \_\_\_\_\_

\$500.00/ACRE                      \$100.00/ACRE (EACH ADDITIONAL ACRE)

X \_\_\_\_\_ ACRE                      X \_\_\_\_\_ ACRES

\_\_\_\_\_

\_\_\_\_\_

**ESCROW- FINAL SITE PLAN**

# OF ACRES \_\_\_\_\_

\$500.00/ACRE                      \$100.00/ACRE (EACH ADDITIONAL ACRE)

X \_\_\_\_\_ 1 ACRE                      X \_\_\_\_\_ ACRES

\_\_\_\_\_

**SITE PLAN**

EXTENSION OF PRELIMINARY \$350.00

EXTENSION OF FINAL \$350.00

SITE PLAN WAIVER \$200.00

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

SITE PLAN APPLICATION  
Gloucester County Planning Board  
1200 N. Delsea Drive  
Clayton, NJ 08312  
(856) 307-6658 Fax (856)307-6656

**SUMBIT TO GLOUCESTER CO. PLANNING BOARD SEPERATLEY**

All information on this application and the submission checklist must be completed and the proper fees enclosed in order to start county review. Failure to comply with submission requirements will classify this application as "incomplete".

**Municipality:** \_\_\_\_\_ **Code No.** \_\_\_\_\_ **(County Use only)**

New Application \_\_\_\_ Revised App \_\_\_\_ Sketch \_\_\_\_ Preliminary \_\_\_\_ Final \_\_\_\_

Residential \_\_\_\_ Commercial \_\_\_\_ Industrial \_\_\_\_ Other \_\_\_\_

1. Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

2. Owners Name: \_\_\_\_\_

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

\_\_\_\_\_ Phone # \_\_\_\_\_

3. Attorney's Name \_\_\_\_\_

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

Phone # \_\_\_\_\_

4. Location of Site:

Street \_\_\_\_\_

Tax Map Plate \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

5. Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

Bldg. Size \_\_\_\_\_ sq. ft. Land to be Developed \_\_\_\_\_ acres No. of Parking Spaces: \_\_\_\_\_

Residential: Square Footage: \_\_\_\_\_ No. of Units: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_

6. Proposed Construct: Alteration \_\_\_\_\_ New \_\_\_\_\_

Description: \_\_\_\_\_

7. Does the site front on a County Road? Yes \_\_\_\_\_ No \_\_\_\_\_ Co. Rt.# \_\_\_\_\_

8. Fee Schedule: (Please check appropriate category)

\_\_\_\_\_ Fee Waived (Governmental Units/ Non- Profit Organizations)

\_\_\_\_\_ Sketch Review \$25.00

\_\_\_\_\_ Sites NOT FRONTING a County Road \$200.00 Preliminary/Final

\_\_\_\_\_ Sites FRONTING a County Road \$350.00 Preliminary/ Final \_\_\_\_\_ Plus \$5.00 per parking space.

Amount Enclosed \$ \_\_\_\_\_ Please make your check payable to: "Gloucester County"

I hereby consent to the filing of this application.

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

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

**SUBMISSION CHECKLIST  
FOR A PRELIMINARY PLAT OR A SITE PLAN**

The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with their application for development, supporting documentation as to his reason therefore, or the application shall be deemed incomplete.

**Required documents:** Submission of an application of a preliminary plat of a site plan to the Gloucester County Planning Department shall include all of the following items.

- \_\_\_ Five (5) sets of plans and attachments
- \_\_\_ Two (2) copies of any required supporting documentation
- \_\_\_ One (1) copy of the County application form for site plan approval
- \_\_\_ One (1) copy of this checklist form
- \_\_\_ Payment of the proper application fee set forth in the County Land Development Resolution.

1. SUBMISSION TO OUTSIDE AGENCIES

- \_\_\_ A listing of the outside governmental agencies retaining jurisdiction over the application.
- \_\_\_ Status of the application with those agencies retaining jurisdiction.
- \_\_\_ For development applications in the Pinelands Area of Gloucester County, a copy of one of the items set forth in Section 804A of the County Land Development Resolution shall be submitted to the County.
- \_\_\_ Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

2. PLAT REQUIREMENTS

(General Requirements)

Any preliminary plat of a site plan submitted to the County approving authority for its approval shall be prepared, signed and sealed by a professional licensed to practice in the State of New Jersey, as detailed below:

Depiction of existing conditions on a site plan

- Survey: Showing existing conditions and exact locations of physical features including metes and bounds, drainage, waterways, specific utility locations, and easements: by a land surveyor.
- Survey information may be transposed to the site plan if duly noted as the date of the survey, by whom, and for whom.
- Vegetation, general flood plain determination, or general locations of utilities, building, or structures: by an architect, planner, engineer, land surveyor, or other person acceptable to the reviewing governmental body.

### Preparation of site plan

- The locations of proposed building and their relationship to the site and the immediate environs: by an architect or engineer.
- The locations of drives: parking layout: pedestrian circulation; and means of ingress and egress: by an architect, planner, or engineer.
- Drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a water course: by an engineer only.
- Other drainage facilities: by an architect or engineer.
- Utility connections and on-tract extensions: by an engineer or architect
- Off- tract utility extensions: by an engineer only
- On-site sanitary sewage disposal or flow equalization facilities: by an engineer only.
- Landscaping, signs, lighting, screening or other information not specified above: by an architect, planner, engineer, or other person acceptable to the reviewing governmental body.
- The general layout of a preliminary site plan for a multiple building project, showing the development elements including their relationship to the site and immediate environs: by an architect, planner or engineer.

Site plans shall not be drawn at a scale smaller than one (1) inch equals fifty (50) feet nor larger than one (1) inch equals ten (10) feet. If the size would require the use of sheets larger than thirty by forty-two (30 x 42) inches in order to show the entire site on one (1) sheet, the detailed information for the site plan shall be shown in sections on sheets not larger than thirty by forty-two (30 x 42) inches, which sheets shall be keyed to an overall plat of the site drawn at a scale of not less than one (1) inch equals two hundred (200) feet. The site plan shall be based on a monumented, current certified boundary survey prepared, signed and sealed by a land surveyor as to the boundaries and physical conditions of the site. The date of the survey and the person making same shall be shown on the map. If twelve (12) months or more have passed since the date of (or date of last recertification of) the survey, it shall be recertified and, if necessary, brought up- to – date.

### 3. TITLE BLOCK

\_\_\_ The title block shall include the information required pursuant to NJAC 13:40-1.

The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:

- \_\_\_ Title of "Preliminary Plat- Site Plan."
- \_\_\_ Name of the development, if any.
- \_\_\_ Tax Map sheet, block and lot numbers of the site, as shown on the latest municipal Tax Map, the date of which should also be shown.
- \_\_\_ Date of the original plan and all revisions thereto.
- \_\_\_ Names and address of the owner and development, so designated.
- \_\_\_ Names, signatures, address and license numbers of the engineer, architect, land surveyor or planner who prepared the plan. The plat shall bear the embossed seal of said professional.
- \_\_\_ If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.

### 4. A SCHEDULE SHALL BE PLACED ON THE SITE PLAN INDICATION:

- \_\_\_ The acreage of the tract and site (the portion of the tract involved in the site plan.)
- \_\_\_ The floor area of the existing and proposed building, listed separately.
- \_\_\_ The proposed use or uses, and the floor area devoted to each use.

- \_\_\_ Proposed and required lot dimensions and front, rear and side yard setbacks.
  - \_\_\_ Proposed and required off-street parking spaces.
  - \_\_\_ Acreage, square footage and percentage of the site retained in unoccupied open space.
5. \_\_\_ A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property – in -question.
  6. \_\_\_ The names and address of all owners of, and property lines of, parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality within which the site is located. The list of property owners shall also indicate the status of all parcels within two hundred (200) feet of the subject site.
  7. \_\_\_ North Arrow.
  8. \_\_\_ Written and graphic scales.
  9. \_\_\_ The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Engineering Department in the limits. In cases where all or a portion of a site is located in an unnumbered "A" Zone as shown on the Flood Insurance Rate Maps of the Federal Emergency Management Agency, the applicant shall undertake and submit such studies as are necessary to determine the base flood elevations.
  10. \_\_\_ Driveway locations and pavement and right- of -way widths of existing streets within two hundred (200) feet of the site.
  11. \_\_\_ The boundary, nature and extent of wooded areas, swamps, bogs, wetlands and ponds within the site and within two-hundred (200) feet thereof.
  12. \_\_\_ Existing and proposed manholes, sewer lines, fire hydrants, waterlines, utility poles and all other topographical features of a physical or engineering nature within the site and with in two hundred (200) feet thereof.
  13. \_\_\_ All existing structures and buildings within the site and within two-hundred (200) feet of the site, including their use.
  14. \_\_\_All existing structures and buildings on the site, and indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.
  15. \_\_\_Locations, use, finished grade level, ground coverage, first floor and basement elevations, front, rear and side yard setbacks of all existing buildings and other pertinent improvements.
  16. \_\_\_ All existing and proposed public easements of rights- of-way and the purposes thereof.
  17. \_\_\_ A grading plan showing existing and proposed grading contours at one (1) foot intervals throughout the tract, except that if slopes exceed five percent (5%), a two (2) foot interval is permissible. Data shall be National Oceanographic and Atmospheric Administration (NOAA) data (formerly known as U.S. Coast and Geodetics (MSL=0), and the source of data shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading.
18. ON-SITE DRAINAGE PLAN
- \_\_\_ The drainage plan shall be present in graphic form which shall clearly show the street and lot layout, and those items which are pertinent to drainage, including existing and proposed contours as previously required.
  - \_\_\_ The plan shall outline each area contributing to each inlet.

- \_\_\_ All proposed drainage shall be shown with pipe type and sizes, invert and grate or rim elevations, grades and directions of flow. The directions of flow of all surface waters and of all streams shall be shown.
  - \_\_\_ The drainage plan shall be accompanied by complete drainage calculations made in accordance with the standards set forth in the County Specification Manual.
19. Off- Site Drainage Pan. The plat shall also be accompanied by an off- site drainage plan in accordance with the following standards:
- \_\_\_ The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basins for determining basin limits shall be shown.
  - \_\_\_ The pertinent off-site existing drainage shall be shown with elevations of inverts and grades to the nearest one-tenth (.01) foot.
  - \_\_\_ All existing plans for drainage improvements shall be shown.
  - \_\_\_ In the event that a temporary drainage system is proposed, full plans of that system shall be shown.
  - \_\_\_ The off-site drainage plans shall be accomplished by profiles of all proposed drainage, showing existing details; pipe sizes, types, inverts and crowns and slopes; all proposed structures and connections; and design hydraulic grade lines for all conduits designed to carry forty or more cubic feet per second. Cross sections at the intervals not exceeding one hundred feet shall be shown for all open channels.
20. \_\_\_ All sites which are the subject of a preliminary site plan application and which are located within distances as shown in the table below shall have at least two (2) concrete monument bench marks on the National Oceanographic and Atmospheric Administration (NOAA) datum (formerly known as U.S. Coast and Geodetics). All contours shall be based and referenced to these bench marks. The elevation of all monuments shall be shown on the plans as part of the site plan application to the County. The preferable precision shall be 0.035 run in miles. The monuments shall be set at the intersection of the parcel property lines with the proposed right-of-way line, and each monument shall be located by centerline station and offset dimension. These monuments shall be set prior to dimension. These monuments shall be set prior to the submission of preliminary site plans, and shall be shown on preliminary and final site plans.

<u>Site Plan</u>	<u>Distance to Nearest Horizontal Control</u>
Less than 2 acres	2 miles
2-50 acres	6 miles
Over 50 acres	12 miles

21. NEW JERSEY SYSTEM OF PLANE COORDINATES.

- \_\_\_ The property lines of a tract which is the subject of a site plan application shall be placed on the New Jersey System of Plane Coordinates if they are located within the distances as shown in the table above. The coordinates of all monuments shall be shown on the preliminary and final site plan plats.
  - \_\_\_ Sites not located within the criteria set forth in the table above may not be required to use the New Jersey System of Plane Coordinates, at the discretion of the County Engineer. In that case, existing and proposed lines shall be shown. A closed traverse shall be run to current acceptable standards with preferable precision of at least one (1) in twenty thousand (20,000).
22. Where work is to be done in the County right-of-way, a detailed plan at a scale of not less than one (1) inch equals thirty (30) feet showing the layout of any intersection including driveways with a county road. This plan shall show the following:
- \_\_\_ Road profiles showing existing elevations along the centerline of the County Road, that shall conform to County stationing, every twenty-five (25) feet, extending one- hundred (100) feet beyond the property line or the end of road improvements, which is greater. Pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities shall also be shown.
  - \_\_\_ Proposed gutter line elevations and top of curb grades shall be determined by the applicant's engineer, and supplied to the County Engineer's office for review and approval.

- \_\_\_ Full cross-sections every fifty (50) feet and at critical points along the County Road, that shall conform to County stationing, shall be provided, and shall be drawn at a scale of one (1) inch equals five (5) feet horizontal and vertical. These cross-sections shall give the elevations for the existing centerline and edge of road, the proposed gutter line and top of curb grades, and the cross-slope of any widened section of pavement along the County Road. These sections shall be extended to the proposed right-of-way line to show any regarding (cut or fill) required within the shoulder area.
  - \_\_\_ Pavement markings, signs, and traffic control islands.
  - \_\_\_ Existing and proposed signs, lighting standards, utility poles, and trees of eight (8) inches in diameter or larger and thirty (30) inches or higher within the County right-of-way, except in heavily wooded areas.
23. \_\_\_ Boring Logs. Unless the County Engineer shall determine that no boring logs are required, or that, when required, boring logs may be deferred to the final plat stage, the preliminary plat shall be accompanied by a set of boring logs and soil analyses. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one-tenth (0.1) foot.
  24. \_\_\_ Tax map sheet, lot and block numbers and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.
  25. \_\_\_ The plat shall show the location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as open space, indicating the facilities to be provided in such areas.
  26. \_\_\_ The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking shall be shown on the site plan. The location and treatment of existing and proposed entrances and exits to the public right-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other devices necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses and semitrailers that will enter the site each day.
  27. \_\_\_ A graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation shall be provided. If the developer desires to have the appropriate provisions of Title 39 of the New Jersey Revised Statutes governing motor vehicle operation made applicable to the site, thereby allowing municipal police regulation of traffic control devices, they shall submit a formal request and a detailed plan meeting the requirements of the New Jersey Department of Transportation. The County Engineer shall advise the developer regarding the details of such a plan.
  28. \_\_\_ The location and size of proposed loading facilities.
  29. \_\_\_ Locations of curbs and sidewalks.
  30. \_\_\_ Cross sections showing the composition of pavement areas, curbs and sidewalks.
  31. \_\_\_ Location of signs and drawn details showing the size, materials of construction, height and content of all signs.
  32. \_\_\_ Location of handicapped facilities, including parking spaces and ramps, where applicable.
  33. \_\_\_ A "tree-save" plan shall be submitted, which generally outlines the limits of tree removal and disturbance within existing and proposed County rights-of-way and easements.
  34. \_\_\_ A Traffic Impact Study shall be submitted, which addresses the requirements set forth in the **County Specification Manual**.
  35. \_\_\_ Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance.

36. Sectionalization and Staging Plan. If large uses, such as shopping centers, multi-family dwelling developments, industrial parks or other such uses are proposed to be developed in stages, the developer shall submit a sectionalization and staging plan showing the following:
- \_\_\_ The anticipated date for commencing construction of each section or stage. The staging of development on the site shall be such that if development of the site were discontinued after the completion of any stage, the developed portion of the site would comply in all respects to the requirements of the County Land Development Resolution and be provided with adequate drainage and utility systems
  - \_\_\_ Those improvements that will be completed in each stage prior to application for Certificate of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings on the site and adjoining properties.
37. \_\_\_ The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for preliminary site plan review.

\_\_\_\_\_  
Preparer of Checklist

\_\_\_\_\_  
Date

**NJPDES Stormwater Checklist**  
**New Major Development and Redevelopment**  
**Gloucester County Planning Board**  
**Preliminary Plat and Site Plan Applications**

1. Does the site front on a county road? Yes\_\_ No\_\_
2. Will new development result in additional right-of-way and/ or roadway owned and operated by the County?  
Yes\_\_ No \_\_\_\_
3. Does the site discharge stormwater to the County's storm sewer system? Yes\_\_ No \_\_\_\_
4. Will development result in additions or modifications to the Count's storm sewer system? Yes\_\_ No \_\_\_\_
5. Will new development result in any stormwater BMP's that will be owned and operated by the County? Yes\_\_  
No\_\_

If the answer is "YES" to questions 1 or 2, the applicant must certify that all aspects of this new development's stormwater management system will meet the requirements of the NJDEP's Stormwater Management rules (N.J.A.C. 7:8) and have been reviewed and approved by the local planning board;

"I certify that all aspects of this new development's stormwater management system will meet the requirements of the NJDEP's Stormwater Management rules (N.J.A.C. 7:8\_ and have been reviewed and approved by the local planning board.'

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the answer is "YES" to questions 3, 4, or 5, the applicant must provide the above certification AND provide the following documents for review and approval by the County Planning Board:

1. Documents demonstrating that the new development (especially any stormwater discharges to County Storm sewer system and/or roadways) will meet the requirements of the NJDEP's Stormwater Management rules (N.J.A.C. 7:8) establishing stormwater management design and performance standards and including low impact development and the groundwater recharge, stormwater runoff quantity and stormwater runoff quality requirements (see NJDEP BMP Manual); AND
2. Provisions for the long-term operation and maintenance of new stormwater BMP's that the applicant intends to be owned and operated by the County (if any); AND
3. Documents indicating that all new storm drain inlets (if any) are designed to control the passage of solids and floatable in accordance with the NJDEP design standards (see the municipal or county permits attachment C).

(All other County requirements for review of on – site and off- site drainage remain in full affect)

TOWNSHIP OF FRANKLIN  
COUNTY OF GLOUCESTER

1571 DELSEA DRIVE FRANKLINVILLE, NJ 08322

**200 FOOT ADJACENT PROPERTY OWNER LIST**

Attached is the list of property owners within 200 ft of Block \_\_\_\_\_ Lot \_\_\_\_\_  
That was requested by:

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

Company: \_\_\_\_\_

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

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Fee \$10.00 Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

**Please include the following on the list:**

Manager of R/E & R/W

Atlantic City Electric

5100 Harding Highway, Suite 399

Mays Landing, NJ 08330-9002

Engineering Manager

South Jersey Gas Co

1 South Jersey Plaza

Hammonton, NJ 08037

Comcast

Construction Dept.

Attention: Jim Parkinson

1846 North West Blvd.

Vineland, NJ 08360

Public Service Electric and Gas Company

Manager – Corporate Properties

80 Park Plaza, T6B

Newark, NJ 07102

**If the above property listed also fronts on any Railroad, State or County Highway you must also notify the authorities below:**

NJ State D.O.T

Planning Division

PO Box 600

Trenton, NJ 08625-0600

Gloucester County D.P.W

Planning Division

Rt. 47 Delsea Drive

Clayton, NJ 08312

P.R.S. L c/o Conrail

Tax Department

PO Box 8499

Philadelphia, PA 19101

**If the property is within 200 feet of another municipality, you must also notify the Clerk of the Municipality and also obtain a listing of properties within that municipality.**

\_\_\_\_\_  
Date Certified



By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

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

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

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

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

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

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

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

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

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

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

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

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

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

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

**Payments you receive will be subject to backup withholding if:**

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

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

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

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

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

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

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

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

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

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

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

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

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

### Line 2

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

### Line 3

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

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
<ul style="list-style-type: none"> <li>Corporation</li> </ul>	Corporation
<ul style="list-style-type: none"> <li>Individual</li> <li>Sole proprietorship, or</li> <li>Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.</li> </ul>	Individual/sole proprietor or single-member LLC
<ul style="list-style-type: none"> <li>LLC treated as a partnership for U.S. federal tax purposes,</li> <li>LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or</li> <li>LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.</li> </ul>	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
<ul style="list-style-type: none"> <li>Partnership</li> </ul>	Partnership
<ul style="list-style-type: none"> <li>Trust/estate</li> </ul>	Trust/estate

### Line 4, Exemptions

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

#### Exempt payee code.

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

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

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

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

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

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

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

## Line 5

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

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

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

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

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

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

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

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.**

You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.**

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

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.**

You must give your correct TIN, but you do not have to sign the certification.

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

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

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

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

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

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

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

**Secure Your Tax Records From Identity Theft**

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

- To reduce your risk:
- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

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

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

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

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

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

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**Township Committee**

Jonathan Keen  
Michael Marsh  
Mark Fiorella

**Township Clerk**

Barb Freijomil

**TOWNSHIP OF FRANKLIN**

COUNTY OF GLOUCESTER

State of New Jersey

1571 Delsea Drive

FRANKLINVILLE, NEW JERSEY 08322

856-694-1234

**Mayor**

John Bruno

**Deputy Mayor**

Timothy Doyle



**Zoning Board of Adjustment and Planning Board**

**Statement and Agreement to Reimburse Professional Review and Costs**

Pursuant to Section 253-20 of the Township of Franklin Code. Applications to the Zoning Board of Adjustment or the Planning Board:

I /we \_\_\_\_\_ the applicant herein hereby agrees to pay all fees and escrow payments applicable to the same pursuant to the Zoning Board and/or Planning Board regulations as contained in this ordinance.

Date: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

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

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

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_