

BOROUGH OF CHATHAM

**INSTRUCTIONS TO APPLICANTS FOR FILING WITH THE PLANNING BOARD
OR THE ZONING BOARD OF ADJUSTMENT FOR THE BOROUGH OF
CHATHAM**

The Land Development Ordinances for the Borough of Chatham and the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., require the submission of an application by the applicant-property owner for the improvement or further development of any property that requires any variance, any subdivision, or site plan approval for a commercial or business property. All required forms for these applications are attached to this appendix.

To submit an application for any property in the Borough of Chatham to either the Planning Board or Zoning Board of Adjustment, it is necessary for a complete application to be filed with the appropriate Board Administrative Secretary.

All applications require the completion by the application form and the additional submissions and materials required from the checklist(s) attached to the application form, which are based upon the type of improvements and/or further work or development which is involved in the applicant's request. All application materials must be collated.

In addition to all submission items required in the application form and checklist(s) attached, all filing fees and required escrows must be paid to the appropriate Board Administrative Secretary at the time the application is submitted.

An application must be confirmed as a valid submission by the appropriate Board Administrative Secretary before any further processing of the application by the Zoning Officer.

For purposes of completeness review, the applicant is directed to submit three (3) copies of the appropriate plans and application materials. Thereafter, if the application is determined to be complete by the Zoning Officer, the applicant shall submit additional copies of the appropriate plans and application materials.

A complete application will not be scheduled for public hearing until the required number of plans and application materials and fees are submitted to the appropriate Board Administrative Secretary.

**BOROUGH OF CHATHAM
INSTRUCTIONS CONTINUED**

1. **PLANS MUST SHOW ALL ROOM DIMENSIONS**
2. **PLANS MUST SHOW THE EXISTING AND PROPOSED STRUCTURES**
3. **SURVEY EXISTING AND PROPOSED**
4. **ALL PAPERWORK, DOCUMENTS, EXHIBITS AND POSTER BOARDS MUST HAVE APPLICANT'S NAME, ADDRESS, BLOCK AND LOT**
5. **PLEASE HAVE POSTER BOARDS WITH REMOVABLE PICTURES OR SEPARATE PICTURES LABELED WITH APPLICANT'S NAME AND ADDRESS (BLOCK & LOT)**
6. **PLANS AND SURVEYS MUST BE LABELED WITH NAME AND ADDRESS (BLOCK & LOT)**
7. **NEW REVISED PLANS MUST BE LABELED WITH NEW DATE, NAME AND ADDRESS (BLOCK & LOT)**
8. **MUST HAVE ALL YOUR NOTICES (PROPERTY OWNERS) AND (NEWSPAPER) COMPLETED 10 DAYS PRIOR TO MEETING DATE**
 - a. **NOTE THAT THE CHATHAM COURIER NEWSPAPER IS PUBLISHED ONCE A WEEK ONLY ON THURSDAY**
9. **MUST HAVE DENIAL LETTER FROM ZONING OFFICER WITH DESCRIPTION OF ORDINANCE NUMBER(s) WHICH IS IN VIOLATION OF BOROUGH ORDINANCE AND VARIANCE DESCRIPTION**
10. **17 COPIES (3 COPIES FOR INITIAL COMPLETENESS REVIEW) OF ALL PLANS, SURVEYS, TAX MAP, LETTER OF PRINCIPAL AND POINTS, APPLICATION. ALL APPLICATION MATERIALS MUST BE COLLATED.**

BOROUGH OF CHATHAM

Borough of Chatham, Fairmount Avenue, Chatham, New Jersey 07928

APPLICATION FOR DEVELOPMENT

[] Planning Board
 [] Board of Adjustment
 App. Number: _____ Date of First Submission: _____
 Valid Application Date: _____
 Completeness Date: _____

1. PROPERTY INFORMATION

Address: _____ Zone: _____
 Tax Map Number: _____ Block: _____ Lot(s): _____
 Present Use: _____

Has there been any previous application involving these premises by the applicant or any prior owner of the property? () Yes () No () Unknown
 If yes, nature of application, date and determination: _____

Does the applicant own adjacent property? () Yes () No If yes, address of property: _____

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:
 () Yes [attach copies] () No () Proposed

2. APPLICANT INFORMATION

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax: _____ Email: _____
 Applicant is a(n): () Individual () Partnership () Corporation

CONTACT FOR APPLICATION

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax: _____ Email: _____

3. DISCLOSURE STATEMENT

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

Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____

4. OWNER'S INFORMATION

If the Owner is other than the applicant, provide the following information on the Owner(s):
 Owner's Name: _____
 Address: _____ Telephone Number: _____

OWNER MUST SIGN AUTHORIZATION BELOW

5. APPLICANT'S ATTORNEY (Corporations must be represented by an attorney)

Name: _____
Address: _____
Phone #: _____ Fax: _____ Email: _____

6. APPLICANT'S ENGINEER

Name: _____
Address: _____
Phone #: _____ Fax: _____ Email: _____

7. APPLICANT'S ARCHITECT

Name: _____
Address: _____
Phone #: _____ Fax: _____ Email: _____

8. NATURE OF THE APPLICATION (Check applicable items)

- | | |
|--|---|
| <input type="checkbox"/> Conceptual subdivision plan | <input type="checkbox"/> Zone change |
| <input type="checkbox"/> Minor subdivision | <input type="checkbox"/> Conceptual site plan |
| <input type="checkbox"/> Major subdivision preliminary | <input type="checkbox"/> Site plan approval, preliminary residential |
| <input type="checkbox"/> Major subdivision, final | <input type="checkbox"/> Site plan approval, preliminary non-residential |
| <input type="checkbox"/> Amendment to approved plat | <input type="checkbox"/> Site plan approval, final |
| <input type="checkbox"/> Lot line adjustment | <input type="checkbox"/> Amendments to approved site plans |
| <input type="checkbox"/> Conditional use | <input type="checkbox"/> Change of permitted use with waiver of site plan |
| <input type="checkbox"/> Use variance | <input type="checkbox"/> Wireless telecommunications application |
| <input type="checkbox"/> Variance, residential fence or deck | <input type="checkbox"/> Appeal from administrative decision |
| <input type="checkbox"/> Variance, other residential | <input type="checkbox"/> Interpretation of zoning ordinance |
| <input type="checkbox"/> Variance, other non-residential | |

9. BRIEF DESCRIPTION OF PROJECT: Indicate type of improvement, alteration, structure, or use proposed; describe all structures, improvements, and uses now on the property. For any non-residential, business, or commercial use provide hours of operation, number of employees, number of parking spaces, intention to sell or rent, and any other information important for consideration:

10. DOES THE APPLICATION COMPLY WITH ALL REQUIREMENTS OF THE ZONE: If not, state violation, article, section and variance requested and state principal points on which the variance request is made. Use a separate sheet if necessary. Attach any letter or document from the Zoning Official or any other office of the Borough of Chatham which has been issued to you regarding this property.

11. LIST ANY OTHER LICENSES, PERMITS OR OTHER APPROVALS REQUIRED BY MUNICIPAL, COUNTY, STATE OR FEDERAL LAW AND THE STATUS OF EACH.

I hereby affirm that all of the above and statements contained in the papers submitted herewith are true.

Signature of the Applicant: _____ Date: _____

IF THIS APPLICATION IS SUBMITTED BY ANYONE OTHER THAN THE OWNER, THE OWNER MUST EXECUTE THE CONSENT WHICH IS ATTACHED TO THIS APPLICATION.

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, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	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 Line 1 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												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; border: 1px solid black;"> </td> </tr> </table>												
or												
Employer identification number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; border: 1px solid black;"> </td> </tr> </table>												

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. person (including a U.S. resident alien).

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 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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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, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. 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.

In 3 above, 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.

Note. If 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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
 - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.
- The person who gives 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 is in the following cases:
- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (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 recipient 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 not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, 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 4 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 the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

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" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required 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" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

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.

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

Exempt payees. Backup withholding is not required on any payments made to the following payees:

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, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

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-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., 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.socialsecurity.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 ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.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, 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. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic 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, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 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 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)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. 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

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 second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal 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 regarding partnerships* on page 1.

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.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax 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. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

OWNER'S CONSENT TO APPLICATION

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 an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.

Owner

Sworn to and subscribed before me this
_____ day of _____, 20__.

A Notary Public of the State of New Jersey

**BOROUGH OF CHATHAM
PLANNING BOARD AND BOARD OF ADJUSTMENT
PERMISSION TO ENTER APPLICANT'S PROPERTY**

We, the undersigned Applicants, have made an application for development, variances or other relief before the Chatham Borough Board members, the appropriate Borough (Planning Board) (Board of Adjustment). We understand that the Board members, the appropriate Borough officials, and any counsel or other experts retained by the Board must have an opportunity to go on our property and examine the same, in order to be able to fully understand and evaluate our application.

We therefore grant permission to the members of the Board before which we will be appearing, their counsel and retained experts, the Borough Construction Official, the Borough Engineer, the Borough fire warden, and any other appropriate Borough officials, to come on our property during daylight hours in order to make a thorough examination of the same for the purpose of more effectively deciding our application. We understand that in all cases the Board members and others referred to here:

1. Will carry, available for inspection by the Applicants, photograph identification cards or other documentation that may readily identify them.
2. In all cases where the property contains Applicants' residence, they shall ring doorbell and announce their presence before proceeding with their inspections.
3. Wherever possible, they will call the Applicants in advance before coming to the property.

Date: _____

Applicant

Applicant

**BOROUGH OF CHATHAM, NEW JERSEY
LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3**

**CHECKLIST A - GENERAL REQUIREMENTS FOR ALL APPLICATIONS FOR
DEVELOPMENT***

*This Checklist shall not be applicable to Requests for Interpretation, Appeals of a Decision of a Borough Official, or Change of Permitted Use with Request for Waiver of Site Plan. Checklists E and F are required for these applications.

Item	Checklist A – General Requirements	Submitted	For Borough Use
	<u>FOR ALL ITEMS ON EACH CHECKLIST, SEVENTEEN (17) COPIES OF EACH ITEM MUST BE SUBMITTED UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u>		
1.	Completed and signed Application for Development, including the Permission to Enter Applicant's Property, and submission of applicable Checklist(s)		
2.	Payment of required application and escrow fees from listing of application charges and escrow deposits attached		
3.	Property survey <u>signed and sealed by land surveyor or engineer</u> , which must be dated within 5 years from the date of the <u>application and which must show all current improvements and conditions on the property, including the location of all fences, decks, etc.</u>		
4.	Certificate from the Borough Tax Collector that taxes for the property have been paid current – 4 copies		
5.	Letter from Borough Water and Sewer Department that all Borough fees and charges are paid current – 4 copies		
6.	Certified list of all property owners within 200 feet of the property from Borough Tax Assessor's office – 4 copies		
7.	Photographs of the property from the front, back and both sides.		
8.	Copies of any prior resolutions of approval for this property from either the Planning Board of the Zoning Board of Adjustment – 4 copies		
9.	Copies of any letters or notices received from any Borough official, office, board, or agency – 4 copies		
10.	Name, address, and phone number of any witness or experts who will be presenting testimony or reports regarding this application – attach hereto copies of all such reports – 4 copies		
11.	Copies of any and all approvals received from any other governmental agency, and if any permits have been issued attach hereto full and complete copies of any and all such notices, documents, approvals, or permits – 4 copies		
12.	<u>Copies of any deed restrictions or easements that affect the property</u>		
13.	Proposed notice to affected property owners and/or to be published for hearing		
14.	<u>Statement of reasons why the application is necessary and all facts and information that would support an approval</u>		

BOROUGH OF CHATHAM, NEW JERSEY

**LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3**

**CHECKLIST B – “C” VARIANCES FOR DECKS AND FENCES ON SINGLE-FAMILY
AND TWO-FAMILY RESIDENTIAL PROPERTIES**

Item	Checklist B – General Requirements	Submitted	For Borough Use
	<u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u>		
1.	Letter from Zoning Officer denying your permit - approval		
2.	Plans to scale for the deck on sheets no larger than 2 feet by 3 feet. Height-elevation of deck. Detailed description of the proposed fence as to height, type of fence (open vs. solid), complete construction details. Present survey and separate survey with the location of the deck or fence proposed accurately measured and marked with setbacks noted. Attach any brochures or other materials that show the details and materials to be used for the deck or fence.		
3.	Landscaping plan showing existing landscaping and locations of any proposed plantings and/or buffer areas to be provided.		
4.	If any lighting is proposed, location, mounting height, fixture type, and description of such lighting in detail		
5.	Statement as to any existing structure of improvement that will be removed from the property as part of the installation of the deck and/or fence now being proposed		

BOROUGH OF CHATHAM, NEW JERSEY

**LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3**

**CHECKLIST C – PLAN REQUIREMENTS FOR ALL APPLICATIONS FOR
DEVELOPMENT*
CONCEPTUAL SITE PLAN AND/OR SUBDIVISION REVIEW
PRELIMINARY SITE PLAN OR SUBDIVISION APPROVAL
AND ALL VARIANCES (NOT COVERED IN CHECKLIST B)**

*This checklist shall not apply to:

- 1) "C" Variance Relief for Decks and Fences for Single-Family and Two-Family Residences (Use Checklist B)
- 2) Change of Permitted Use with Request for Waiver of Site Plan (Use Checklist E)
- 3) Requests for Interpretation, Appeals of a Decision of a Borough Official (Use Checklist F)

Item	Checklist C – General Requirements	Submitted	For Borough Use
	<p><u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u></p> <p>SEE BOROUGH ORDINANCES FOR FURTHER DETAILS</p>		
1.	Floor Plans for each floor of the building or structure <u>with clearly displayed dimensions of all rooms, perimeters</u>		
2.	Building facades of elevations for all sides of the building or structure <u>with roof height measurements included</u>		
3.	Written statement of reasons why variance(s) is/are necessary		
Item	For Subdivision and Preliminary Site Plan Plan Details Required	Submitted	For Borough Use
1.	Plans neat and accurate, with consecutive numbering and descriptive label §165-162(A)(1)		
2.	Identification block §165-162(A)(2)		
3.	Plans certified with identity of preparer with dates of preparation and revision §165-162(A)(3) and (A)(4)		
4.	Standard sheet sizes: 8 x 13 inches, 15 by 21 inches, or 24 by 36 inches §165-162(A)(1)		
5.	Proper scale §165-162(A)(6)		
6.	Key Map, North arrow on each page, reference meridian, 200' list of property owners with names and addresses §165-162(A)(7), (A)(8), and (A)(9)		

Item	Plan Details Required	Submitted	For Borough Use
7.	Zoning analysis showing required, existing, and proposed zoning conditions, variances and design waivers identified §165-162(A)(10)		
8.	Show existing and proposed dimensions and values for lot area, lot frontage, lot width, lot depth, front yard setback, rear yard setback, total lot coverage, lot coverage ratio, total building coverage, building coverage ratio, floor area spaces, and floor area ratio §165-162(A)(11)		
9.	Show existing and proposed additional floor area for each floor, basement, attic, porch area and garage area, and proposed additional floor area for the basement and each floor and attic §165-162(A)(12)		
10.	Signature block with necessary signatures on first page of plans §165-162(A)(13)		
11.	Dimensions in feet and inches, area values in square feet, ratios in percent to two decimal places §165-162(B)(1)		
12.	Width, depth, and height dimensions in feet and inches §165-162(B)(2)		
13.	Proposed location and size of all structures, <u>mechanicals</u> , and <u>any and all</u> improvements §165-162(B)(3)		
14.	Bearing and dimensions of boundary lines and angle between intersecting lines, in degrees, minutes, and seconds §165-162(B)(4)		
15.	Indication of any reference corners and location <u>dimensions</u> and kind of each permanent property monument §165-162(B)(5)		
16.	Location of Zoning District boundaries within 200 feet of development §165-162(B)(6)		
17.	Location of Municipal boundary lines within 200 feet of development §165-162(B)(7)		
18.	Proposed front, side, and rear yard setbacks, and second story overhanging setbacks, distances in feet to two decimal places §165-162(B)(8)		
19.	Lot frontage, width, depth and area 165-162(B)(9)		
20.	Any street or roadway access and proposed directions of travel §165-162(B)(10)		
21.	Location and size (width and depth) of base height, from the original ground elevation to top element §165-162(B)(11)		
22.	Location, size, materials, method of attachment, and description of any signs, in accordance with Article XIII §165-162(B)(12)		
23.	Location, size, and description of any exterior lighting, with direction of illumination, power, and candlepower diagram, showing conformance with Section 165-78 §165-162(B)(13)		
24.	Location, size and description of all existing and proposed utilities §165-162(B)(14)		
25.	<p>Floor plans and gross floor area (both total and footprint) §165-162(B)(15)</p> <p><u>Footprint = the area encompassed by a building's outer wall at ground level</u></p> <p><u>Gross floor area (floor area, gross) = The aggregate sum of the horizontal areas of all enclosed floors of a building or buildings, measured from the exterior face of the exterior walls of all enclosed portions of the building, including, but not limited to closets, stairs, foyers, and storage areas. All attic, cellar or basement space(s) occupied for storage or other ancillary uses with the exception of mechanical equipment shall also be included in gross floor area</u></p>		
26.	Façade (elevation) drawings of proposed and existing buildings §165-162(B)(16)		

Item	Plan Details Required	Submitted	For Borough Use
27.	Spot elevations (at building corners) and first floor building elevation §165-162(B)(17)		
28.	Fences and walls – <u>height</u> , locations, dimensions, setbacks, materials §165-162(B)(18)		
29.	Curbing, sidewalks, driveways, loading area §165-162(B)(19)		
30.	Refuse Storage – locations, type, dimensions, proposed enclosures, volume of storage §165-162(B)(20)		
31.	Existing and proposed public improvements, easements, rights of way, and restrictions of record, with accurate metes and bounds descriptions for same §165-162(B)(21)		
32.	Depiction of any existing natural features on the property and within 200 feet of each boundary line §165-162(B)(22)		
33.	Wetlands, wetlands delineations and buffers, water courses, conservation areas and easements, wellheads, floodplain area, underground tanks and other environmental items §165-162(B)(23)		
34.	Stormwater management structure, dry wells, culverts, outlets and other details for stormwater drainage and management §165-162(B)(24)		
35.	Steep slopes, <u>contours</u> , elevations, and calculations in accordance with Section 165-14(D)(2), 165-14(D)(3), and 165-14(G); §165-162(B)(25)		
36.	Loading and unloading area(s) §165-162(B)(26)		
37.	Parking layout plan accordance with Section 165-163© §165-162(B)(27)		
38.	Existing trees depiction for trees 8 inches and over in diameter at 3' above ground elevation §165-162(B)(28)		
39.	Landscaping plan in accordance with Section 165-163(D) §165-162(B)(29)		
40.	Soil erosion and sediment control plan §165-162(B)(30)		
41.	Written statement describing requests and basis for all Checklist waivers		
Item	Other Requirements	Submitted	For Borough Use
42.	Written environmental statement including all documentation outlined in §165-161(B) – 4 copies		
43.	Wetlands- written statement, report, and/or documentation §165-161(B)(23) – 4 copies		
44.	Stormwater management addressed in accordance with §165-161(B) – 4 copies		
45.	Traffic impact study in accordance with §165-163(B)		
46.	Parking management report in accordance with §165-161(C)		
47.	Documentation showing compliance with Well Head Protection Areas (Article IX) and Flood Damage prevention (Article XI)		
48.	Written statement describing requests and basis for all Checklist waivers		

BOROUGH OF CHATHAM, NEW JERSEY

**LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3**

**CHECKLIST D – REQUIREMENTS FOR FINAL SITE PLAN
AND/OR FINAL MINOR OR MAJOR SUBDIVISION**

Item	Checklist D – Requirements	Submitted	For Borough Use
	<p><u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u></p> <p>SEE BOROUGH ORDINANCES FOR FURTHER DETAILS</p>		
1.	Completed and signed application form and Checklist D		
2.	List of all Application filing fees and escrows and receipt showing payment – 4 copies		
3.	Certification that taxes are current from the Tax Collector and proof that water and sewer charges are current – 4 copies		
4.	All prior resolution and approvals regarding the subject property – 4 copies		
5.	List of all other governmental approvals and copies of all permits, approvals, and exemptions from government unit – 4 copies		
6.	Written certification regarding improvements are installed in accordance with preliminary plan approval; if changes have occurred, documentation that no new variance or waiver relief is required and that the Zoning Officer administratively approved changes		
7.	Statement from Borough Engineer regarding utilities and drainage, improvements, inspections, and performance guarantees (§165-161(C))		
8.	Applicant's written certification regarding any unfinished or incomplete improvements, proof of payment and satisfaction of all bonding requirements as required by the Borough Engineer and Ordinances §165-161(C)(10)		
9.	Engineering plans, architectural details and drawings in accordance with Sections 165-162 and 165-163 and Checklist C		
10.	As-built survey in accordance with Sections 165-163(A) and 165-161(C)		
11.	Any document, plan, or other items required as required by preliminary approval – 4 copies		
12.	Written statement describing requests and basis for any Checklist waivers		

BOROUGH OF CHATHAM, NEW JERSEY

**LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3**

**CHECKLIST E – APPLICATION FOR CHANGE OF PERMITTED USE
WITH REQUEST FOR WAIVER OF SITE PLAN
BEFORE BOROUGH PLANNING BOARD**

Item	Checklist E – Requirements	Submitted	For Borough Use
	<p><u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u></p> <p>SEE BOROUGH ORDINANCES FOR FURTHER DETAILS</p>		
1.	Completed and signed Borough Application form and Checklist E		
2.	List of required filing fees and escrows and proof of payment		
3.	Four (4) copies of certificates that property taxes are paid and four (4) copies of letter(s) indicating that water and sewer fees are paid		
4.	Written statement of the prior use of the premises or building in question		
5.	Written statement describing the proposed use of the space of building in question, including a description of day-to-day business operations, including hours of operation, staffing levels, deliveries, use of off-street parking or other parking lots for proposed business, and other relevant operational details.		
6.	Written confirmation that no exterior changes (other than signage) are proposed		
7.	Architectural or hand-drawn floor plan(s) showing proposed interior layout, uses, storage/refuse areas, ingress and egress must be satisfactory to the Borough Engineer		
8.	Survey of property which must be within past five years <u>and which shows all improvements and current conditions on the property</u>		
9.	Most recent Site Plan if available, with required sign details, including plans, renderings or photographs in question		
10.	Signage plan, with required sign details, including plans, renderings or photographs of same		
11.	Photographs of building or premises to be occupied from all adjoining property lines		
12.	Copies of review and comments of Borough Sign Committee and Borough Historic Preservation Commission		
13.	Statement of how all waste and recycling will be handled, and describe and locate on the property all waste and recycling receptacles		

BOROUGH OF CHATHAM, NEW JERSEY

**LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3**

**CHECKLIST F – REQUEST FOR INTERPRETATION OF
BOROUGH ORDINANCE OR APPEAL FROM DECISION OF
BOROUGH OFFICIAL BEFORE ZONING BOARD OF ADJUSTMENT**

Item	Checklist F – Requirements	Submitted	For Borough Use
	<p><u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u></p> <p>SEE BOROUGH ORDINANCES FOR FURTHER DETAILS</p>		
1.	Completed and signed Borough Application and Checklist F		
2.	Proof of payment of filing fees and escrows, <u>proof that taxes, water charges are current</u>		
3.	A copy of the decision, action or interpretation being appealed		
4.	<u>Written statement of applicant’s interest in the property, with documents that confirm such interest</u>		
5.	Property survey as dated within five (5) years of submission and certification by owner that survey accurately represents <u>all structures and improvements on the property and current site conditions</u>		
6.	Written statement of applicant’s factual, legal, zoning and/or planning positions upon which the Application or Appeal is based		
7.	Statements, plan(s), photographs, or other documents providing tangible pictorial or supporting information of the proposed structure, work, or use involved		
8.	Photographs of the property in question from all adjoining street and property lines		
9.	List of all witnesses who will appear at hearing, name, address, phone number, and attach copies of any reports		

**NOTICE SERVED ON OWNERS WITHIN 200 FEET
BOROUGH OF CHATHAM ZONING BOARD OF ADJUSTMENT
NOTICE OF HEARING ON APPLICATION**

TO: _____ OWNERS OF PREMISES _____

PLEASE TAKE NOTICE:

That the undersigned has filed an application for development with the Zoning Board for the Borough of Chatham for _____ approval so as to permit:

_____ on the premises at _____ and designated as Lot _____ Block _____ on the Borough of Chatham Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

Any required variances and/or waivers required for this application are as follows:

_____ A public hearing has been scheduled for _____, 20____, at 7:30pm, in the Chatham Borough Hall, Council Chambers, upper level, 54 Fairmount Avenue, Chatham, New Jersey 07928, and when the case is presented, any comments, testimony, or objections which you may have to the granting of the relief sought in the application will be heard.

All application materials, maps, reports, and related materials regarding this application are on file with the Board Administrative Secretary for the Borough of Chatham, 54 Fairmount Avenue, Chatham, NJ 07928 room #216, and are available for inspection Monday through Friday during regular business hours.

This notice is sent to you by the applicant by order of the Zoning Board for the Borough of Chatham.

Respectfully,

(Applicant)

NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER

BOROUGH OF CHATHAM ZONING BOARD

TAKE NOTICE that on the _____ day of _____, 20____, at 7:30 p.m. a hearing will be held before the Zoning Board of Adjustment for the Borough of Chatham at the Chatham Borough Hall in the Council Chambers, upper level of 54 Fairmount Avenue, Chatham, New Jersey 07928, on the application of the undersigned for approval so as to permit

_____ on the premises located at _____
and designated as Block _____ Lot _____ on the Borough of Chatham Tax Map.

Any required variances and/or waivers required for this application are as follows:

All application materials, plans, and relevant documents or papers pertaining to this application are on file with the Board Administrative Secretary, 54 Fairmount Avenue, Chatham, NJ 07928 room #216, and are available for inspection Monday through Friday during regular business hours.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.

(Name of Applicant)

Publication Date: _____

**NOTICE SERVED ON OWNERS WITHIN 200 FEET
BOROUGH OF CHATHAM PLANNING BOARD
NOTICE OF HEARING ON APPLICATION**

TO: _____ OWNERS OF PREMISES _____

PLEASE TAKE NOTICE:

That the undersigned has filed an application for development with the Planning Board for the Borough of Chatham for _____ approval so as to permit:

_____ on the premises at _____ and designated as Lot _____ Block _____ on the Borough of Chatham Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

Any required variances and/or waivers required for this application are as follows:

_____ A public hearing has been scheduled for _____, 20____, at 7:30pm, in the Chatham Borough Hall, Council Chambers, upper level, 54 Fairmount Avenue, Chatham, New Jersey 07928, and when the case is called you may appear either in person, or by agent or attorney, and participate in the case and present any comments, testimony, or objections which you may have as to the granting of the relief sought in the application.

All application materials, maps, reports, and related materials regarding this application are on file with the Board Administrative Secretary for the Borough of Chatham, 54 Fairmount Avenue, Chatham, NJ 07928 room #216, and are available for inspection Monday through Friday during regular business hours.

This notice is sent to you by the applicant by order of the Planning Board for the Borough of Chatham.

Respectfully,

(Applicant)

NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER

BOROUGH OF CHATHAM PLANNING BOARD

TAKE NOTICE that on the _____ day of _____, 20____, at 7:30 p.m. a hearing will be held before the Planning Board for the Borough of Chatham at the Chatham Borough Hall in the Council Chambers, Third Floor of 54 Fairmount Avenue, Chatham, New Jersey 07928, on the application of the undersigned for approval so as to permit

_____ on the premises located at _____

and designated as Block _____ Lot _____ on the Borough of Chatham Tax Map.

Any required variances and/or waivers required for this application are as follows:

All application materials, plans, and relevant documents or papers pertaining to this application are on file with the Board Administrative Secretary, 54 Fairmount Avenue, Chatham, NJ 07928 room #216, and are available for inspection Monday through Friday during regular business hours.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Planning Board for the Borough of Chatham.

(Name of Applicant)

Publication Date: _____