



**PLANNING/ZONING BOARD**

**PROCEDURE  
FORMS**

**AVPZ # 1 - AVPZ # 17**

**PUBLIC NOTICE  
BOROUGH OF AVALON  
NEW JERSEY**

PUBLIC NOTICE is hereby given to all interested parties that the regular meetings of the PLANNING/ZONING BOARD of the BOROUGH OF AVALON, 3100 Dune Drive, Avalon, New Jersey, will be held at 7:00 p.m.\* on the following dates\*:

**PLANNING/ZONING BOARD\*\*  
2008**

**Work Session/Regular**  
*(1st Tuesday)*

NONE Falls on Holiday\*\*\*  
2/5/08  
3/4/08  
4/1/08  
5/6/08  
6/3/08  
7/1/08  
8/5/08  
9/2/08  
10/7/08  
NONE Falls on Holiday\*\*\*  
12/2/08

**Regular**  
*(2nd Tuesday)*

1/8/08  
NONE Falls on Holiday\*\*\*  
3/11/08  
4/8/08  
5/13/08  
6/10/08  
7/8/08  
8/12/08  
9/9/08  
10/14/08  
11/11/08  
12/9/08

\* ALL TIMES AND DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

\*\* BOARD REQUIRES APPLICATIONS TO BE SUBMITTED SIXTY (60) DAYS PRIOR TO THE SCHEDULED MEETING.

\*\*\* SPECIAL MEETINGS WILL BE SCHEDULED, IF DEEMED REQUIRED BY THE BOARD.

## **AVALON PLANNING/ZONING BOARD**

### **INSTRUCTIONS TO APPLICANTS**

1. The applicant shall submit one (1) original and three (3) copies of complete typewritten application and checklists on forms provided by the Board Secretary along with four (4) copies of plans and other documents. *(AVPZ FORM # 2)*
  
2. Each application transmitted to the Board is subject to a "Completeness Review". This process involves the review of all forms and documents transmitted to the Board Secretary. A completeness review will be conducted within forty-five (45) days. The Board Secretary will notify the applicant (in writing) regarding completeness. If the application is deemed incomplete the applicant shall submit the information required. The Board then has an additional forty-five (45) days to review.
  
3. Upon being deemed complete, the applicant shall submit one (1) original and sixteen (16) copies of a complete, typed and signed application and checklists on the forms provided by the Board Secretary along with seventeen (17) copies of plans or other supplemental documents.
  
4. Although every effort is made for expeditious handling of all applications on each Agenda, at times the number of applications necessitates continuance of an application. Placement on a specific Agenda does not guarantee that an applicant's hearing will be held and completed on that date.
  
5. If the applicant is not the owner, a copy of the Sales Contract or written consent of the owner must be supplied. *(AVPZ FORM # 4)*
  
6. Fees for filing and escrow amount: two (2) separate checks, both made payable to the Borough of Avalon. In addition, applicant must provide either a Social Security Number or a Tax ID Number for escrow account purposes along with a W-9 form. *(AVPZ FORMS #11 & 12)*
  
7. Should revisions to the documents be required (prior to the public hearing), they must be in the Board Secretary's Office ten (10) calendar days before the public hearing date.
  
8. Every application for development submitted to the Avalon Planning/Zoning Board shall be accompanied by proof that no taxes or assessments (water and sewer) for local improvements are due or delinquent on the property, which is the subject of such application. *(AVPZ FORM # 5)*
  
9. At least ten (10) calendar days prior to the day fixed for said hearing, the Applicant shall give notice to the Official Newspaper and to all owners shown on the official list. The official list shall be obtained from the Tax Assessor's Office. Notice to the listed parties must be made by personal service or by Certified Mail. If notice is made by personal service, the person to whom the notice is delivered must sign a receipt for it and the date of delivery must be noted on the receipt. In addition to the listed property owners within 200', notice must also be given to the following if the property is located as noted: *(AVPZ FORMS #6 & 6A)*

## AVALON PLANNING/ZONING BOARD

### INSTRUCTIONS TO APPLICANTS

- a. Municipal Clerk of adjoining municipality (if property is within 200 feet of an adjoining municipal boundary).
  - b. Cape May County Planning Board (if property is within 200 feet of County land, County road, County property, or adjoining municipal boundary).
  - c. New Jersey Commissioner of Transportation (if property is adjacent to a State road).
  - d. State Planning Commission (if application involves 150 acres or 500 dwelling units).
  - e. Any public utility, cable TV company or local utility which possesses a right-of-way or easement within the Borough and which has registered with the Borough in accordance with the Municipal Land Use Law.
10. The applicant shall prepare and sign before a notary public, one copy of the affidavit of proof of notice and submit it, together with a copy of the required notices, to the Board Secretary at least five (5) working days prior to the time of the hearing. *(AVPZ FORM #7)*
  11. Corporations shall be represented by a licensed Attorney-at-Law, except those Corporations comprised by one (1) shareholder. All Corporations, Limited Liability Companies and Partnerships shall disclose in writing the names of all shareholders, members or partners. Applicants shall appear in person or be represented by an Attorney.
  12. Any request to the Board for a continuance of the hearing date must be submitted in writing and must specifically waive the applicable time limitations for Board action. Failure to comply with this requirement may lead to the Board's dismissing the application without prejudice in which case revisions to the application forms may be required, and personal service and publication of notice of the new hearing date shall be required along with other requirements.
  13. Following the hearing on the application, the action taken by the Board will be advertised in the Borough's official newspaper. A copy of the Board's decision will be sent to the applicant or applicant's attorney, in Resolution form, after adoption by the Board.
  14. Zoning Permits or Building Permits will not be issued until the Board Resolution is satisfied. Most Resolutions contain conditions, which necessitate submission of revised plans. Applicants are advised to schedule ample time to perfect the conditions of approval.
  15. Various forms are attached which shall be used.

AVPZ FORM # 1 – INSTRUCTIONS TO APPLICANTS  
 AVPZ FORM # 2 – LAND DEVELOPMENT APPLICATION  
 AVPZ FORM # 3 – AFFIDAVIT OF APPLICANT – OWNERSHIP  
 AVPZ FORM # 4 – CONSENT OF OWNER  
 AVPZ FORM # 5 – PROOF OF PAYMENT OF TAXES  
 AVPZ FORM # 6 – NOTICE OF HEARING  
 AVPZ FORM # 6A – NOTICE OF HEARING (PERSONAL SERVICE)  
 AVPZ FORM # 7 – AFFIDAVIT OF SERVICE AND PUBLICATION  
 AVPZ FORM # 8 – AGREEMENT TO EXCEED R.S.I.S.  
 AVPZ FORM # 9 – CONSTRUCTION AGENT  
 AVPZ FORM # 10 – REQUEST FOR INSPECTION  
 AVPZ FORM # 11 – FEE SCHEDULE

**AVALON PLANNING/ZONING BOARD**  
**INSTRUCTIONS TO APPLICANTS**

- AVPZ FORM # 12 – W-9
- AVPZ FORM # 13 – GENERAL REQUIREMENTS CHECKLIST
- AVPZ FORM # 14 – MINOR SUBDIVISION CHECKLIST
- AVPZ FORM # 15 – PRELIMINARY/FINAL SUBDIVISION CHECKLIST
- AVPZ FORM # 16 – PRELIMINARY/FINAL SITE PLAN CHECKLIST
- AVPZ FORM # 17 – VARIANCE PLAN CHECKLIST

# AVALON PLANNING/ZONING BOARD LAND DEVELOPMENT APPLICATION

APPLICATION #: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

Check all that Apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Informal Review<br><input type="checkbox"/> Minor Subdivision<br><input type="checkbox"/> Major Subdivision/Preliminary<br><input type="checkbox"/> Major Subdivision/Final<br><input type="checkbox"/> Site Plan Waiver<br><input type="checkbox"/> Site Plan/Preliminary<br><input type="checkbox"/> Site Plan/Final<br><input type="checkbox"/> Design Waiver<br><input type="checkbox"/> Beach Dune Ordinance<br><input type="checkbox"/> Conditional Use<br><input type="checkbox"/> Extension of Time<br><input type="checkbox"/> Interpretations<br><input type="checkbox"/> Appeal of Zoning Officer's Decision<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> C1 Variance (Hardship)<br><input type="checkbox"/> C2 Variance (Benefits)<br><input type="checkbox"/> D1 Variance (Use)<br><input type="checkbox"/> D2 Variance (Expansion Non-Conforming Use)<br><input type="checkbox"/> D3 Variance (Conditional Use)<br><input type="checkbox"/> D4 Variance (Floor Area Ratio)<br><input type="checkbox"/> D5 Variance (Density)<br><input type="checkbox"/> D6 Variance (Height)<br><input type="checkbox"/> Issuance of a permit for a building or structure not related to a street.<br><input type="checkbox"/> Issuance of a permit for a building or structure in the bed of a mapped street or public drainage way, flood control basin or public area. |
|---|--|

(BOROUGH USE ONLY)

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

Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Applicant is a(n)     Individual                       Partnership                       Corporation

*If Applicant is a corporation or partnership, please set forth the names and addresses of all stockholders or partners that have a 10% interest or more.*

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

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

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

# AVALON PLANNING/ZONING BOARD LAND DEVELOPMENT APPLICATION

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

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

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

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

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

*(Attach Additional Sheets if Needed)*

2. Owner's Name: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

3. Applicant's Representatives

Attorney's Name: \_\_\_\_\_

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

Firm and Address: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

*NOTE: Corporations must be represented by a New Jersey Attorney, except those that have one (1) stockholder.*

4. Name(s) and address(es) of person(s) preparing plans

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

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

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

Fax: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

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

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

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

Fax: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

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

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

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

Fax: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

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

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

# AVALON PLANNING/ZONING BOARD LAND DEVELOPMENT APPLICATION

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

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

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

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

Fax: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

**5. Location of Property:**

Tax Map Block: \_\_\_\_\_ Lot No(s): \_\_\_\_\_ Tax Map Sheet #: \_\_\_\_\_

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

Total Tract Area: \_\_\_\_\_ Square Feet: \_\_\_\_\_ Acres: \_\_\_\_\_

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

**6. Contemplated Form of Ownership:** *(Check all that apply)*

Fee Simple     Condominium     Cooperative     Partnership     Corporation

**7. If there are no restrictions on property, state "NONE". If "YES", please attach copy.**

(a) Existing Deed Restrictions \_\_\_\_\_

(b) Proposed Deed Restrictions \_\_\_\_\_

**8. Number of Proposed Lots:** \_\_\_\_\_ **Number of Commercial Units:** \_\_\_\_\_ **Number of Dwelling Units:** \_\_\_\_\_

**9. Describe the application and any prior or currently pending applications before this Planning/Zoning Board or any other local, county, state, federal board or agency involving the property, which has jurisdiction over this application.**

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

*(Attach Additional Sheets if Needed)*

**10. List any zoning variances. If none, state "none." If any variances are required, state the factual basis and legal theory for the relief sought.**



**AVALON PLANNING/ZONING BOARD**  
**LAND DEVELOPMENT APPLICATION**

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*(Attach Additional Sheets if Needed)*

11. List any design waivers. If none, state "none." If any design waivers are required, state the factual basis and legal theory for the relief sought.

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*(Attach Additional Sheets if Needed)*

12. List all documents accompanying this application, i.e. plans, drainage calculations, etc.

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

\_\_\_\_\_  
*Date*



**AVALON PLANNING/ZONING BOARD**  
**CONSENT OF OWNER**

I, THE UNDERSIGNED, BEING THE OWNER OF BLOCK(S): \_\_\_\_\_  
LOT(S): \_\_\_\_\_ IN THE BOROUGH OF AVALON DESCRIBED IN  
THE FOREGOING APPLICATION, HEREBY CONSENT TO THE MAKING OF THIS APPLICATION  
AND THE APPROVAL OF THE PLANS SUBMITTED HEREWITH. I FURTHER CONSENT TO THE  
INSPECTION OF THIS PROPERTY IN CONNECTION WITH THIS APPLICATION AS DEEMED  
NECESSARY BY THE MUNICIPAL AGENCY. (IF OWNED BY A CORPORATION, ATTACH COPY  
OF RESOLUTION AUTHORIZING APPLICATION AND OFFICER SIGNATURE.)

SWORN AND SUBSCRIBED BEFORE  
ME THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A NOTARY PUBLIC

\_\_\_\_\_  
OWNER(S) SIGNATURE

**AVALON PLANNING/ZONING BOARD**  
**PROOF OF PAYMENT OF TAXES, WATER AND SEWER**

**Applicant's**

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

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

**Owner**

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

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

**Location of Property**

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

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

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

**TO BE COMPLETED BY TAX COLLECTOR**

A. All taxes are current through the \_\_\_\_\_ quarter of \_\_\_\_\_, \_\_\_\_\_.

Date: \_\_\_\_\_ Avalon  
Tax Collector: \_\_\_\_\_  
(Signature)

B. Taxes are due on the above referenced property as follows:

Amount of taxes due through the \_\_\_\_\_ quarter of \_\_\_\_\_, \_\_\_\_\_.

\$ \_\_\_\_\_

Date: \_\_\_\_\_ Avalon  
Tax Collector: \_\_\_\_\_  
(Signature)

**AVALON PLANNING/ZONING BOARD**  
**PROOF OF PAYMENT OF TAXES, WATER AND SEWER**

**TO BE COMPLETED BY NEW JERSEY AMERICAN WATER - 1-866-317-3379**

A. All water and sewer payments are current through the \_\_\_\_\_ quarter of \_\_\_\_\_.

Date: \_\_\_\_\_ NJAW  
Representative: \_\_\_\_\_  
(Signature)

This form must be signed by a representative of New Jersey American Water prior to your application being deemed complete. You may either fax this form for signature or mail to the address below. Please include a **self-addressed stamped envelope** for the return of this form.

**FAX: 1-717-520-9766**

**MAIL TO:**

**AMERICAN WATER  
P.O. BOX 890  
HERSEY, PA 17033  
ATTN: RACHEL SABATTINI**

# AVALON PLANNING/ZONING BOARD NOTICE OF HEARING ON APPLICATION FOR DEVELOPMENT

Applicant(s)

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

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

Owner(s)

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

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

Location of Property

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

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

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

\*\*\*\*\*

PLEASE TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ PM, prevailing time, at the Avalon Borough Municipal Building, located at 3100 Dune Drive, Avalon, New Jersey 08202, the Avalon Planning/Zoning Board will hold a hearing on the application for development of the undersigned. Applicant seeks all required approvals and relief so as to permit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and any and all variances deemed necessary by the Board. A copy of the said application and accompanying documents will be on file with the Secretary of the Avalon Planning/Zoning Board and may be inspected, during normal business hours, in the Avalon Planning/Zoning Office, Avalon Municipal Building, 3100 Dune Drive, Avalon, New Jersey, by all interested parties at least ten (10) days prior to the said hearing. Further, any interested party may appear in person or by attorney at said hearing and participate therein in accordance with the rules of the Avalon Planning/Zoning Board. This notice is sent pursuant to the requirements of the Municipal Land Use Law.

\_\_\_\_\_  
*Applicant Signature*

**AVALON PLANNING/ZONING BOARD  
NOTICE OF HEARING ON APPLICATION FOR DEVELOPMENT  
(PERSONAL SERVICE ONLY)**

Applicant(s)

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

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

Owner(s)

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

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

Location of Property

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

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

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

\*\*\*\*\*

PLEASE TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ PM, prevailing time, at the Avalon Borough Municipal Building, located at 3100 Dune Drive, Avalon, New Jersey 08202, the Avalon Planning/Zoning Board will hold a hearing on the application for development of the undersigned. Applicant seeks all required approvals and relief so as to permit \_\_\_\_\_

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

and any and all variances deemed necessary by the Board. A copy of the said application and accompanying documents will be on file with the Secretary of the Avalon Planning/Zoning Board and may be inspected, during normal business hours, in the Avalon Planning/Zoning Office, Avalon Municipal Building, 3100 Dune Drive, Avalon, New Jersey, by all interested parties at least ten (10) days prior to the said hearing. Further, any interested party may appear in person or by attorney at said hearing and participate therein in accordance with the rules of the Avalon Planning/Zoning Board. This notice is sent pursuant to the requirements of the Municipal Land Use Law.

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

**AVALON PLANNING/ZONING BOARD  
NOTICE OF HEARING ON APPLICATION FOR DEVELOPMENT  
(PERSONAL SERVICE ONLY)**

Acknowledgement of receipt of this notice

I am the owner of:

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

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

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

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE



**AVALON PLANNING/ZONING BOARD  
AFFIDAVIT OF SERVICE AND PUBLICATION**

Applicant(s)

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

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

Location of Property

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

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

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

\*\*\*\*\*

Concerning the above, I \_\_\_\_\_ upon my oath, according to law, say:

1. I am the \_\_\_\_\_ in the above captioned matter.
2. The Notice of Hearing on an Application for Development has been made in the manner designated:
  - Certified Mail: *Attach Postmarked Certified Mail Receipts.*
  - Personal Service: *Attach Personal Service Acknowledgement of Notice of Hearing on Application for Development.*
3. Attached hereto and made a part hereof is the affidavit of publication by the official newspaper of the municipality and the certified list obtained from the Tax Assessor.
4. I understand that the within is a sworn statement taken under oath, and any false statement contained herein may subject me to fine, imprisonment, or both.

Notary and Seal

\_\_\_\_\_  
Affiant

# AVALON PLANNING/ZONING BOARD

## AGREEMENT TO EXCEED RESIDENTIAL SITE IMPROVEMENT STANDARDS

The applicant is requesting a waiver to exceed the Residential Site Improvement Standards, in connection with the residential development of the premises known as:

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

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

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

*(Set forth State standards to be exceeded; the improved/exceeding standards to be employed and the specific circumstances of the proposed residential development making such exceeding of standards desirable.)*

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

We hereby agree to the foregoing:

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

\_\_\_\_\_  
*Date*

Avalon Planning/Zoning Board

\_\_\_\_\_  
*Board Secretary*

\_\_\_\_\_  
*Date*

*Note: Applicant must transmit notification of this Agreement within five (5) working days to:*

New Jersey Department of Community Affairs  
101 S. Broad Street, CN 802  
Trenton, New Jersey 08625-0802

\*\*\*\*\*

### WAIVERS

*Apply to the State of New Jersey Department of Community Affairs for this waiver.  
A copy of the request must be forwarded to the Borough of Avalon Board Secretary.*

**AVALON PLANNING/ZONING BOARD**  
**CONSTRUCTION AGENT**

I, THE APPLICANT AND/OR DEVELOPER DESIGNATE AS OUR CONSTRUCTION AGENT THE FOLLOWING:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CELL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OUR DESIGNATED CONSTRUCTION AGENT WILL HAVE COMPLETE AND FULL AUTHORITY FOR ALL DECISIONS RELATIVE TO OUR PROJECT.

BY APPLICANT AND/OR DEVELOPER

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEVELOPER'S SIGNATURE

\_\_\_\_\_  
DATE

SWORN AND SUBSCRIBED BEFORE  
ME THIS \_\_\_\_\_ DAY OF

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A NOTARY PUBLIC

# AVALON PLANNING/ZONING BOARD REQUEST FOR INSPECTION

Date of Agent's Request: \_\_\_\_\_

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

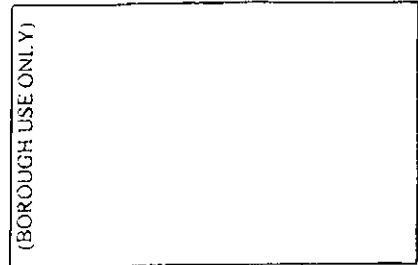
Resolution #: \_\_\_\_\_

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

Location of Property: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_



**Please Provide a Minimum of Two (2) Working Days Written Notice (Monday-Friday) to the Avalon Planning/Zoning Board Secretary for the Following Inspections.**

Job is Ready for Inspection of the Following:  
*(Please Check All That Apply)*

- Prior to any work.*
- Prior to backfilling any storm drainage, piping, inlets, etc.*
- When forms are set for curbing or other cast in place concrete.*
- When forms are set for flatwork.*
- When grade is ready for paving.*
- Prior to the start of landscaping.*
- At completion.*
- Other – please indicate \_\_\_\_\_.*

# AVALON PLANNING/ZONING BOARD

## FEE SCHEDULE

**25-3 FEES.**

**25-3.1 Schedule of Application Fees and Escrow Deposit.**

The following application fees and escrow deposits for professional review shall be charged in connection with those applications for development to the Planning Board of the Borough of Avalon as set forth below:

	<u>Application Fee</u>	<u>Escrow Deposit</u>
1. Any application for a variance or other relief, as provided in <i>N.J.S.A. 40:55D-70</i> , which is not in conjunction with an application for subdivision or site plan approval	\$ 400.00	\$1,200.00
Such applications for two or more forms of relief under <i>N.J.S.A. 40:55D-70</i> shall require an additional Application Fee and Escrow Deposit	\$ 100.00	\$ 400.00
2. Direction for issuance of a permit pursuant to <i>N.J.S.A. 40:55D-34</i>	\$ 200.00	\$ 600.00
3. Minor subdivisions:	\$ 700.00	\$1,200.00
4. Major subdivisions:		
(a) Preliminary approval	\$ 900.00	\$1,500.00
(b) Final approval	\$ 200.00	\$ 750.00
5. Site plan review:		
(a) Minor residential (1-14 units):		
Preliminary approval	\$ 700.00	\$1,500.00
Final approval	\$ 250.00	\$ 750.00
Site plan – swimming pool application fee	\$ 450.00	\$ 350.00
(b) Major residential (15 or more units):		
Preliminary approval	\$ 800.00	\$2,000.00
Final approval	\$ 250.00	\$1,000.00

## AVALON PLANNING/ZONING BOARD FEE SCHEDULE

(c) Minor commercial or Mixed-Use (under 6,000 square feet of building area)		
Preliminary approval	\$ 900.00	\$1,800.00
Final approval	\$ 200.00	\$ 900.00
(d) Major commercial or Mixed-Use (6,000 square feet or more of building area)		
Preliminary approval	\$ 1,000.00	\$3,000.00
Final approval	\$ 300.00	\$1,500.00
(e) Variances or other forms of relief under N.J.S.A. 40:55D-70 in conjunction with subdivision and/or site plan approval (regardless of number of variances or other relief sought)	\$ 400.00	\$ 400.00
(f) Planned unit development residential	\$1,000.00	\$2,000.00
6. Informal review of concept plan	Same as if formal application filed	Same as if formal application filed
(In the event that a formal application for development is subsequently filed, the Applicant shall not be charged an additional Application Fee or Escrow Deposit but shall be credited with any remaining Escrow Deposit toward professional review fees in connection with such formal application. If no formal application is filed, one-half of the Application fee and that portion of the Escrow Deposit not applied to professional review fees shall be returned.)		
7. Extension of preliminary and major subdivision or site plan approval	\$ 300.00	\$ 500.00
8. Special Meetings:		
An additional Application Fee and Escrow Deposit shall be charged to an applicant or appellant requesting a special meeting by the Planning/Zoning Board.	\$ 400.00	\$1,200.00

## AVALON PLANNING/ZONING BOARD

### FEE SCHEDULE

#### 9. Property Owners Lists.

The Municipal Assessor shall charge an applicant an amount not to exceed Twenty-five Cents (\$.25) per person or Ten (\$10.00) Dollars, whichever is greater, to make and to certify from the current tax duplicates the names and addresses of owners of real estate to whom the applicant is required to give notice pursuant to *N.J.S.A. 40:55D-12*.

#### 10. Administrative Fees.

Pursuant to *N.J.S.A. 40:55D-8*, an administrative fee shall be charged for the preparation of a transcript of the recording of a Planning Board hearing in an amount which shall be not less than Fifty (\$50.00) Dollars, nor more than Two Hundred (\$200.00) Dollars, depending upon the length of transcript.

#### 25-3.2 Disposition of Application Fee, Escrow Deposits and Inspection Fees.

1. Payment of all application fees and escrow deposits as provided herein shall be a condition to the certification by the Planning Board Secretary that an application is complete and, in no event, shall an application be deemed complete unless all application fees and escrow deposit have been paid by the applicant. Payment of the application fee and escrow deposit shall be made by separate check, both payable to the Borough of Avalon and forwarded to the Planning Board Secretary for deposit by the Borough Treasurer. The Borough Treasurer shall deposit the application fee with the general funds of the Borough and the escrow deposit shall be deposited in a Developer's Escrow Account. Under no circumstances shall the application fee be refundable to the applicant; however, the amounts deposited as an Escrow Deposit shall be disposed of as provided herein.

2. The Borough Treasurer shall make all of the payments from the escrow deposit of an applicant to professionals for services rendered to the Planning Board in connection with that application for under the provisions of *N.J.S.A. 40:55D-1 et seq.* The application review and inspection charges shall be limited only to professional charges for review of the application, review and preparation of documents, inspections of developments under construction, attendance at application hearings, preparation of resolutions, correspondence and contacts with the other applicable professionals and Board representatives, and for review by outside consultants when an application is of a nature beyond the scope of the expertise of the professionals normally utilized by the Borough. The only cost that shall be added to any such charges shall be actual out-of-pocket expenses of such professionals or consultants including normal and typical expenses incurred in processing applications and inspecting improvements. No applicant shall be separately charged for any Borough, clerical or administrative functions, overhead expenses, meeting room charges or any of the Borough costs and expenses which are included in the application fee, or except as provided for specifically by statute, nor shall a Borough professional add any such charge to a bill.

3. Deposits received from any applicant in excess of \$5,000 shall be held by the Borough Treasurer in a special interest-bearing Developer's Escrow Account, and upon receipt of bills from professionals and approval of said bills as hereinafter provided for, the Borough Treasurer may use such funds to pay the bills submitted by such professionals or experts. The Borough shall not be required to refund an amount of interest paid on a deposit which does not exceed \$100 for the year. If the amount of interest exceeds \$100, the entire amount shall belong to the applicant and shall be

## AVALON PLANNING/ZONING BOARD

### FEE SCHEDULE

refunded to him by the Borough annually or at the time the escrow deposit is repaid or applied for the purposes for which it was deposited, as the case may be, except that the Borough may retain for administrative expenses a sum equivalent to no more than 33-1/3% of that entire amount, which shall be in lieu of all other administrative and custodial expenses. All sums not actually so expended shall be refunded to the applicant within 90 days after the final decision by the Planning Board with respect to such application, upon certification by the Board Secretary that such application has been finally decided.

4. Each payment charged to the escrow deposit as provided herein shall be pursuant to a voucher from the professional which voucher shall identify the personnel performing the service, and each date the services were performed, the hours spent to one-quarter hour increments, the hourly rate and the expenses incurred. All professionals shall submit vouchers to the Borough Treasurer on a monthly basis in accordance with the schedules and procedures established by the Borough Treasurer. The professional shall also send an informational copy of all vouchers or statements to the applicant and to the Planning Board Secretary.

The Borough Treasurer shall prepare and send to the applicant a statement which shall include an accounting of funds listing all deposits, interest earnings, disbursements and the cumulative balance of the escrow deposit. This information shall be provided on a quarterly basis, if monthly charges are \$1,000 or less, or on a monthly basis if monthly charges exceed \$1,000. If an escrow deposit account contains insufficient funds to enable the Borough Planning Board to perform required application reviews or improvement inspections, the Borough Treasurer shall provide the applicant with a notice of the insufficient escrow deposit balance. In order for work to continue with regard to the application for development, the applicant shall, within a reasonable time period, post an additional escrow deposit to the account in an amount to be agreed upon by the Planning Board Secretary and the applicant. In the interim, any required health and safety inspections shall be made and charged back against the replenishment of funds.

5. No zoning permits, building permits, certificates of occupancy or any other types of permits may be issued with respect to any approved application for development until all bills for reimbursable services have been received by the Borough for professionals rendering services in connection with such application and full payment has been made on behalf of the applicant.

6. The following close-out procedures shall apply to all escrow deposit accounts established under the provisions of *N.J.S.A. 40:55D-1 et seq.* and shall commence after the Planning Board has granted final approval and signed the subdivision plat or site plan, in the case of application review escrow deposits, or after the improvements have been approved in accordance with *N.J.S.A. 40:55D-53*, in the case of improvement inspection escrows and deposits.

The applicant shall send written notice by certified mail to the Borough Treasurer and the Planning Board and to the relevant municipal professional, that the application or the improvements, as the case may be, are completed. After receipt of such notice, the professional shall render a final bill to the Borough Treasurer within 30 days and shall send an informational copy to the applicant. The Borough Treasurer shall render a written final accounting to the applicant on the uses to which the deposit was put within 45 days of receipt of the final bill. Any balances remaining in the escrow deposit account, including interest in accordance with *N.J.S.A. 40:55D-53.1* shall be refunded to the applicant along with the final accounting.



## AVALON PLANNING/ZONING BOARD

### FEE SCHEDULE

7. All professional charges for review of an application for development, review and preparation of documents or inspection of improvements shall be reasonable and necessary, given the status and progress of the application or construction. Review fees shall be charged only in connection with an application for development presently pending before the Planning Board or upon review of compliance with the conditions of approval, or review of requests for modification or amendment made by the applicant. A professional shall not review items which are subject to approval by any State governmental agency and not under municipal jurisdiction except to the extent consultation with a State agency is necessary due to the effect of State approvals on the subdivision or site plan.

8. The cost of the installation of improvements for the purposes of *N.J.S.A. 40:55D-53* shall be estimated by the Planning Board Engineer, who shall be designated by the Borough to act on its behalf for all purposes under this paragraph 8, based on documented construction costs for the public improvements prevailing in the general area of the Borough. The applicant shall reimburse the Borough for reasonable inspection fees paid to the Planning Board Engineer for the inspection of improvements, and the Borough shall require the applicant to deposit for the inspection fee an amount not to exceed, except for extraordinary circumstances, the greater of Five Hundred (\$500.00) Dollars or five (5%) percent of the cost of said improvements, which shall be charged to the applicant in accordance with *N.J.S.A. 40:55D-53(h)*. The applicant may appeal the Planning Board Engineer's estimate to the County Construction Board of Appeals, established pursuant to *N.J.S.A. 52:27D-127*. Inspection fees charged by the Planning Board Engineer shall be charged only for actual work shown on a subdivision or site plan or required by an approving resolution. Professionals inspecting improvements under construction shall charge only for inspections that are reasonably necessary to check the progress and quality of the work and such inspections shall be reasonably based on the approved development plans and documents.

9. If the Borough retains a different professional or consultant in the place of a professional originally responsible for development application review, or inspection of improvements, the Borough or the Planning Board shall be responsible for all time and expenses of the new professional to become familiar with the application or the project, and the Borough or Planning Board shall not bill the applicant or charge to the escrow deposit account for any such services.

10. (a) An applicant shall notify in writing the Borough Council with copies to the Borough Treasurer, the Planning Board and the professional whenever the applicant disputes the charges made by a professional for a service rendered to the Borough in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made pursuant to *N.J.S.A. 40:55D-53.2*. The Borough Council or its designee shall within a reasonable time attempt to remediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the County Construction Board of Appeals, established pursuant to *N.J.S.A. 52:27D-127* any charge to an escrow deposit account by any Borough professional or consultant, or the cost of the installation of improvements estimated by the Planning Board Engineer pursuant to *N.J.S.A. 40:55D-53.4*. An applicant or his authorized agent shall submit the appeal in writing to the County Construction Board of Appeals. The applicant or his authorized agent shall simultaneously send a copy of the appeal to the Borough, the Planning Board and any professional whose charges are the subject of the appeal. An applicant shall file an appeal within 45 days from receipt of the informational copy of the professional's bill required by subsection *N.J.S.A. 40:55D-53.2(c)*, except that if the professional has not supplied the applicant with an

# AVALON PLANNING/ZONING BOARD

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informational copy of the bill, then the applicant shall file his appeal within 60 days from receipt of the Borough statement of activity against the escrow deposit account required by *N.J.S.A. 40:55D-53.2(c)*. An applicant may file an appeal for an ongoing series of charges by a professional during a period not exceeding six months to demonstrate that they represent a pattern of excessive or inaccurate charges. An applicant making use of this provision need not appeal each charge individually.

(b) Appeals shall be taken in accordance with the rules and procedures established by the County Construction Board of Appeals.

(c) During the pendency of any appeal, the Borough or Planning Board shall continue to process, hear and decide the application for development and to inspect the development in the normal course and shall not withhold, delay or deny reviews, inspections, signing of subdivision plats or site plans, the reduction or the release of performance or maintenance guarantees, the issuance of construction permits or certificates of occupancy, or any other approval or permit because an appeal has been filed or is pending under this subsection. The Borough Treasurer may pay charges out of the appropriate escrow deposit account for which an appeal has been filed. If a charge is disallowed after payment, the Borough Treasurer shall reimburse the escrow deposit account in the amount of any such disallowed charge or refund the amount to the applicant. If a charge is disallowed after payment to a professional or consultant who is not an employee of the Borough, the professional or consultant shall reimburse the municipality in the amount of any such disallowed charge.

### 25-3.3 Repealer.

All other sections of Chapter 25 of the Code of the Borough of Avalon which are inconsistent or in conflict herewith are hereby repealed to the extent of such conflict or inconsistency.

### 25-3.4 Severability.

For any section, paragraph, subdivision, subsection, clause or provision of this Ordinance which shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, subsection, clause or provision declared invalid and the remainder of this Ordinance shall remain in full force and effect and shall be enforceable.

This Ordinance shall take effect upon final adoption and publication in the manner prescribed by law.

## 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		
Last 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.

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

### 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.)

<b>Sign Here</b>	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.

**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.

**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, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
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.

## 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 social security card. 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 social security card 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 <sup>1</sup>	Generally, exempt recipients 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.  
<sup>2</sup> However, 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/online/ss-5.pdf](http://www.socialsecurity.gov/online/ss-5.pdf). 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 ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://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 <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner <sup>1</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
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

<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 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.

<sup>4</sup> 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.)

**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, and the District of Columbia 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.

**BOROUGH OF AVALON PLANNING/ZONING**  
**Checklist 1**  
**General Requirements**

AVPZ # 13

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	One original and three (3) copies of a complete, typed and signed application on the forms provided by the Board Secretary along with four (4) copies of plans or other supplemental documents				
2	Upon being deemed complete, one original and sixteen (16) copies of a complete, typed and signed application on the forms provided by the Board Secretary along with seventeen (17) copies of plans or other supplemental documents				
3	One original and three (3) copies of a the completed checklists relevant to the application				
4	Upon being deemed complete, one original and sixteen (16) copies of a the completed checklists as relevant to the application				
5	If the applicant is not the owner, a copy of the sales contract or written consent of the owner shall be supplied				
6	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class, as required by N.J.S.A. 40:55D-48.2 et. seq.				
7	Appropriate application and escrow fees must be paid with separate checks				
8	Provide a Social Security number or a tax ID number for escrow account purposes along with a W-9 form				
9	Proof that taxes or assessments for local improvements are paid through last billing cycle				
10	Proof that water and sewer bills are paid through last billing cycle				

**BOROUGH OF AVALON PLANNING/ZONING**  
**Checklist 2**  
**Minor Subdivision Application**

AVPZ # 14

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Minor Subdivision plan prepared, signed and sealed by a New Jersey licensed surveyor				
2	Name, address of owner and applicant.				
3	Name, signature, license number, seal and address of design professional				
4	Title block denoting type of application, municipality, county block, lot and street location				
5	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
6	A schedule of the required and proposed bulk requirements				
7	North arrow and graphic scale				
8	Signature blocks for Board Chairman, Secretary and Board Engineer and Municipal Engineer				
9	Appropriate certification blocks with information as required by the Map Filing Law (Final Plat only)				
10	Appropriate monumentation as required by the Map Filing Law				
11	Provide copy of property survey prepared within the last 3 years signed and sealed by a licensed professional surveyor				
12	Standardized sheet no larger than 24" x 36"				
13	Metes and bounds for all existing and proposed lots and rights-of-way showing dimensions, bearings, curve data, tangent lengths, radii, arc lengths, chord lengths and angles				
14	Square Footage or acreage of tract to the nearest hundredth				
15	Revision Box.				
16	Size and location of any existing and proposed structures with setback dimensions				
17	Location and dimensions of any existing streets, curb cuts or driveways to the property				
18	All proposed setback lines				
19	Delineation of any existing or proposed deed restrictions, easements or covenants				
20	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
21	Sight Triangles				
22	Zoning Schedule for all new lots				
23	List of required outside regulatory agency approvals or permits.				
24	List of variances requested				
25	List of requested waivers or exceptions				
26	Property owners of all parcels within 200' identified on the most recent tax map				



**BOROUGH OF AVALON PLANNING/ZONING  
Checklist 2  
Minor Subdivision Application**

AVPZ # 14

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
27	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site				
28	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
29	Existing and proposed contours at 1' intervals based on U.S.G.S Datum. Contours shall extend at least 25' beyond subject property				
30	Description and extent of wooded areas, specimen trees and other significant natural features				
31	Sanitary Sewer and Water Service Connections				
32	Proposed vehicular and pedestrian circulation				
33	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
34	Parking plan for each new lot showing spaces, curb cuts and driveways				

**BOROUGH OF AVALON PLANNING/ZONING  
Checklist 3  
Preliminary/Final Subdivision Application**

AVPZ # 15

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Preliminary Subdivision plan prepared, signed and sealed by a New Jersey licensed professional engineer				
2	Final Subdivision plat prepared, signed and sealed by a New Jersey licensed surveyor (Final Subdivision application only)				
3	Name, address of owner and applicant				
4	Name, signature, license number, seal and address of design professional				
5	Title block denoting type of application, municipality, county block, lot and street location				
6	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
7	A schedule of the required and proposed bulk requirements				
8	North arrow and graphic scale.				
9	Signature blocks for Board Chairman, Secretary and Board Engineer				
10	Appropriate certification blocks with information as required by the Map Filing Law (Final Plat only)				
11	Appropriate monumentation as required by the Map Filing Law				
12	Provide copy of property survey prepared within the last 3 years signed and sealed by a licensed professional surveyor				
13	Standardized sheet no larger than 24" x 36"				
14	Metes and bounds for all existing and proposed lots and rights-of-way showing dimensions, bearings, curve data, tangent lengths, radii, arc lengths, chord lengths and angles				
15	Square Footage or acreage of tract to the nearest hundredth				
16	Revision Box.				
17	Size and location of any existing and proposed structures with setback dimensions				
18	Location and dimensions of any existing streets, curb cuts or driveways to the property				
19	All proposed setback lines				
20	Delineation of any existing or proposed deed restrictions, easements or covenants				
21	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
22	Sight Triangles				
23	Development stages or staging plans				
24	Zoning Schedule for all new lots				
25	List of required outside regulatory agency approvals or permits.				
26	List of variances requested				
27	List of requested waivers or exceptions				

**BOROUGH OF AVALON PLANNING/ZONING**  
**Checklist 3**  
**Preliminary/Final Subdivision Application**

AVPZ # 15

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
28	Property owners of all parcels within 200' identified on the most recent tax map				
29	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site				
30	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
31	Existing and proposed contours at 1' intervals based on USGS Datum. Contours shall extend at least 25' beyond subject property				
32	Description and extent of wooded areas, specimen trees and other significant natural features				
33	Drainage area map for existing and developed site condition				
34	Stormwater Management Calculations				
35	General soils information				
36	Sanitary Sewer and Water Service Connections				
37	Proposed vehicular and pedestrian circulation				
38	Existing and proposed utilities				
39	Proposed solid waste and recyclable materials storage				
40	Existing and proposed spot elevations at all building corners, property corners, curbs, streets and any others necessary to ensure proper grades and drainage				
41	Construction details as required by Residential Site Improvement Standards (RSIS)				
42	Road and paving cross-sections and profiles				
43	Proposed street names where new road(s) are proposed				
44	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
45	Lighting plan and details				
46	Landscape plan and details				
47	Site identification signs, traffic control signs and directional signs				
48	Parking plan for each new lot showing spaces, curb cuts and driveways				
49	Traffic Impact Report describing anticipated traffic volume and impact on existing and proposed roads when deemed necessary by the Board				
50	Environmental Analysis Report of site				
51	Proof of submission to the Borough of Avalon Environmental Commission				
52	Report summarizing the project's compliance with the Council On Affordable Housing (COAH) obligations				
53	Proof of submission to the Borough of Avalon Fire Chief				

**BOROUGH OF AVALON PLANNING/ZONING**  
**Checklist 4**  
**Preliminary/Final Site Plan Application**

AVPZ # 16

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Site plan and architectural plan prepared, signed and sealed by a New Jersey licensed professional engineer or architect				
2	Name, address of owner and applicant.				
3	Name, signature, license number, seal and address of design professional				
4	Title block denoting type of application, municipality, county block, lot and street location				
5	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
6	A schedule of the required and proposed bulk requirements				
7	North arrow and graphic scale.				
8	Signature blocks for Board Chairman, Secretary and Board Engineer				
9	Provide copy of property survey prepared within the last 3 years signed and sealed by a licensed professional surveyor				
10	Standardized sheet no larger than 24" x 36"				
11	Square Footage or acreage of tract to the nearest hundredth				
12	Revision Box.				
13	Size and location of any existing and proposed structures with setback dimensions				
14	Location and dimensions of any existing streets, curb cuts or driveways to the property				
15	Delineation of any existing or proposed deed restrictions, easements or covenants				
16	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
17	Sight Triangles				
18	Development stages or staging plans				
19	List of required outside regulatory agency approvals or permits				
20	List of variances requested				
21	List of requested waivers or exceptions				
22	Property owners of all parcels within 200' identified on the most recent tax map				
23	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site				
24	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				

**BOROUGH OF AVALON PLANNING/ZONING  
Checklist 4  
Preliminary/Final Site Plan Application**

AVPZ # 16

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
25	Existing and proposed contours at 1' intervals based on U.S.G.S Datum. Contours shall extend at least 25' beyond subject property				
26	Description and extent of wooded areas, specimen trees and other significant natural features				
27	Drainage area map for existing and developed site condition				
28	Stormwater Management Calculations				
29	General soils information				
30	Sanitary Sewer and Water Service Connections				
31	Proposed vehicular and pedestrian circulation				
32	Existing and proposed utilities				
33	Proposed solid waste and recyclable materials storage				
34	Existing and proposed finished floor elevation, top of block elevation, freeboard and spot elevations at all building corners, property corners, curbs, streets and any others necessary to ensure proper grades and drainage				
35	Construction details as required by Residential Site Improvement Standards (RSIS)				
36	Road and paving cross-sections and profiles				
37	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
38	Lighting plan and details				
39	Landscape plan and details				
40	Site identification signs, traffic control signs and directional signs				
41	Parking plan showing dimensioned spaces, aisle widths, curb cuts, driveways, ingress and egress				
42	Traffic Impact Report describing anticipated traffic volume and impact on existing and proposed roads when deemed necessary by the Board				
43	Environmental Analysis Report of site				
44	Proof of submission to the Borough of Avalon Environmental Commission				
45	Report summarizing the project's compliance with the Council On Affordable Housing (COAH) obligations				
46	Proof of submission to the Borough of Avalon Fire Chief				

**BOROUGH OF AVALON PLANNING/ZONING**  
**Checklist 5**  
**Variance Plan Application**

AVPZ # 17

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Variance or plot plan and architectural plan prepared, signed and sealed by a New Jersey licensed professional engineer or architect				
2	Name, address of owner and applicant.				
3	Name, signature, license number, seal and address of design professional				
4	Title block denoting type of application, municipality, county block, lot and street location				
5	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
6	A schedule of the required and proposed bulk requirements				
7	North arrow and graphic scale				
8	Signature blocks for Board Chairman, Secretary and Board Engineer				
9	Provide copy of property survey prepared within the last 3 years signed and sealed by a licensed professional surveyor				
10	Standardized sheet no larger than 24" x 36"				
11	Square Footage or acreage of tract to the nearest hundredth				
12	Revision Box.				
13	Size and location of any existing and proposed structures with setback dimensions on the property and on adjacent properties				
14	Location and dimensions of any existing streets, curb cuts or driveways to the property				
15	Delineation of any existing or proposed deed restrictions, easements or covenants				
16	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
17	List of required outside regulatory agency approvals or permits				
18	List of variances requested				
19	List of requested waivers or exceptions				
20	Property owners of all parcels within 200' identified on the most recent tax map				
21	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site				
22	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
23	Description and extent of wooded areas, specimen trees and other significant natural features				

**BOROUGH OF AVALON PLANNING/ZONING**  
**Checklist 5**  
**Variance Plan Application**

AVPZ # 17

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
24	Sanitary Sewer and Water Service Connections				
25	Proposed vehicular and pedestrian circulation				
26	Existing and proposed utilities				
27	Proposed solid waste and recyclable materials storage				
28	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
29	Parking plan showing dimensioned spaces, aisle widths, curb cuts, driveways, ingress and egress				
30	Proof of submission to the Borough of Avalon Environmental Commission				
31	Report summarizing the project's compliance with the Council On Affordable Housing (COAH) obligations				