

MINOR SITE PLAN CHECK LIST

- ____ Township Application Form (4 copies) MUST be signed by applicant and owner.
- ____ County Form (2 copies) signed. PLEASE FILL IN THE CHECK LIST. FAILURE TO DO SO WILL CAUSE YOUR APPLICATION TO BE REJECTED.
- ____ Township Fees: 1. Nonrefundable Filing Fee - \$2,000.00
2. Escrow Fee - \$6,000.00

Note: Please submit the above fees in two separate checks, made out to "Monroe Township".
(Please read attached Ordinance 175-52 M,N,O)

- ____ County Fees: Please see County Application Form for proper fees. Checks must be made out to "Gloucester County".
- ____ Certificate of Filing (If property is located in the Pineland Area)
- ____ Updated Tax Statement (obtain from the Tax Collector's Office)
- ____ Corporate/Partnership Disclosure (If Applicable)
- ____ W-9 Form (Taxpayer Identification Number & Certification)
- ____ Deed Restrictions or Protective Covenants (If Applicable) 4 copies.
- ____ Agreement of Sale or Lease (If applicant is not owner)
- ____ Number of Required Plans: 1. 12, signed by Owner and Applicant, if property is non-Pinelands. (This includes the required copies for the County Planning Board).
2. 13, signed by Owner and Applicant, if property is in the Pinelands. (This includes the required copies for the County Planning Board).
- ____ Architectural Prints – 3 copies of preliminary architectural plans and elevations

IF A VARIANCE IS INVOLVED WITH THIS APPLICATION, A PUBLIC HEARING IS REQUIRED. A PUBLIC HEARING PACKET WILL BE SENT OUT AT THE TIME OF THE SCHEDULED HEARING WHICH WILL ADDRESS THE ADDITIONAL INFORMATION THAT MUST BE SUBMITTED.

NOTE: If the applicant is a corporation, the corporate seal must appear on all documents. Also, provide a certified resolution authorizing this development and stating the authorized agent.

IMPORTANT

DO NOT FORWARD YOUR APPLICATION TO THE COUNTY PLANNING BOARD.
BRING YOUR ENTIRE APPLICATION TO THE MONROE TOWNSHIP PLANNING BOARD. WE WILL FORWARD THE APPLICATION TO THE COUNTY FOR YOU. FAILURE TO ADHERE TO THIS PROCEDURE WILL CAUSE DELAYS TO YOUR APPLICATION.

Application # _____

GENERAL PAGE I

Monroe Township Planning Board/Board of Adjustment
125 Virginia Avenue, Suite 5A
Williamstown, NJ 08094
(856) 728-9800 Ext. 270 or 271

ALL INFORMATION MUST BE COMPLETED BEFORE ACCEPTANCE BY EITHER BOARD. PLEASE USE THE ATTACHED CHECK LIST. FAILURE TO DO SO WILL CAUSE YOUR APPLICATION TO BE DELAYED.

I. GENERAL INFORMATION:

A. Applicant's Name _____

Address _____ City _____

State _____ Zip Code _____ Phone _____ Fax _____

B. Owner's Name _____

Address _____ City _____

State _____ Zip Code _____ Phone _____ Fax _____

C. Attorney _____

Address _____ City _____

State _____ Zip Code _____ Phone _____ Fax _____

D. Engineer/Surveyor _____

Address _____ City _____

State _____ Zip Code _____ Phone _____ Fax _____

E. Is Applicant a Partnership or Corporation _____ Yes _____ No

F. If Applicant is a Partnership or Corporation:

1. Attach certified resolution authorizing this development and stating authorized agent.
2. Provide Partnership or Corporate Disclosure Statement – please see next page (Pg. 1A) which is a copy of the law, and, if applicable, supply requested information.
3. Corporate Seal must appear on all documents.

G. If Applicant is other than Owner, attach a copy of the Agreement of Sale or document conferring a legal or equitable interest upon the Applicant.

H. The Applicant, as a condition of submission, agrees to pay, in escrow, all reasonable and necessary costs for professional review of the application and plans for inspection of required improvements and for other professional services required by this application.

Signatures:

Applicant _____ Date _____

Owner _____ Date _____

Date received by the Board _____

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CORPORATE/PARTNERSHIP DISCLOSURE STATEMENT

If the applicant is a Partnership or a Corporation, please provide the following, in accordance with C.40:55D-48.1 through C.40:55D-48.4.

C.40:55D-48.1 Application by corporation or partnership; list of stockholders owning 10% interest in partnership.

A corporation or partnership applying to a planning board or a board of adjustment or to the governing body of a municipality for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be.

L.1977, c.336, § 1, eff. Jan. 24, 1978.

C. 40:55D-48.2 Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership.

If a corporation or partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, subject to disclosure pursuant to section 1 of this act, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, as the case may be, and this requirement shall be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the noncorporate stockholders and individual partners, exceeding the 10% ownership criterion established in this act, have been listed.

L.1977, c.336, § 2, eff. Jan. 24, 1978.

C.40:55D-48.3 Failure to comply with act; disapproval of application.

No planning board, board of adjustment or municipal governing body shall approve the application of any corporation or partnership which does not comply with this act.

L.1977, c.336, § 3, eff. Jan. 24, 1978.

C.40:55D-48.4 Concealing ownership interest; fine.

Any corporation or partnership which conceals the names of the stockholders owning 10% or more of its stock, or of the individual partners owning a 10% or greater interest in the partnership, as the case may be, shall be subject to a fine of \$1,000.00 to \$10,000.00 which shall be recovered in the name of the municipality in any court of record in the State in a summary manner pursuant to "The Penalty Enforcement Law" (N.J.S.2A:58-1 et seq.).

L.1977, c.336, § 4, eff. Jan. 24, 1978.

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FEES

175-52 Other Fees

- L. Revised plans submission. Where an application for development is classified as incomplete or as a result of necessary revisions to parking design, building location and/or drainage facility design, the applicant, when resubmitting the revised plans, shall pay an additional fee of $\frac{1}{2}$ of the original application fee. This fee shall be charged upon each resubmission. Such fee shall not be charged if revised plans are submitted to satisfy a condition of approval stipulated by the Board when action is taken on an application for development.
- M. Escrow fees. The escrow fees required at the time of submission are minimums, which must be submitted with the application for development. An application for development shall not be deemed complete until all required fees have been paid.
- N. Application of escrow fees. Escrow fees shall be applied to professional costs charged to the township of professional consultants (planner, engineer, attorney and any other consultant or specialist retained by the Board) for services rendered in the review of the development application. Additional escrow fees shall be required when the original escrow account is depleted by 50% or more and the application is still in progress. The amount of additional escrow fees required shall be equal to the difference between the remaining escrow moneys and the original escrow fees deposited. The review of any application which is found to be deficient in the required escrow moneys shall cease until such time as the additional escrow fees have been deposited.
- O. After an application has received final approval and it has been determined that no further reviews will be involved, any remaining escrow moneys shall be refunded to the applicant, upon the applicant's request. Failure of the applicant to request unused funds, for a period of two years, shall render the moneys within the account nonrefundable. The Clerk of the Planning Board and Zoning Board of Adjustment shall notify the Director of Finance, who will transfer the remaining escrow from said account into the general treasury. A detailed account of all moneys expended from the escrow funds shall be available to the applicant upon request.

DEVELOPMENT INFORMATION PAGE II

MINOR SITE PLAN

II. DEVELOPMENT INFORMATION:

A. Location: (1) Street _____

(2) Plate _____ Block _____ Lot(s) _____

B. Area: (1) Existing _____ (2) Being Developed _____

C. Number of Lots: (1) Existing _____ (2) Proposed _____

D. Zone _____

E. Last date of development of this property _____

F. Is this property in a Pineland's area? _____ Yes _____ No

G. Proposed use of this property _____

H. Are any variances required? _____ Yes _____ No

If your answer above was yes, please answer the following:

(1) Type of variance(s) _____

(2) Zoning Ordinance requirement(s) _____

(3) Your proposed change(s) _____

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**NOTE: PLEASE SEE ATTACHED CHECK LIST FOR REQUIRED MINOR SITE
PLAN PLAT INFORMATION.**

MINOR SITE PLAN CHECK LIST

175-70. Minor Site Plan

A. Makeup of plan.

- (1) Each site plan submitted for approval shall be at a scale of one (1) inch equals fifty (50) feet for a tract up to forty (40) acres in size; one (1) inch equals one hundred (100) feet for a tract between forty (40) and one hundred fifty (150) acres; and one (1) inch equals two hundred (200) feet for a tract one hundred fifty (150) acres or more.
- (2) All plans shall be certified by a licensed architect or engineer, including accurate lot lines certified by a land surveyor, submitted on one (1) of the following standard sheet sizes; eight and one-half by thirteen (8 ½ X 13) inches; fifteen by twenty-one (15 X 21) inches; twenty-four by thirty-six (24 X 36) inches; or thirty by forty-two (30 X 42) inches; and including the following data (if one sheet is not sufficient to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal sizes, with reference on each sheet to the adjoining sheets): boundaries of the tract; north arrow; date scale; zone district(s) in which the lot(s) are located; existing and proposed streets and street names; existing and proposed contour lines based on United States Geological Survey data and topographical surveys not older than two (2) years, at five foot intervals inside the tract and within two hundred (200) feet of any paved portion of the tract; title of plans; existing and proposed streams and easements; total building coverage in area and percent of lot; total number of parking spaces; all dimensions needed to conform to this chapter, such as but not limited to buildings, lot lines, parking spaces, setbacks and yards; a small key map giving the general location of the parcel to the remainder of the municipality; and the site relation to all remaining lands in the applicant's ownership.

B. The plat submitted for approval shall have the following minimum criteria for review and approval.

- (1) Size, height, location and arrangement of all existing and proposed buildings, structures and signs in accordance with the requirements of this chapter, including a licensed architect's and/or engineer's drawing of each building or a typical building and sign showing from side and rear views and the proposed use of all structures.
- (2) Proposed circulation plans, including access streets, curbs, aisles and lanes, easements, fire lanes, driveways, parking spaces, loading areas, loading berths or docks, pedestrian walks and all related facilities for the movement and storage of goods, vehicles and persons on the site and including the location of lights, lighting standards and signs and driveways within the tract and within one hundred (100) feet of the tract. Sidewalks shall be provided from each building entrance/exit along expected paths of pedestrian travel, such as but not limited to access to parking lots, driveways or other buildings where pedestrian traffic can be expected to be concentrated. Plans shall be accompanied by cross sections of new streets, aisles, lanes and driveways, which shall adhere to the applicable requirements and design standards of this chapter.
- (3) Existing and proposed wooded areas, buffer areas and landscaping shall be shown on the Plan. The landscaping plan, including seeded and/or sodded areas, grading, retaining walls, fencing, signs, recreation areas, shrubbery, trees and buffer areas shall be in accordance with applicable requirements of this chapter. These plans shall show the location, species and caliper of plant material for all planted or landscaped areas. For applications in the Pinelands Area, the landscaping plan shall incorporate the elements set forth in § 175-147 E.
- (4) Utilities.
 - a) The proposed location of all drainage (including calculations), sewage and water facilities with proposed grades, sizes, capacities and types of materials to be used, including any drainage easements acquired or required across adjoining properties. The method of sewage and waste disposal and waste incineration, if any, shall be shown, percolation tests and test borings from sufficient locations on the site to allow a determination of adequacy shall be included where septic tanks and leaching fields are permitted and are proposed. Such plans shall be reviewed by the Board of Health and Board Engineer and/or other appropriate authority, as applicable, with recommendations to the Planning Board.

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- b) Proposed lighting facilities shall be included, showing the direction and reflection of the lighting. All public services shall be connected to an approved public utilities system where one exists.
- c) The applicant shall arrange with the servicing utility for the underground installation of the utilities' distribution supply lines and service connections, in accordance with the provisions of the applicable standard terms and conditions incorporated as part of its tariff as the same are then on file with the State of New Jersey Board of Public Utility Commissioners, and the developer shall provide the township with four copies of a final plan showing the installed location of the utilities.
- d) The applicant shall submit to the Board, prior to the granting of final approval, a written instrument from each serving utility, which shall evidence full compliance or intended full compliance with the provisions of this subsection; provided, however, that lots which abut existing streets where overhead electric or telephone distribution supply lines and service connections have heretofore been installed may be supplied with electric and telephone service from these overhead lines, but any new service connections from the utilities' overhead lines shall be installed underground. In cases where total electrical and telephone load and service cannot be determined in advance, such as industrial parks, shopping centers, etc., perimeter utility poles may be used, but service to buildings from poles shall be underground.
- e) A written description of the proposed operations of the building(s), including the Number of employees or members of nonresidential buildings; the proposed number of shifts to be worked and the maximum number of employees on each shift; expected truck and tractor-trailer traffic, emission of noise, glare and air and water pollution; safety hazards; and anticipated expansion plans incorporated in the building design. Where the applicant cannot furnish the information required herein because of nondetermination of use, site plan approval may be required and, if conditionally granted subject to further review and approval of the applicant's final plans, the applicant may proceed with this application. No certificate of occupancy shall be issued until all such plans are given final approval.

**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: ☐ Individual/
Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

☐ 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
| | | + | | |

or

Employer identification number
| + | | | | |

Part II Certification

Under penalties of perjury, I certify that:

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

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.