

MOUNT OLIVE TOWNSHIP PLANNING BOARD SITE PLAN APPLICATION

An original and 5 copies of the attached site plan application shall be submitted with requisite plans and fees. The applicant shall file 1 set of plans in pdf or similar format, 15 full size black line prints of the preliminary site plan to the Planning Board and shall comply with the requirements of the checklist; 5 copies of the E.I.S. and Traffic Reports and 3 copies each of the drainage and storm water management calculations, etc.

The applicant may request that one or more of the submission requirements be waived, which request shall be in writing setting forth the reason(s) for the exception request. The exception shall be considered by the Planning Board in accordance with Township ordinance requirements.

The secretary of the Planning Board shall provide each applicant with written documentation of the date of the filing of the application, supporting documents and fees. The application shall be submitted to the Planning Board to determine completeness. Within forty-five (45) days of the date of submission of the application, the Department of Planning shall inform the applicant, in writing, as to the status of the application. If the application is deemed incomplete, the notice shall indicate the deficiencies in the application. Upon submission of the deficient items, the same shall be referred to the Planning Board which shall, within forty-five (45) days from the date of submission of the deficient items, deem the application complete or incomplete. Notification shall be made in writing and if the application is still deemed to be incomplete the process shall repeat. Nothing herein shall prevent the Planning Board from requesting additional information pursuant to N.J.S.A. 40:55D-10.3.

Once the application is deemed complete it shall be scheduled for discussion at the next available Planning Board public meeting. The scheduling of the formal review and public hearing at a regular meeting shall be at the discretion of the Planning Board provided that the application is granted or denied within the time periods set forth in the Municipal Land Use Law unless the time periods are extended by permission of the applicant. The notice of completion to the applicant shall state the date at which the application will be discussed.

If the applicant is requested to revise the plans and/or provide additional documentation after consideration of the application at a workshop session or at a regular meeting, the applicant shall submit the amendments and/or additional documentation **at least ten (10) days prior to the scheduled meeting** at which time the Planning Board will review the additional information and/or revisions.

At least ten (10) days prior to the time appointed for a public hearing, the applicant shall give notice to all owners of property within a 200-foot radius of the property and all other parties as required pursuant to N.J.S.A. 40:55D-12. Notice shall be provided by certified mail return receipt requested to the last known address of the property owner(s) or by handing a copy thereof to the said property owner(s) or officials. **Note: The day of the hearing is not to be included in the ten (10) day notice period.** All addresses shall be obtained by the applicant from the current tax records of the municipality(s) or from a list of property owners prepared by the Township Tax Assessor's office upon request of the applicant and the payment of the prescribed fee.

Notice should also be published in the official newspaper, The Daily Record, 800 Jefferson Road, Parsippany, NJ 07054, Telephone: 1-800-398-8993; Fax: 1-888-516-9470. Complete and copy the enclosed form. Original should be retained and given to the Board Secretary.

After completion of above, the following items should be submitted to the Board Secretary at least 48 hours prior to hearing to prove notice has been served properly:

- Original Notice to adjoining property owners, completed and signed.
- Original Affidavit of Service, signed and notarized
- Original list received from Tax Assessor of property owners within 200 feet
- All white (certified mail) slips
- Any green cards received
- Verification from newspaper of publication of notice

Please contact this office with any questions 973-691-0900 extension 7313.

MOUNT OLIVE TOWNSHIP FEE SCHEDULE

APPLICATION REVIEW & ESCROW FEES

	APPLICATION FEES	ESCROW REVIEW FEES
SUBDIVISION:		
Minor	2 Lots - \$200.00 plus \$50.00/lot 3 Lots - \$200.00 plus \$50.00/lot	\$3,500.00 \$4,000.00
Preliminary Major	\$300.00 plus \$50.00/lot	\$2,000 plus \$150.00/lot
Final Major	\$300.00 plus \$25.00/lot	\$1,500 plus \$50.00/lot
Combined Preliminary & Final	\$500.00 plus \$50.00/lot	\$3,000 plus \$100.00/lot
CONCEPT PLANS		
Site Plan and Subdivision	\$400.00	\$1,500.00
SITE PLAN:		
CHANGE OF USE: RESIDENTIAL		
Preliminary	\$400.00	\$1,500.00
Final	\$300.00	\$1,000.00
Combined	\$600.00	\$2,000.00
CHANGE OF USE: NON –RESIDENTIAL		
Preliminary	\$600.00	\$3,000.00
Final	\$400.00	\$3,500.00
Combined	\$900.00	\$3,000.00
Revision/Amendment/Miscellaneous	\$400.00/Min.	\$2,500.00/Min.
CONDITIONAL USE:	\$350.00 (residential) \$600.00 (nonresidential)	\$1,000.00
SITE PLAN: RESIDENTIAL		
Preliminary	\$500.00 (set fee) \$75.00 per Dwelling Unit	\$2,000.00 plus \$150.00 per Dwelling Unit
Final	\$500.00 (set fee) \$50.00 per Dwelling Unit	\$1,500.00 plus \$50.00 per Dwelling Unit
Combined	\$800.00 (set fee) \$100.00 per Dwelling Unit	\$3,000.00 plus \$150.00 per Dwelling Unit
SITE PLAN: NON-RESIDENTIAL		
Preliminary	\$400.00 (set fee) \$100.00 per 1,000 sq. ft. of gross floor area	\$3,000.00 plus \$100.00/1,000 sq. ft.
Final	\$300.00 (set fee) \$50.00 per 1,000 sq. ft. of gross floor area	\$2,000.00 plus \$50.00/1,000 sq. ft.
Combined	\$600.00 (set fee) \$100.00 per 1,000 sq. ft. of gross floor area	\$4,000.00 plus \$100.00/1,000 sq. ft.
	APPLICATION	ESCROW FEE
Zone Change Request	\$1,500.00	\$10,000.00

TOWNSHIP OF MOUNT OLIVE
SITE PLAN APPLICATION SUBMISSION CHECK LIST TO DETERMINE COMPLETENESS
FOR CONCEPT, PRELIMINARY AND FINAL SITE PLAN

SUBMIT THE FOLLOWING:	CONCEPT	PRELIM	FINAL
APPLICATION FORMS			
Mt. Olive Planning Board (original and four copies)	A	A	A
Morris County Planning Board (one copy)	N/A	A	A
Morris County Soil Conservation District (one copy)	N/A	A	A
NJ Dept of Transportation (one copy)	N/A	A	A
NJ Dept of Environmental Protection (one copy)	N/A	A	A
NJ Office of State Planning (one copy)	N/A	A	A
PLANS/REPORTS			
Development plans, including tree removal and soil erosion/sediment control plans (twenty copies)	A	A	A
Environmental Impact Report (twenty copies)	N/A	A	A
Drainage Calculations (three copies)	N/A	A	A
Storm Water Management Plan (three copies)	N/A	A	A
Traffic Study (twenty copies)	N/A	A	A
FEES/MISCELLANEOUS			
Fees as provided in Schedule attached on Page 10	A	A	A
Written confirmation by authorized personnel confirming service for the following: potable water, sanitary sewer, electric, natural gas, telephone, cable	N/A	A	A
Certificate for payment of taxes	A	A	A
Deed(s) for land being conveyed to Township for road widening, open space, recreation, utilities and easements-	N/A	A	A
Proposed covenants, deed restrictions, and easements – if any	N/A	A	A
Test results for on-site septic systems including permeability tests and soil logs as witnessed by Health Dept. with locations and dates. Include here soil types pursuant to MCSCD.	N/A	A	A

A – Applicable

N/A – Not Applicable

PLEASE NOTE

All development plans and reports shall be signed and sealed by an appropriate licensed professional authorized to practice in New Jersey. All plan details shall comply with ordinance requirements; if not, a letter explaining the difference and a request for an exception or a variance shall be submitted. All application forms, plans, architectural renderings and other submitted material and information shall be consistent and complement each other.

SITE PLAN CHECKLIST

Section 550-29 Mt. Olive Land Use Code

If any of the following details are omitted, please submit an explanatory statement.

PLAN PREPARATION [550-29G]

Each site plan shall be submitted at a scale of one inch equals 10 feet, 20 feet, 30 feet, 40 feet or 50 feet. All plans shall be signed and sealed by an architect or engineer licensed to practice in the State of New Jersey, and shall include accurate lot lines certified by a licensed land surveyor, submitted on one of the following standard sheet sizes: 8 1/2 inches by 13 inches; 12 inches by 18 inches; nine inches by 12 inches; 15 inches by 21 inches; 18 inches by 24 inches; 24 inches by 36 inches; or 30 inches by 42 inches, and including the following data (if one sheet is not sufficient to contain the entire territory of the tract, the tract may be divided into sections to be shown on separate sheets of equal sizes, all sheets with the same scale, with references on each sheet to the adjoining sheets, provided that one sheet at a smaller scale is attached that shows the entire project on one sheet of the same size):

- ☐ The name of the development.
- ☐ Appropriate places for the signatures of the Planning Board Chairman and Secretary.
- ☐ The dates of the official Board actions and the dates of the signatures.
- ☐ A small key map giving the general location of the tract to the remainder of the community.
- ☐ Zone district(s) in which the lot(s) are located.
- ☐ The North arrow.
- ☐ The date of the original plan and each subsequent revision date.
- ☐ A graphic scale.
- ☐ The total tract acreage to 1/1000 of an acre.
- ☐ An outbound survey of the tract certified by a licensed land surveyor.
- ☐ Any existing and proposed streets and street names.
- ☐ Any existing and proposed contour lines at two-foot intervals inside the tract and within 50 feet of the tract's boundaries.
- ☐ Any existing and proposed streams and easements.
- ☐ The flood hazard areas based on one-hundred-year storms.
- ☐ All dimensions and areas needed to confirm conformity to the Zoning Ordinance, such as but not limited to building area, lot lines, parking and loading spaces, setbacks, buffers and yards.
- ☐ The site in relation to all remaining contiguous lands in the applicant's or owner's ownership.

PLAN INFORMATION [550-29H(1)]

Each site plan submission shall show the following information on one or more maps and have the data that cannot be mapped attached thereto:

- ☐ Building and use plan. The size, height, location
- ☐ Arrangements and use of all existing and proposed structures and signs
- ☐ Existing and proposed total building coverage in acres or square footage
- ☐ Percent of the lot coverage
- ☐ Architect's scaled elevations of the front, side and rear of any structure and sign to be erected or modified to the extent necessary to apprise the Planning Board of the scope of the proposed work
- ☐ Any existing structures on the site shall be identified either to remain or be removed
- ☐ Written description of the proposed use(s) and operation(s) 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 employees on each shift
- ☐ Expected truck and tractor-trailer traffic
- ☐ Emission of noise, glare, vibration, heat, odor, air and water pollution
- ☐ Safety hazards
- ☐ Anticipated expansion plans incorporated in the building design

Revised August 2022

() Floor plans shall be submitted where multiple dwelling units or more than one use are proposed that have different parking standards

CIRCULATION PLAN [550-29H(2)]

- () Show access streets and street names
- () Acceleration/deceleration lanes
- () Access points to public streets
- () Sight triangles
- () Traffic channelization
- () Easements
- () Fire lanes
- () Aisles and lanes
- () Curbs; curb cuts with ramps for handicapped persons
- () Number and location of parking and loading spaces
- () Including the designated wider spaces for the handicapped
- () Loading berths or docks
- () Pedestrian walks
- () All related facilities for the movement and storage of goods, vehicles and persons on the site
- () Lights, lighting standards
- () Signs
- () Driveways within the tract and within 100 feet of the tract
- () Sidewalks shall be shown from each entrance/exit along expected paths of pedestrian travel
- () Access to parking lots, driveways, other buildings on the site and across common yard areas between buildings
- () Plans shall be accompanied by cross-sections of new streets, aisles, lanes, driveways and sidewalks
- () Any expansion plans for the proposed use shall show feasible parking and loading expansion plans to accompany building expansion.

LANDSCAPING AND ENVIRONMENTAL PLAN [550-29H(3)]

- () Show existing and proposed wooded areas
- () Buffer areas, including the intended screening devices and buffers
- () Grading at two-foot contour intervals inside the tract and within 50 feet of its boundaries
- () Seeded and/or sodded areas
- () Ground cover
- () Retaining walls
- () Fencing
- () Signs
- () Recreation areas
- () Shrubbery
- () Trees
- () Other landscaping features
- () Location and type of man-made improvements and the location, species and caliper of plant material
- () Trees to be located on the tract
- () Show how the interior of paved areas such as parking lots shall be landscaped
- () All portions of the property not utilized by buildings or paved surfaces shall be landscaped utilizing combinations such as landscaped fencing, shrubbery, lawn area, ground cover, rock formations, contours, existing foliage and the planting of coniferous and/or deciduous trees native to the area in order to maintain or reestablish the tone of the vegetation in the area and lessen the visual impact of the structures and paved areas.
- () The established grades and landscaping on any site shall be planned for aesthetic, drainage and erosion-control purposes.

Revised August 2022

() The grading plan, drainage facilities and landscaping shall be coordinated to prevent erosion and siltation as well as to assure that the capacity of any downstream natural or man-made drainage system is sufficient to handle the water from the site and contributing upstream areas.

() A separate written environmental impact report shall be submitted which shall comply with the environmental impact report section of this chapter^{III} and all other applicable ordinances. The maximum feasible amount of trees shall be preserved and coordinated into the landscape to maintain the ecological balance of the environment.

FACILITIES PLAN [550-29H(4)]

() Drainage

() Open space (conservation, recreation and common)

() Common property

() Fire

() Gas

() Electric

() Telephone

() Sewerage and water line locations

() Solid waste collection and disposal methods

() Include proposed grades, sizes, capacities and materials to be used for facilities installed by the applicant (

() All easements acquired or required on the tract and across adjacent properties

() Copies of legal documentation that support the granting of an easement by an adjoining property owner (

() Method of sanitary waste disposal

() All proposed lighting including the direction, angle, height, and reflection of each source of light

() All utilities shall be installed underground.

OUTSIDE AGENCY PLAN SUBMISSION [550-29I]

Outside agency plan submission. Each site plan submission shall provide documentation that plans have been submitted for review and approval to the following agencies:

[Added 11-9-2004 by Ord. No. 34-2004]

() New Jersey Department of Environmental Protection for any application within the Highlands Preservation Area that meets the definition of a major Highlands development and compliance with the Freshwater Wetlands Protection Act. Applications seeking exemptions under Exemptions 1, 2, 4, 5, 6 or 8 may file a Highlands Exemption Application with the Planning Department.

[Amended 10-28-2014 by Ord. No. 22-2014]

() New Jersey Office of Planning Advocacy.

[Amended 10-28-2014 by Ord. No. 22-2014]

() New Jersey Department of Transportation: major access permits.

() Morris County Planning Board.

() Morris County Soil Conservation District.

PLANS AND REPORTS [550-29J]

Plans and reports. All plans and reports should be provided in electronic format, e.g., pdf.

[Added 10-5-2010 by Ord. No. 23-2010]

SITE PLAN APPLICATION

☐ Preliminary ☐ Final ☐ Revised
☐ Combined Preliminary & Final ☐ Concept ☐ Conditional Use

GENERAL INFORMATION

Applicant: Name _____
Address/Zip Code _____
Phone/Fax _____

Nature of Applicant

☐ Corporation ☐ Partnership ☐ Individual ☐ Nonprofit

Owner: Name _____
Address/Zip Code _____
Phone _____

Relation of owner to subject property of application: (check appropriate box)

☐ Owner ☐ Lessee ☐ Purchaser under contract
☐ Other (describe) _____

Pursuant to N.J.S.A. 40:44D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (See form on page 13).

Project Engineer/Surveyor

Name _____
Address/Zip Code _____
Phone _____

Project Attorney

Name _____
Address/Zip Code _____
Phone _____

SITE INFORMATION

Tax Block _____ Tax Lot _____
Street Address _____

Location of property is approximately _____ from the intersection of
_____ and _____

Use of property: Existing _____
Proposed _____

Zone district containing property _____

Historic District: ☐ Yes ☐ No

Total area of tract: Square feet _____ Acres _____

Location of property on:

- | | | |
|---|------------------------------|-----------------------------|
| ▪ State highway | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ County road | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Within 200 feet of municipal boundary | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Prior site plan approval for property ☐ Yes ☐ No
(If so, indicate nature of project and date of approval)

Existing or proposed: Deed Restrictions ☐ Yes ☐ No
Easements ☐ Yes ☐ No

(If so, please describe and attach copy of document)

PLANS & REPORTS

List all plans and reports submitted with the application.

**NOTE: Please see pages 5 thru 7 for site plan checklist
For Conditional Uses also see Sections 550-14 and 550-94 E. of Land Use Ordinance**

DESCRIPTION OF PROJECT

Site Plan

Total gross floor area (square feet) of building(s) proposed _____

Utilities:	Existing or proposed sanitary sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Existing or proposed central potable water	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Existing or proposed electric	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Existing or proposed gas lines	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Existing or proposed telephone & cable	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please describe in brief all other site improvements:

PLEASE PROVIDE WRITTEN CONFIRMATION FROM ALL UTILITY COMPANIES THAT SERVICE WILL BE PROVIDED.

VARIANCES/EXCEPTIONS

Variance(s):

Identify and offer a brief description of each variance, if any, sought with project and indicate the appropriate section of Mount Olive Land Use Ordinance from which relief is requested.

Exceptions:

Identify and offer a brief description of each exception if any, sought with project and indicate the appropriate section of Mount Olive Land Use Ordinance from which relief is requested.

AFFIDAVIT

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

Sworn to and subscribed before me this

_____ day of _____ 20__

Signature of Applicant

Notary Public

Signature of Owner

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

Sworn to and subscribed before me this

_____ day of _____ 20__

Signature of Applicant

Notary Public

Signature of Owner

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

Sworn to and subscribed before me this

_____ day of _____ 20__

Signature of Applicant

Notary Public

Signature of Owner

**TOWNSHIP OF MOUNT OLIVE PLANNING BOARD
CERTIFICATE OF PAID TAXES**

Owner:

Name _____

Address _____

Phone: _____

Email: _____

Title Location of Property: _____

Block: _____

Lot: _____

Zone: _____

FOR OFFICIAL USE ONLY

TAXES OF RECORD FOR YEAR 20__

First Quarter _____

Second Quarter _____

Third Quarter _____

Fourth Quarter _____

Mount Olive Township, Tax Collector
Certifies that the above taxes are paid to date.

Date

**CERTIFICATE OF OWNERSHIP OF APPLICANT
AS REQUIRED BY NEW JERSEY LAW
(P.L. 1977, CHAPTER 336)**

Listed below are names and addresses of all owners of 10% or more of the stock/interest* in the undersigned applicant corporation/ partnership.

[illegible]

*Where corporations/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders/individual partners exceeding the 10% ownership criterion have been listed.

Signature of Officer/Partner

Date _____

Name of Applicant Corporation/Partnership

Date _____

**MOUNT OLIVE TOWNSHIP
PLANNING BOARD
SITE INSPECTION AUTHORIZATION**

I, _____, THE UNDERSIGNED PROPERTY OWNER,
HEREBY GRANTS PERMISSION FOR MOUNT OLIVE TOWNSHIP
OFFICIALS TO CONDUCT A SITE INSPECTION ON LOT _____ IN
TAX BLOCK _____, OTHERWISE KNOWN AS
_____ IN CONNECTION WITH AN APPLICATION
FILED WITH THE PLANNING BOARD FOR THIS PROPERTY.

(Property Owner or Authorized Agent)

Date

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

____ - ____

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**TOWNSHIP OF MOUNT OLIVE
PLANNING BOARD**

APPLICATION #PB_____

Notice to property owners and newspaper of appeal and/or application please take notice that the undersigned has filed an appeal or application for development with the Township of Mount Olive Planning Board for a _____ variance from the requirements of the Land Use Ordinance so as to permit _____ on premises known as _____ Block _____ Lot _____ on the tax map of the Township of Mount Olive. In addition to the above approvals, applicant requests that the application be deemed amended to include any additional approvals, variances, or exceptions determined to be necessary in the review of processing this application, whether requested by the Board or otherwise.

A public hearing has been scheduled for _____ 20__, at 7:00 p.m. in the Municipal Building, 204 Flanders-Drakestown Road, Budd Lake, New Jersey at which time you may appear, either in person or by attorney, and present any objections or comments you may have regarding this matter. Any maps or documents for which approval is sought shall be on file and available for public inspection in the offices of the Planning Department between the hours of 8:30 a.m. to 4:30 p.m. This notice is sent to you by the applicant, by order of the Planning Board.

Applicant

Date

FOR NEWSPAPER INFORMATION ONLY

Applicant Name _____

Address: _____

Email: _____

Phone Number: _____

Public Notices for The Daily Record email: drlegals@gannett.com

Phone: 1-800-398-8993

AFFIDAVIT OF SERVICE

State of New Jersey:

County of _____:

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____ in the (municipality) of _____ County of _____ and State of _____ and that he did on _____, 20__ at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected located on _____, Block _____, Lot _____. Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Originals of registered receipts, both white and green, if returned are attached hereto.

Notices were also served upon: (check if applicable)

- ☐ 1. The Clerk of Township of Mount Olive
- ☐ 2. Morris County Planning Board
- ☐ 4. The Department of Transportation
- ☐ 5. Morristown Daily Record

In addition, attached hereto are:

- 1. Copy of said notice
- 2. List of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the Municipal Tax Map.
- 3. Proof of publication of notice in the official newspaper of Mount Olive.

(Signature of Applicant)

Sworn and subscribed to
Before me this _____
Day of _____ 20__

(A Notary Public of the State of New Jersey)