

**HARRISON TOWNSHIP JOINT LAND USE BOARD**  
**PROCEDURES FOR SUBMITTING MINOR SUBDIVISIONS**

For a **fully conforming minor subdivision**, you must submit:

1. Twelve (12) copies of the completed Harrison Township Land Development Application, signed and notarized.  
Four (4) copies of the completed Gloucester County Subdivision Application. Escrow Agreement form, signed and notarized.  
Certificate of Ownership of Applicant.  
Tax ID Number.  
County Tax Assessor written confirmation of block and lot numbers and street addresses.  
All others items required per the Land Development Review Checklist for a Minor Subdivision.
2. Application must be accompanied by:
  - A. 10 sets of full plans 6 - 11x17 plans for Harrison Township, signed and sealed,
  - B. 5 sets of plans for Gloucester County, signed and sealed,  
(21 sets in total with application)
3. If your minor subdivision application includes any bulk variances, you will be required to submit the Bulk Variance application and the additional application and escrow fees for a minor subdivision.
4. The applicant is to obtain from the County Tax Assessor's Office the correct block and lot numbers and street address for the proposed new and remainder lots, use the correct block and lot numbers and street address on the plan and **submit, with the application, written confirmation from the Tax Assessor that the block and lot numbers and street address have been approved.** (The deeds, when drawn, must show the approved block and lot numbers.) Contact the County Tax Assessor, Ms. Robyn Hammond-Glocker at (856)307-6445, for information on how to obtain your block and lot designations.
5. The following fees are to be included with the submission of the application:

**(A separate check is to be submitted for each fee.)**

  - A. Escrow Deposit: \$1,500.00 check payable to **Harrison Township**
  - B. Application Fee: \$250.00 check payable to **Harrison Township**
  - C. Fee as per application, payable to the **Gloucester County Planning Department.**
6. Proof that taxes or local assessments are paid on the property, which will be verified when the application is submitted.
7. You may submit your application materials directly to the Gloucester County Planning Board, or the Joint Land Use Board Secretary will submit your application and fees to the Gloucester County Planning Department for their review.
8. When you receive notification from the Harrison Township Joint Land Use Board and

the Gloucester County Planning Department of their approval of your application, have your attorney or engineer draw up the deeds to conform to the approvals.

9. The deeds must contain this phrase:  
“We, the undersigned Chairperson and Secretary of the Harrison Township Joint Land Use Board, hereby certify pursuant to N.J.S. 40:55D-47 that subdivision application for the within parcel of land was approved by the Harrison Township Joint Land Use Board on (Insert date), and memorialized by Resolution No. (Insert number) dated (Insert date).”
10. After the deeds have been prepared, submit the original deeds and original legal descriptions (signed and sealed) to the Joint Land Use Board Secretary. The Joint Land Use Board Solicitor and Engineer will review the deeds and legal descriptions for accuracy and conformity with the Joint Land Use Board approvals and the approved plans.
11. If the deeds and legal descriptions have any errors, they will not be signed. You or your representative will be notified to make the corrections and resubmit the corrected documents for further review. Additional escrow fees may be required for additional reviews.
12. Once the deeds are determined to be correct, they will be signed. You will be notified to pick them up.
13. You have 190 days from the date of the approving resolution to file your deeds with the County Clerk’s office.
14. It is the responsibility of the applicant to fully understand the procedures for the construction of a single family house in Harrison Township and the fees and costs, including the affordable housing obligation, involved in obtaining your subdivision approvals and building permits.
15. Please call Donna Schwager, Joint Land Use Board Secretary, at (856) 312-3739, if you have questions regarding the procedures to be followed.

PLATE \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
LOCATION OF PROPERTY \_\_\_\_\_

HARRISON TOWNSHIP, GLOUCESTER COUNTY, NJ  
LAND DEVELOPMENT APPLICATION

Please complete all sections of the application form and submit all items required by the Land Development Checklist for your application. If you are requesting a waiver for any item, you must submit written documentation in support of your waiver request. Any application that does not have all items submitted, or a waiver requested, will be deemed incomplete. N/A or Not Applicable is not an appropriate response.

Check all applicable boxes:

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> New               | <input type="checkbox"/> Resubmission        | <input type="checkbox"/> Concept    |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Major Subdivision   |                                     |
| <input type="checkbox"/> Minor Site Plan   | <input type="checkbox"/> Major Site Plan     |                                     |
| <input type="checkbox"/> Site Plan Waiver  |  |                                     |
| <input type="checkbox"/> Preliminary       | <input type="checkbox"/> Amended Preliminary | <input type="checkbox"/> Final      |
| <input type="checkbox"/> Residential       | <input type="checkbox"/> Commercial          | <input type="checkbox"/> Industrial |

Other (please describe) \_\_\_\_\_

Zone Designation \_\_\_\_\_

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Applicant is a:  Corporation  Partnership  Individual

\* See Disclosure Statement included in the application packet.

Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

All titled owners of the property must sign the application evidencing their consent to the application. Please attach a separate sheet for signatures, if necessary, and provide a copy of the current deed of ownership.

Attorney's Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

PLATE \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
LOCATION OF PROPERTY \_\_\_\_\_

**HARRISON TOWNSHIP, GLOUCESTER COUNTY, NJ  
LAND DEVELOPMENT APPLICATION**

Engineer's Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

For Site Plans:

Commercial       Industrial       Other

Land to be developed \_\_\_\_\_ acres

Building size \_\_\_\_\_ # parking spaces \_\_\_\_\_

Proposed use \_\_\_\_\_

For Residential:

Area of entire tract \_\_\_\_\_ acres

Portion to be subdivided \_\_\_\_\_

# of lots created \_\_\_\_\_ # of units planned \_\_\_\_\_

Proposed use \_\_\_\_\_

Does the application require any variances? \_\_\_\_\_

Does the application require any conditional uses? \_\_\_\_\_

Please attach a separate sheet with a complete description of the variances requested and the reasons for relief. Please attach a statement as to the ways in which your project satisfies the requirements of the conditional uses. Your statements should cite the applicable Ordinance(s). Include the appropriate fees in your application and escrow fees.

Does the site front on a county road? \_\_\_\_\_ Route # \_\_\_\_\_

Does the site front on a state road? \_\_\_\_\_ Route # \_\_\_\_\_

Is the Site within 200 feet of another municipality? \_\_\_\_\_ Name \_\_\_\_\_

List all outside agencies to which application has been made regarding the proposed development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby consent to the filing of this application and consent to allowing Township representatives to perform on site visits. (Both signatures are required.)

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

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

Sworn to and Subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 .

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

**LAND DEVELOPMENT FEE SCHEDULE  
HARRISON TOWNSHIP JOINT LAND USE BOARD**

Please refer to the Harrison Township Codified Ordinances §110-1 for the complete description of fees.

APPLICATION FEES	
Use Variance	\$350.00
Bulk Variance	\$250.00
Any other application pursuant to N.J.S.A. 40:55D-70	\$350.00
Sign Variance, independent of any other application	\$350.00
Conditional Use	\$450.00
Minor Subdivision	\$250.00
Preliminary Major Residential Subdivision	\$2,000.00 plus \$85.00 per residential unit for first 10 units and \$55.00 per unit after the first 10
Final Major Residential Subdivision	\$750.00 plus \$125.00 per unit
Preliminary Commercial or Industrial Major Subdivision	\$2,000.00 plus \$125.00 per acre
Final Commercial or Industrial Major Subdivision	\$2,000.00 plus \$125.00 per acre
Preliminary Major Site Plan	\$1,500.00
Final Major Site Plan	\$1,500.00
Minor Site Plan	\$550.00
Concept Plan *	\$550.00
Reinstatement of Lapsed Approval	\$400.00
Waiver of Site Plan	\$300.00
Administrative Design Change Request	\$150.00
ESCROW FEES	
Use Variance application	\$2,200.00
Any other application pursuant to N.J.S.A. 40:55D-70	\$1,500.00
Bulk Variance in conjunction with a site plan or subdivision application	\$1,200.00
Conditional Use	\$1,500.00
Minor Subdivision	\$1,500.00
Preliminary Major and again at Final Major Subdivision	\$500.00 per lot for the first 10 lots plus \$300.00 per lot for each additional lot after the first 10
Preliminary Major and again at Final Major Site Plan	\$1,500.00 per the 1 <sup>st</sup> acre or part thereof plus \$400.00 for each additional acre or part thereof
Minor Site Plan	\$1,200.00
Concept Plan *	\$2,500.00
Reinstatement of Lapsed Approval	\$500.00
Waiver of Site Plan	\$1,200.00
Administrative Design Change Request	\$800.00

**Note:**

**Multiple Development Approval Requests:** Where an application for development includes several approval requests, the sum of the individual required fees shall be paid.

\* **Note: §110-1.1 F.** – The amount of any fees for the concept review shall be a credit towards fees for review of the application for development.

LAND DEVELOPMENT REVIEW CHECKLIST - 2010

Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
1	Land Development Review Application	YES	YES	YES	YES	YES	YES	YES
2	Affidavit of Ownership of the applicant	YES	YES	YES	YES (if changed from preliminary)	YES	YES	YES (if changed from preliminary)
3	Variance Application or Waiver Request with statement in support of each waiver and summary of waivers and variances on coversheet of plans		YES	YES		YES	YES	
4	List of Applications made, or to be made, to other Review Agencies Necessary for Approval, if Applicable		YES	YES	YES	YES	YES	YES
5	Application Fee	YES	YES	YES	YES	YES	YES	YES
6	Escrow Fee for Engineering, Planning, & Legal;	YES	YES	YES	YES	YES	YES	YES
7	Escrow Responsibility Form, Signed and Notarized; Tax ID Number	YES	YES	YES		YES	YES	
8	Proof of Current Tax Payment	YES	YES	YES	YES	YES	YES	YES
9	Name, Address & Notarized Signatures of All Titled Owners & Applicants on the Township Application Form	YES	YES	YES	YES	YES	YES	YES
10	Name, Signature, License no., Seal, & Address of Engineer, Architect, Planner, Landscape Architect or Land Surveyor	YES	YES	YES	YES	YES	YES	YES
11	Title Block Denoting Type of Application, Tax Map Sheet, County, Municipality, Block & Lot, & Street Address	YES	YES	YES	YES	YES	YES	YES
12	Location of Site on Official Tax Map at a scale of 1" = 1,000'	YES	YES	YES	YES	YES	YES	YES
13	Site Location Indicated on Official Zoning Map including Zone designations for all abutting parcels at a scale of 1" = 1,000'	YES	YES	YES	YES	YES	YES	YES
14	Schedule of Required Zoning Regulations, & Project's Conformance	YES	YES	YES	YES	YES	YES	YES
15	Signature Block for Board Chair, Secretary, Board Engineer, Township Engineer and Municipal Clerk				YES			
16	Signature Block for Board Chair, Secretary, Board Engineer and Municipal Clerk		YES			YES		YES
17	Certified, Sealed Existing Conditions Survey with date of Field Survey (date of field survey must be less		YES	YES	YES	YES	YES	YES

LAND DEVELOPMENT REVIEW CHECKLIST - 2010

Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
18	Certification Blocks per the Map Filing Law				YES			
19	North Arrow Oriented between the Top and Right Side of the Sheet, Scale & Graphic Scale, Reference Meridian	YES	YES	YES	YES	YES	YES	YES
20	Subdivision Plat on One (1) of Four (4) Standard Sheet Sizes at a Scale no less than 1" = 100'		YES	YES	YES			
21	Monumentation per the Map Filing Law		YES		YES			
22	Plan Delineation with Metes & Bounds Description Showing Dimensions, Bearings, Curve Data, Length of Tangents, Radii, Arcs, for Rights-of-Way, Sight Triangles, Basin Lots, Easements, Restrictions,		YES		YES	YES		YES
23	Metes and Bounds Descriptions showing wetlands and wetland buffers		YES		YES	YES		YES
24	Development Suitability Map and Proposed Development Name			YES			YES	
25	Site Plan at a Scale no less than 1" = 50'	YES				YES	YES	YES
26	Acreage of Tract to Nearest Tenth Acre	YES	YES	YES	YES	YES	YES	YES
27	Dates of Original Drawings and all Revisions	YES	YES	YES	YES	YES	YES	YES
28	Size & Location of Existing or Proposed Structures & their Dimensioned Setbacks, Location of Structures within 200' of the property lines, and Building Setback Lines	YES (GENERAL)		YES	YES	YES	YES	YES
29	Size & Location of Existing or Proposed Structures & their Dimensioned Setbacks, Location of Structures within 50' of the property lines, and Building Setback Lines		YES					
30	All Proposed Lot Lines, Number of Lots & Area of Lots in Square Feet & Lot Coverage in Square Feet	YES	YES	YES	YES	YES	YES	YES
31	Plan Delineation of any Existing or Proposed Deed Restriction, Protective Covenant, Recorded Easements, Proscriptive Easements, and Rights-of-Way		YES	YES	YES	YES	YES	YES
32	Copy of the Text of any Existing Deed Restriction, Protective Covenant, Recorded Easements, Private Access or Use Agreements, and Rights-of-Way		YES	YES		YES	YES	

LAND DEVELOPMENT REVIEW CHECKLIST - 2010

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33	Plan Delineation of any Proposed Development Phasing or a note on the Plan indicating "No Phasing Proposed"			YES	YES		YES	YES
34	Location & Dimensions of any Existing or Proposed Streets within 200' of the property lines	YES		YES	YES	YES	YES	YES
35	Location & Dimensions of any Existing or Proposed Streets within 50' of the property lines		YES					
36	Property Owners & Lot Lines within 200' in Correct Location to Subject Parcel shown on the Plans		YES	YES		YES	YES	
37	The Location & Extent of Water Courses or Bodies, Freshwater or Riparian Wetlands, Floodplains, or other Environmentally Sensitive Areas	YES	YES	YES	YES		YES	YES
38	Boundary, Limits, Predominant Genera, & Extent of Wooded Areas, the Specific Location of Trees in Construction Area of a size per ordinance shown on the plans			YES		YES	YES	
39	Location, Extent & Type of Soil Permeability, Seasonal High Water Table, & Limitations for Construction of Septic Systems if project proposes septic systems		YES	YES		YES	YES	
40	Soil Borings to Determine Soil Characteristics & Ground Water Levels			YES		YES	YES	
41	Grading Plan with Existing & Proposed 1 Foot Contour Intervals Based on U.S.G.S. Datum, Extending 200' Beyond Property Boundary, at a scale of no less than 1"=50'			YES	YES		YES	YES
42	Spot Evaluations at all Property Corners & Structures, Existing & Proposed First Floor Elevations (if buildings are to be demolished, then first floor not required)			YES	YES	YES	YES	YES
43	Existing & Proposed Drainage System, Including any Larger Parcel of which the Site is a Part, Depicted on Drainage Divide Map			YES	YES		YES	YES
44	Drainage Calculations Conforming to NJDEP Standards for Post-Construction Runoff			YES	YES	YES	YES	YES

LAND DEVELOPMENT REVIEW CHECKLIST - 2010

Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
45	Existing & Proposed Utilities, Including Sanitary Sewer, Storm Water Management, Water, Electricity, Cable Television, Gas & Telephone, with Profiles, Details, & Connections			YES	YES	YES	YES	YES
46	Soil Erosion & Sediment Control Plan Conforming to SCD Criteria			YES	YES	YES	YES	YES
47	Road Construction Details, Including Cross-Sections, Profiles, Curbing, Sidewalks, Paving, whether on Site or Off			YES	YES		YES	YES
48	Circulation Plan for Vehicles, Pedestrians, & Bicyclists Including Access, Parking, Loading, & Relation to Surrounding Development	YES		YES	YES		YES	YES
49	Parking Plan Indicating Spaces, Size & Type, Aisle Width, Curb Cuts, Drives, & Driveways, with Dimensions	YES		YES	YES	YES	YES	YES
50	Fire Protection Information, Including Hydrants, Fire Zones, Dry Fire Lines if applicable, & Special Traffic Constraints			YES	YES		YES	YES
51	Traffic Control Signs, & Directional Signs			YES	YES	YES	YES	YES
52	Site Identification Signs				YES	YES		YES
53	Tax Assessor Assigned Block & Lot Numbers & Street Addresses per ordinance		YES		YES	YES		YES
54	Solid Waste Management Plan, Including Provisions for Recycling, Schedule of trash pick-up, per ord.			YES		YES	YES	
55	Lighting Plan with Location & Type of Exterior fixtures, Wattage, Isolux Footcandle Lines at Grade, Anchoring Method, & Details			YES	YES	YES	YES	YES
56	Landscape Plan with Existing & Proposed Location & Type of Plant Material Graphically Shown at 10 Years Growth, Including Grassed Areas & Mulch Bed Lines			YES	YES	YES	YES	YES
57	Plant Schedule with Plant Key, Quantity, Size, Common & Botanical Name, Spacing, Root Ball Specifications, Planting Notes and Details Conforming to American Nursery and Landscape Assoc.			YES	YES	YES	YES	YES
58	Sight Triangle Easements		YES	YES	YES	YES	YES	YES

LAND DEVELOPMENT REVIEW CHECKLIST - 2010

Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
59	Preliminary Architectural Elevations Including Perspectives & Floor Plans, Type of Building Proposed, Including conformance to Community Architectural Design Ordinance					YES	YES	YES
60	Fiscal Impact Population Projection for School Age Children, Costs of Providing Local Government Services & Revenues to be Generated from Development to be provided in hard copy and electronic PDF file			YES			YES	
61	Environmental Impact Worksheet to be provided in hard copy and electronic PDF file			YES			YES	
62	Traffic Impact Report Including Traffic Generation & Assignment, Analysis of Impact & Mitigation Measures to be provided in hard copy and electronic PDF file			YES			YES	
63	Certification by Township Sewer Engineer that Adequate Sewerage Capacity is Available for Project		YES	YES		YES	YES	
64	Storm Water Outfall and three property corners shown in NJ State Plane Coordinates			YES	YES		YES	YES
65	Net Soil Fill Quantity shown on Plans (Import or Export)			YES	YES	YES	YES	YES
66	Deeds to convey ROW's, site triangles, basin lot, open space lot, easements, restrictions, wetlands, wetland buffers and legal descriptions defined in metes and bounds				YES	YES		YES
67	Approval of Municipal Agencies including, but not limited to: Fire Commissioners; Sewer Authority; Historic Preservation Commission if the site is in the Historic District; as applicable		YES		YES	YES		YES
68	Approval from County Tax Assessor and County 9-1-1 Coordinator for Street Names and 9-1-1 Addresses		YES		YES			YES
69	Cover Sheet, Existing Conditions Plan, Proposed Conditions Plan, Architectural Elevations if applicable - 4 hard copies plus PDF files provided on disc			YES	YES	YES	YES	YES

## ESCROW AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BETWEEN:** Developer/Applicant and Owner of Land

**AND:** The Joint Land Use Board of the Township of Harrison on behalf of the Township of Harrison

This is an agreement establishing the responsibility for the payment of escrow obligations to the Township of Harrison.

**NAME AND ADDRESS OF DEVELOPER/APPLICANT:**

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

**NAME AND ADDRESS OF OWNER:**

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

Block \_\_\_\_\_, Lot \_\_\_\_\_

1. Whenever a review fee shall be required the developer or applicant, together with the Joint Land Use Board, shall execute an agreement, in writing, with copies for each party providing the following as to escrow agreements:

- (a) The agreement shall be signed by the developer and the Board at the time of the application.
- (b) The subject matter of the application shall be specifically identified by lot and block designation as found on the Tax Map of Harrison Township.
- (c) The full name of the applicant with applicant's address, telephone number and fax number shall be included.
- (d) The purpose for the escrow shall be defined in accordance with the application.
- (e) The agreement shall provide the developer's responsibility to maintain an adequate reserve of funds for the payment in accordance with the provisions of this subsection.

(f) In the event the escrow shall be deficient at any time the Board shall declare the application incomplete.

(g) Any excess funds remaining in the escrow fund after 45 days after final approval shall be returned to the applicant.

(h) If an applicant, or any person who has greater than a 10 percent interest in any legal entity which is an applicant, shall at any time have a deficient escrow account on any parcel within Harrison Township, such escrow account shall be brought current prior to the Joint Land Use Board considering any new application for development of any parcel or parcels within Harrison Township involving the person with the deficient escrow.

(i) In addition to the other remedies provided to the Board set forth herein, the applicant shall indemnify and reimburse Harrison Township for the attorney's fees and costs relating to the collection of all delinquent or deficient escrow balances. All escrow balances shall be considered deficient if they are not paid in full within twenty (20) days of notification from the Secretary of the Board.

2. If at any time the escrow fund is found to be insufficient to cover all reasonable fees for the required professional services, the applicant shall be notified, in writing, with an accounting of the fees, and the applicant shall within 20 days increase the fund as shall be determined by the reviewing Board. In the event the applicant shall fail to deposit the required fees, the reviewing Board shall be entitled to declare the application incomplete. Any excess funds in the escrow fund remaining 45 days after final action has been taken by the reviewing Board shall be returned to the applicant.

Sworn and subscribed to before  
me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

**HARRISON TOWNSHIP JOINT LAND USE BOARD**

\_\_\_\_\_  
Donna Schwager, Secretary

Sworn and subscribed to before  
me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

**OWNER**

\_\_\_\_\_  
Owner

Sworn and subscribed to before  
me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

**DEVELOPER/APPLICANT**

\_\_\_\_\_  
Developer/Applicant

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

To be submitted to the Harrison Township Joint Land Use Board  
With All Applications

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

NAME OF DEVELOPMENT: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

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

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TYPE OF REVIEW: \_\_\_\_\_

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

<u>NAME</u>	<u>ADDRESS</u>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

\_\_\_\_\_  
Signature of Officer/Partner                      Date

\_\_\_\_\_  
Name of Applicant Corporation/Partnership

# 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	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. 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 2.** 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 2.

Social security number

or

Employer identification number

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

## 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. 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 2.)

<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 get 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.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8.** See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

**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.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). 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:**

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

**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.

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

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the Instructions for the Requester of Form W-9.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

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

### 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 an LLC that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page 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. Get 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 get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

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, 3, 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** above.

**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 or Archer MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give 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. 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.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% 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.

### 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>1</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	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	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, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<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.



**SUBDIVISION APPLICATION**  
Gloucester County Planning Board  
1200 N. Delsea Drive Clayton, NJ 08312  
(856) 307-6650 Fax (856) 307-6656

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

Municipality: \_\_\_\_\_ Code No. \_\_\_\_\_ (County Use Only)

New Application \_\_\_\_\_ Revised Application \_\_\_\_\_ Amended Application \_\_\_\_\_  
Sketch \_\_\_\_\_ Preliminary \_\_\_\_\_ Final \_\_\_\_\_ Signatures \_\_\_\_\_

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

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

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

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

3. **Attorney's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_

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

4. **Engineer's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_

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

5. **Location of Subdivision:**  
Street: \_\_\_\_\_

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

6. **Does the Subdivision front on a County Road? (check one)** Yes  Co. Rte. #: \_\_\_\_\_ No

7. **Plat Information:**  
Area of Entire Tract: \_\_\_\_\_ Portion Being Subdivided: \_\_\_\_\_  
Number of Lots Created: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

8. **Classified by Municipal Planning Board as:** Minor Subdivision: \_\_\_\_\_ Major Subdivision: \_\_\_\_\_

9. **Fee Schedule:** (Please check appropriate category)  
\_\_\_\_\_ Sketch Review: \$50  
\_\_\_\_\_ Fee Waived (For Governmental Units & Non-Profit Organizations, include appropriate form if applicable)  
\_\_\_\_\_ Minor Subdivision, as Classified by Municipality; **NOT FRONTING a County Road:** \$100  
\_\_\_\_\_ Minor Subdivision, as Classified by Municipality; **FRONTING a County Road:** \$200

**Major Subdivision Preliminary Review:** (Submit Preliminary Checklist-see Land Development Resolution)  
\_\_\_\_\_ Major Subdivision, **NOT FRONTING a County Road:** \$150 plus \$10 per lot  
\_\_\_\_\_ Major Subdivision, **FRONTING a County Road:** \$300 plus \$10 per lot  
\_\_\_\_\_ Major Subdivision, **Final Review:** \$100 (Submit Final Checklist-see Land Development Resolution)

**Amount Enclosed \$** \_\_\_\_\_ Please make check payable to: "**Gloucester County**"  
Check No.: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ (County Use Only)

I hereby consent to the filing of this application.

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

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

**All items on this Submission Checklist must be completed to start the review process. Failure to comply with submission requirements will classify this application as “Incomplete”.**

- Completed Subdivision Application Form & Submission Checklist
- Application Fees
- Two (2) copies of Drainage Calculations & Traffic Study (Signed with Raised Seal) if applicable
- Two (2) copies of Survey (no more than 12 months old) (Signed with Raised Seal)
- One (1) Completed Certification of Ownership Form
- One (1) Completed NJPDES Stormwater Checklist
- One (1) Copy of Recorded Property Deed
- Proof of submission to outside agencies retaining jurisdiction; e.g., Pinelands Commission, NJDOT, NJDEP.
- Four (4) copies of Plans (Signed with Raised Seal) required by the County showing the following County requirements:
  - Title block
  - Key map showing the entire subdivision and its relation to surrounding areas
  - Location and metes and bounds description of that portion which is to be subdivided in relation to the entire tract
  - All existing structures within the portion to be subdivided
  - Tax map sheet, block and lot numbers
  - Contours at 2' intervals or spot elevations where necessary to determine the general slope and natural drainage of the land, especially in relation to any County road adjacent to or within said Subdivision
  - Location of existing and proposed access (es) onto the newly created lot (s)
  - Clear sight distance available for accesses, as per County standards
  - All existing and proposed streets, roads and Easements within or adjoining the proposed Subdivision with right-of-way widths clearly indicated
  - All proposed lot lines and/or lot lines to be eliminated by the proposed Subdivision must be identified
  - A general description of proposed drainage facilities showing location, size and direction of flow of all streams, brooks, lakes and water courses, drainage structures and drainage ditches in the area to be subdivided
  - North arrow
  - Location and width of all existing and proposed Utility Easements in the area to be subdivided
  - Scale of the plat
  - Acreage of the entire tract and the area being subdivided
  - Number of new lots created
  - Name and address of owner and/or subdivider
  - Name, signature and license number, seal and address and telephone number of Engineer, Architect, Planner, Landscape Architect or Land Surveyor
  - Property owners and lot lines within 200' and in correct location to subject parcel

Where work is to be done in the County right-of-way, a detailed plan at a scale of not less than one (1) inch equals thirty (30) feet showing the layout of any intersection including driveways with a county road. This plan shall show the following:

- € ( ) Road profiles showing existing elevations along the centerline of the County road, that shall conform to County stationing, every twenty five (25) feet, extending one-hundred (100) feet beyond the property line or the end of road improvements, whichever is greater. Pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities shall also be shown.
  - € ( ) Proposed gutterline elevations and top of curb grades shall be determined by the applicant's engineer, and supplied to the County Engineer's office for review and approval.
  - € ( ) Full cross-sections every fifty (50) feet and at critical points along the County road, that shall conform to County stationing, shall be provided, and shall be drawn at a scale of one (1) inch equals five (5) feet horizontal and vertical. These cross-sections shall give the elevations for the existing centerline and edge of road, the proposed gutterline and top of curb grades, and the cross-slope of any widened section of pavement along the County road. These sections shall be extended to the proposed right-of-way line to show any regarding (cut or fill) required within the shoulder area.
  - € ( ) Pavement markings, signs, and traffic control islands.
  - € ( ) Existing and proposed signs, lighting standards, utility poles, and trees of eight (8) inches in diameter or larger and thirty (30) inches or higher within the County right-of-way, except in heavily wooded areas.
- ( ) When a **Traffic Impact Study** is to be submitted, it must address the requirements set forth in the **County Specification Manual**.

**Note: UPON COUNTY REVIEW OF PLANS, ADDITIONAL INFORMATION MAY BE REQUIRED**

Board of  
County Commissioners

County Of Gloucester  
State of New Jersey

DIRECTOR  
Robert M. Damminger

COMMISSIONER  
Heather Simmons



Department of Public Works  
Planning Division

Public Works Director  
Vincent M. Voltaggio, P.E.

Office of Government  
Services  
1200 N. Delsea Drive  
Clayton, NJ 08312

Phone: 856.307.6650  
(Development Review  
856-307-6650)  
Fax: 856-307-6656

Web:

[www.gloucestercountynj.gov](http://www.gloucestercountynj.gov)

New Jersey Relay Service -711  
Gloucester County Relay Service  
(TTY/TTD) - 856- 848-6616

The County of Gloucester complies with all state and federal rules and regulations against discrimination in admission to, access to, or operations of its programs, services, and activities. In addition, County encourages participation of people with disabilities in its programs and activities and offers special services to all residents 60 years of age and older. Inquiries regarding compliance may be directed to the County's ADA Coordinator at (856) 384-6842/ New Jersey Relay Service 711.



**CERTIFICATION OF OWNERSHIP**

**MUST BE COMPLETED AND RETURNED ~ Please include the names and signatures of all persons listed on the current recorded Deed, attach a Signature Addendum page if more than two signatures are required.**

I hereby certify that I am the record owner of the property located at \_\_\_\_\_ (Township/Borough), New Jersey designated as Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the Tax Map of that Township/Borough. As owner of the property shown on this plan, permission is hereby granted to \_\_\_\_\_ (name of person making application) to file the application with the Gloucester County Planning Board.

_____ Signature of Title Holder	_____ Signature of Title Holder
_____ Date	_____ Date
_____ Print Name	_____ Print Name

**If Owner is a Company, please provide the following information:**

Name of company/organization: \_\_\_\_\_  
Your relationship to the company: \_\_\_\_\_  
Structure of company: (***Please circle***) Sole Proprietor, Partnership, Corporation, LLC, LLP  
Name of state in which filed: \_\_\_\_\_

**PLEASE ATTACH A LIST OF ANY AND ALL INDIVIDUALS WHO ARE OWNERS (FULL OR PART) OF THE COMPANY/ORGANIZATION, AND IF A NON-PROFIT ORGANIZATION, PLEASE LIST ALL BOARD MEMBERS.**