

**JOINT LAND USE BOARD  
TOWNSHIP OF HARRISON  
NOTICE OF APPEAL  
(USE VARIANCE APPLICATION FORM)**

APPEAL NO.: \_\_\_\_\_

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

**Note: The application must be deemed administratively complete before it will be scheduled for a hearing. All requested information must be submitted for the application to be deemed complete.**

Appeal is hereby made by the undersigned (check applicable item or items)

\_\_\_\_\_ from the action of the Building Inspector in refusing my application for a Building Permit, dated \_\_\_\_\_.

\_\_\_\_\_ for a special exception or variance from the terms of the Zoning Ordinance of the Township of Harrison.

PHONE NO.: \_\_\_\_\_

Appellant \_\_\_\_\_,  
(name) (address) (E-mail)

Owner \_\_\_\_\_,  
(name) (address) (E-mail)

Contractor (if any) \_\_\_\_\_,  
(name) (address) (E-mail)

Professional preparing plans  
\_\_\_\_\_,  
(name) (address)

Interest of appellant if not owner (agent, lessee, etc.) \_\_\_\_\_

1. Application relates: (check applicable item or items)

Use \_\_\_\_\_ Lot Area \_\_\_\_\_ Setbacks \_\_\_\_\_ Height \_\_\_\_\_

Existing Building \_\_\_\_\_ Proposed Building \_\_\_\_\_ Other \_\_\_\_\_

2. Brief description of real estate affected:

Location (Street address, Block and Lot No.): \_\_\_\_\_

Lot size: \_\_\_\_\_

Present use: \_\_\_\_\_

Present zoning classification: \_\_\_\_\_

Present improvements upon land: \_\_\_\_\_

3. If this is an appeal from action of the Building Inspector, complete the following:

Date of determination made: \_\_\_\_\_

Your statement of alleged error of Building Inspector: \_\_\_\_\_

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

4. Action desired by appellant: (Give a brief description of your proposed use, including the number of professionals and or employees, the number of anticipated clients or customers per hour, and anticipated days and hours of business.)

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

5. Reasons appellant believes Board should approve desired action (refer to section or sections of ordinance under which it is felt that desired action may be allowed, and note whether hardship is (or is not) claimed, and the specified hardship).

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

6. Has previous appeal been filed in connection with these premises? \_\_\_\_\_  
(yes) or (no)

7. Plans signed and sealed by the appropriate professional at a scale of 1 inch to 50 feet or better, clearly showing the following information:

- A. Existing Conditions Plan showing the existing conditions of the property.
- B. Proposed Conditions Plan showing the proposed improvements to the property.

The proposed conditions plan must include:

- 1. Required Bulk and area regulations and the ability to meet;
- 2. north arrow and scale;
- 3. proposed buildings or additions;
- 4. proposed parking;
- 5. proposed access to parking and building;
- 6. approximate dimensions of lot and existing and proposed buildings;
- 7. approximate setbacks of existing and proposed structures and parking areas from property lines;
- 8. names of owners of adjacent lots;
- 9. approximate distance from your property line to existing buildings on adjacent lots;
- 10. uses on lots adjacent to property;
- 11. location of public and private roads adjoining the property;
- 12. location of existing or proposed easements;

- 13. location of wooded areas and trees greater than 10" diameter;
- 14. location of any wetlands or other natural features;
- C. Floor plan of the existing building and structures and any proposed buildings and structures showing dimensions of rooms, total square footages and proposed use of the rooms.

All of the above items must be submitted with the application. If you are requesting a waiver of any of these items, the waiver request must be in writing and state why you feel the waiver should be granted.

I hereby depose and say that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
(signature of person making service)

\_\_\_\_\_  
(signature of property owner – note  
that all property owners must sign)

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

\_\_\_\_\_

APPEAL# \_\_\_\_\_

**CHECK LIST**

**JOINT LAND USE BOARD  
USE VARIANCE APPLICATION**

**COMPLETE APPLICATION:  
NO LATER THAN 30 DAYS PRIOR TO ANTICIPATED HEARING DATE**

**DATE**

- \_\_\_\_\_ **(10) COPIES OF THE NOTICE OF APPEAL.  
THE ORIGINAL SIGNED AND NOTARIZED.**
- \_\_\_\_\_ **TWO (2) COPIES OF THE AFFIDAVIT OF PROOF OF SERVICE.  
SIGNED AND NOTARIZED**
- \_\_\_\_\_ **200' RESIDENT LIST WITH WHITE RECEIPTS FROM POST OFFICE**
- \_\_\_\_\_ **TWO (2) COPIES OF THE COMPLETED NOTICE OF HEARING TO  
PROPERTY OWNERS**
- \_\_\_\_\_ **PROOF OF PUBLICATION FROM GLOUCESTER COUNTY TIMES**
- \_\_\_\_\_ **Six (6) Full – (10) 11x17 COPIES OF PLOT PLAN (EXISTING CONDITIONS)**
- \_\_\_\_\_ **Six (6) Full –(10) 11x17 COPIES OF CONCEPT PLAN (PROPOSED CONDITONS)**
- \_\_\_\_\_ **Six (6) Full – (10) 11x17 COPIES OF FLOOR PLAN**
- \_\_\_\_\_ **\$350.00 FEE FOR USE VARIANCE APPLICATION**
- \_\_\_\_\_ **\$2,200.00 ESCROW FEE**
- \_\_\_\_\_ **PROOF OF TAXES PAID**
- \_\_\_\_\_ **CONSENT OF PROPERTY OWNER (IF NOT THE APPLICANT)**
- \_\_\_\_\_ **ESCROW ACCOUNT AGREEMENT**
- \_\_\_\_\_ **SIGNATURE(S) OF ALL PROPERTY OWNER(S)**

**RE:**

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

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

**BLOCK & LOT** \_\_\_\_\_

**TYPE OF VARIANCE** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

- E. Section 5 – Explain reasons and grounds for which action should be granted, be specific.

### **NOTICE OF HEARING FORM**

The form entitled “NOTICE OF HEARING” must be completed by the Applicant and published and served on property owners.

#### I. COMPLETING FORM

Type or print legibly the following information on the form:

- A. After “Applicant” enter the name of the individual or entity filing the application.
- B. After “Property Affected” enter the street address, if any, and the lot and block number from the tax map, of the property which is subject to the application.
- C. After “Nature of Application” enter a statement indicating the exact type of relief sought. You must make this statement sufficiently precise so that all parties entitled to receive this notice are adequately informed concerning the nature of the application.

#### II. SERVICE ON PROPERTY OWNERS

A copy of the completed “NOTICE OF HEARING” form must be served, at least ten (10) days before the hearing date, on the owners of all real property located within 200 feet in all directions from the property, which is the subject of the application.

- A. The owners of real property, within 200 feet of the subject property, are determined by the current tax assessment lists, in the Township Office. You may secure this information by requesting in writing a certified list from the Tax Assessor. This list will be supplied within seven (7) days after submission of request and payment of a fee of \$10.00.
- B. The Applicant must provide for service of the “NOTICE OF HEARING” form on all property owners within 200 feet by one of two methods:
1. Hand delivers to the property owner, and no one else. Property owner must sign a receipt.
  2. Mailing the Notice to the property owner by CERTIFIED MAIL, return receipt requested, to his or her address as shown on the tax assessment list. **An Affidavit of Service with attached white certified receipts (postmarked by**

**the U.S. Post Office) must be provided to the Board Secretary ten (10) days prior to the meeting date.**

The delivery or mailing of the Notice may be done by the Applicant or anyone over 18 years of age.

III. SPECIAL SERVICE REQUIREMENTS

A copy of the completed "NOTICE OF HEARING" form must be served at least ten (10) days before the hearing date, by hand delivery or Certified Mail on the Clerk of an adjoining municipality, if your property is within 200 feet of the Township line.

If your property is adjacent to an existing or proposed county road or adjacent to county owned land or is within 200 feet of an adjoining municipality, service is to be made on the GLOUCESTER COUNTY PLANNING BOARD, Administration Building, Delsea Drive, Clayton, New Jersey 08312.

If your property is adjacent to a state highway, service must be made on the NEW JERSEY COMMISSIONER OF TRANSPORTATION, 1035 Parkway Avenue, Trenton, New Jersey 08625.

If your property exceeds 150 acres or involves more than 500 dwelling units, service is to be made on the DIRECTOR OF DIVISION OF STATE AND REGIONAL PLANNING, DEPARTMENT OF COMMUNITY AFFAIRS, 329 West State Street, P.O. Box 276B, Trenton, New Jersey 08625.

IV. PUBLICATION

A completed "NOTICE OF HEARING" form must be published by the Applicant, at his expense, in the SOUTH JERSEY TIMES (the Township's Official Newspaper). Publication must take place at least ten (10) days before the hearing date on which the application will be heard.

THE SOUTH JERSEY TIMES usually requires that the Notice must be delivered to them two (2) days or more before the desired date.

V. PLOT PLAN OR SKETCH OF PROPERTY

Eighteen (18) copies of the Existing Conditions Plan, Proposed Conditions Plan and Floor Plan (#7, A, B and C - NOTICE OF APPEAL), signed and sealed by the appropriate professional, must be submitted with the NOTICE OF APPEAL.

VI. HEARING

All hearings are open to the public. You should be prepared to present relevant testimony, under oath, and relevant documentary evidence. You

have the responsibility of showing that your application deserves to be approved.

If you fail to appear, the Board may dismiss your case and written notice will be sent to you of the dismissal.

Any interested party may cross-examine you or your witnesses and present testimony and evidence objecting to your appeal.

The Board may take up to 120 days, from the date of filing a complete application to make a decision.

A "bulk" variance requires a majority vote of the Board members present. A "use" variance requires five (5) affirmative votes, even where all seven (7) members of the Board are not present.

Upon memorialization of the resolution of decision by the Joint Land Use Board, it will publish a "NOTICE OF DECISION" in the GLOUCESTER COUNTY TIMES and will furnish a copy of the decision to you or your attorney, if represented.

#### VII. EXPIRATION OF VARIANCE

Any variance of the terms of the Zoning Ordinance granted by the Joint Land Use Board permitting the erection or alternation of any structure or structures, or permitting a specified use of any premises shall expire by limitation unless such construction or alteration shall have been actually commenced on each and every structure permitted by said variance, or unless such permitted use has actually been commenced, within one (1) year or if extended by the Board, 18 months from the date of publication of the notice of the judgment or determination of the Board; except, however, that the running of the period of limitation herein provided shall be tolled from the date of filing an appeal from the decision of the Joint Land Use Board to the governing body, or to a court of competent jurisdiction, until the termination in any manner of such appeal or proceeding.

## 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:

e-mail:

**NAME AND ADDRESS OF OWNER:**

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Telephone Number:

e-mail:

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

**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.

# 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.)	
City, state, and ZIP code	Requester's name and address (optional)
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:

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 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS must 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:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. 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:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions 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>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship	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.



# SAMPLE NOTICE OF HEARING

## TOWNSHIP OF HARRISON

### NOTICE OF HEARING

TAKE NOTICE, that a public hearing will be held before the Joint Land Use Board of the Township of Harrison at the Municipal Building, 114 Bridgeton Pike, Mullica Hill, New Jersey on Thursday, \_\_\_\_\_, 20\_\_ at 7:00 p.m. on the following application:

APPLICANT:

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

PROPERTY AFFECTED:

ADDRESS \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

NATURE OF APPLICATION:

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

and any and all variances and waivers as may be required by the Board.

A copy of the application and any relevant plans and supporting data is currently on file at the Municipal Building located at 114 Bridgeton Pike, Mullica Hill, New Jersey 08062, and may be inspected during regular municipal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

AFFIDAVIT OF SERVICE

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

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_ )

SS.

I, \_\_\_\_\_ being duly sworn according to law,  
depose and say:

1. At least ten (10) days prior to the hearing, in conjunction with the above captioned matter, I served a copy of the "Notice of Hearing" on all owners of property situate within or without this municipality as shown on the most recent tax list of the municipality or municipalities whose property or properties, as shown on said lists are located within 200 feet of the property to be affected by said application. Said Notice was given by sending registered or certified mail to the last known address of the property owner or owners, as shown by the most recent tax list of the municipality or by handing copy thereof to the said property owner, and no one else.
2. Indicated below or attached are the names and addressed of all owners of property and when they were served, personally or by mail.

Sworn to and Subscribed  
Before me this    day  
Of            20 .

\_\_\_\_\_  
(signature of person making service)

PROPERTY OWNER CONSENT

We are the owners of Block \_\_\_\_\_, Lot \_\_\_\_\_, also known as \_\_\_\_\_  
\_\_\_\_\_. We hereby consent to the Variance Application  
being filed by \_\_\_\_\_ on our property which is to be heard by the Harrison  
Township Joint Land Use Board.

Dated: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_



Township of Harrison  
200' Adjacent Property Owner List



**200 FOOT ADJACENT PROPERTY OWNER LIST**

Attached is the list of property owners within 200 feet of Block \_\_\_\_\_ Lot \_\_\_\_\_ that was requested by:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Fee: (\$10.00 per block) \_\_\_\_\_ Paid: check# \_\_\_\_\_ cash \_\_\_\_\_

Please include the following Utility Companies on the list:

**Atlantic City Electric**  
**Mike Powers**  
**5100 Harding Highway**  
**Mays Landing, NJ 08330**

**Engineering Manager**  
**South Jersey Gas Co.**  
**1 South Jersey Plaza**  
**Hammonton, NJ 08037**

**New Jersey American Water Company Inc.**  
**1 Water Street**  
**Camden, NJ 08102**

**Construction Department**  
**Comcast Cable Co.**  
**901 West Leeds Avenue**  
**Absecon, NJ 08201**

**Verizon**  
**PO Box 16801**  
**Newark, NJ 08043**

If the above property listed also fronts on any State or County Highway, you must also notify the authorities below:

**NJ State Department of Transportation**  
**Planning Division**  
**P.O. Box 600**  
**Trenton, NJ 08625-0600**

**Gloucester County Dept. of Public Works**  
**Planning Division**  
**1200 N Delsea Drive**  
**Clayton, NJ 08312**

If the above property is within 200 feet of another municipality, you must also notify the Township Clerk of that municipality and request a 200' list of properties from that municipality.

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