LAKEWOOD TOWNSHIP PLANNING BOARD PROCEDURES

Submission dates, plan review meeting dates and public hearing dates for the current year are shown on the Planning Board Schedule included in the application package.

- Application package consist of the following:
  - Current Planning Board Submission/Meeting Schedule
  - Application form
  - Application fee and escrow fee schedule
  - Escrow agreement form
  - Subdivision & Site Plan checklist
  - Affidavit of Ownership form (if applicant is not the owner)
  - Certificate of Ownership of Applicant form (if applicant is a corporation)
  - W-9 form
  - Request for Certified List of owners within 200 feet of subject property form.
  - Sample notice for Plan Review Meeting

- Along with the above mentioned items, the following plans and data shall be submitted to the Planning Board office by the submission deadline of **3:00 PM**
  - Application & escrow fees
  - 2 copies of Subdivision/Site Plans
  - 2 copies of drainage calculations and soil erosion & sediment control plans (where applicable)
  - 2 copies of Architectural floor plans and elevations (all site plan applications)

- Upon receipt of the submission package, an administrative review and checklist compliance review letter will be prepared by the Planning Board office and forwarded to the applicants' engineer.
  - ◊ Any outstanding administrative items are to be addressed and returned by the date set forth in the letter.
  - ◊ Any revisions required on the plans per the checklist compliance review, should be addressed and thirteen (15) sets of the subdivision/site plans, and architectural floor plans and elevations (for site plan applications) returned by the date set forth in the letter.

- Upon review of the revised plans and data, a letter will be prepared by the Planning Board office and forwarded to the applicants' engineer. The letter will indicate the status of revised plans and the date of the next available plan review meeting.

- ❑ If the subject application requires a public notice, the following information shall be submitted to the Planning Board office, the Thursday prior to the Plan Review Meeting:
    - A copy of notice of public hearing letter forwarded to property owners within 200 feet of the subject premises.
    - White certified mail receipts; with date of mailing stamped by the post office, mailing the notice of public hearing letter to property owners within 200 feet of the subject premises, utility companies, etc.
    - Executed affidavit indicating proof of service of notice to the required owners, utility companies, etc.
    - Executed affidavit of publication of notice of public hearing from one of the following newspapers:
        -Asbury Park Press
        -Tri-Town News

Any questions, please call Kevin C. Kielt at (732) 364-2500 ext. 5238 or email at kkielt@lakewoodtwpnj.org

Be advised if submitting for "Zero Lot Line Administrative Minor Subdivision Approval", please contact the office for an abbreviated submission package.

LAKEWOOD TOWNSHIP

2011 PLANNING BOARD SCHEDULE

SUBMISSION DEADLINE 3:00 P.M.	PLAN REVIEW MEETING 6:00 P.M.	PUBLIC HEARING 6:00 P.M.
11/22/10	01/04/11	01/18/11
12/20/10	02/01/11	02/15/11
01/20/11	03/01/11	03/15/11
02/17/11	03/29/11	04/12/11
03/24/11	05/03/11	05/17/11
05/05/11	06/14/11	06/28/11
05/26/11	07/05/11	07/26/11
06/23/11	08/02/11	08/16/11
07/28/11	09/06/11	09/20/11
08/25/11	10/04/11	10/25/11
09/22/11	11/01/10	11/15/11
10/20/11	11/29/11	12/13/11
11/21/11	01/03/12	01/17/12

LAKEWOOD TOWNSHIP PLANNING BOARD APPLICATION

TO BE COMPLETED BY TOWNSHIP STAFF ONLY:

DATE FILED_____ APPLICATION NUMBER_____

TO BE COMPLETED BY APPLICANT:

1. APPLICANT'S NAME: _____
   ADDRESS_____
   PHONE NUMBER ( )_____ FAX NUMBER ( ) _____
   TAX IDENTIFICATION NUMBER_____
   FEDERAL TAX EXEMPTION NUMBER_____
2. OWNER'S NAME_____
   ADDRESS_____
   PHONE NUMBER ( ) _____FAX NUMBER ( )_____
3. APPLICANT'S ATTORNEY _____
   ADDRESS _____
   PHONE NUMBER ( )_____FAX NUMBER ( ) _____
4. APPLICANT'S ENGINEER _____
   ADDRESS _____
   PHONE NUMBER ( )_____FAX NUMBER ( ) _____
5. **APPLICANT REPRESENTS A REQUEST FOR THE FOLLOWING:**
   BLOCK_____ LOT_____ZONE_____

SUBDIVISION:

MINOR SUBDIVISION APPROVAL (2 LOTS) _____
MAJOR SUBDIVISION APPROVAL (PRELIMINARY)_____
MAJOR SUBDIVISION APPROVAL (FINAL)_____
NUMBER OF LOTS TO BE CREATED_____

SITE PLAN:

PRELIMINARY SITE PLAN APPROVAL_____
FINAL SITE PLAN APPROVAL_____
SITE PLAN INVOLVING LESS THAN ONE (1) ACRE_____
SITE PLAN INVOLVING ACCESSORY BUILDING _____
CHANGE OF USE SITE PLAN
EXISTING/LAST USE_____PROPOSED USE_____

AMENDMENT OR REVISION TO APPROVED SITE PLAN_____S/P #_____

WAIVER REQUESTED OF DEVELOPMENT STANDARDS AND/OR SUBMISSION REQUIREMENTS:_____

_____

VARIANCE FROM THE PROVISIONS OF CHAPTER _____
SECTION_____ OF THE LAKEWOOD TOWNSHIP CODE

SETBACK VARIANCES:
FRONT SETBACK PROPOSED:_____ REQUIRED:_____
SIDEYARD SETBACK PROPOSED:_____ REQUIRED:_____
REARYARD SETBACK PROPOSED:_____ REQUIRED:_____
LOT AREA: _____LOT FRONTAGE:_____

PARKING VARIANCES:
AMOUNT OF SPACES PROPOSED:_____ REQUIRED:_____
PROPOSED: SIZE _____REQUIRED:_____
VARIANCE PREVIOUSLY GRANTED: _____ DATE:_____

BRIEF NARRATIVE OF PROPOSED PLAN:

_____

_____

_____

6. NAME & LOCATION OF DEVELOPMENT: _____
7. LOCATION OF NEAREST INTERSECTION:_____
8. MAP DATED:_____PREPARED BY:_____
9. PRESENT USE: _____
10. PROPOSED USE:_____
11. LOT AREA:_____BUILDING AREA (GROUND FLOOR)_____
12. BUILDING AREA(TOTAL) _____# OF PARKING SPACES_____
13. AREA IN ACRES OF ANY ADDITIONAL ADJOINING LAND OWNED BY OWNER OR APPLICANT_____
14. ATTACH A COPY OF ANY DEED RESTRICTIONS OR COVENANTS THAT APPLY

SIGNATURE OF APPLICANT:_____

APPLICANT OR AUTHORIZED AGENT **MUST BE** PRESENT AT REGULAR MEETING AT WHICH ACTION IS TAKEN. IF A CORPORATION, APPLICANT **MUST BE** REPRESENTED BY AN ATTORNEY.

REAL ESTATE AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF OCEAN

RE: BLOCK: _____ LOT: _____

_____ _____

_____ _____

PROPERTY ADDRESS: _____

NAME OF APPLICANT: _____

TYPE OF APPLICATION: _____

Pursuant to the Revised General Ordinance of the Township of Lakewood, Chapter 2, Section 15A10, the applicant and/or owner of the aforesaid properties must show proof that all outstanding real estate taxes are current on the aforementioned properties.

Pursuant to the Township of Lakewood regulations, the Tax Collector's Office for the Township of Lakewood, certifies that all real estate taxes assessed against the above-mentioned properties are: **CURRENT:** _____

NOT CURRENT: _____ Taxes are open for _____year-quarters_____

Outside Tax Liens: _____, subject to Tax Sale: **YES** _____ **NO** _____

The Collector's Office further certifies that the tax records of the Township of Lakewood reflect that the above-mentioned properties are not subject to any municipal tax liens as of this date.

_____

_____

_____

Tax Collector's Office Certification

Signature of person attending

TITLE: _____

DATE: _____

SCHEDULE B APPLICATION FEES

1.	Certified list of property owners	$ 10.00
2.	Minor Subdivision	$ 350.00 + 75.00 /lot
3.	Major Subdivision:	
	Preliminary	$1,000.00
	Final	$ 500.00
4.	Preliminary Site Plans	$1,000.00
5.	Final Site Plans	$ 500.00
6.	Revisions/amendments to approved plan (each submission)	$ 250.00
7.	Resubmission/extension of expired approvals (Reaffirmation)	$ 250.00
8.	For Administrative Approval review and comment , change in permitted use	$ 250.00
9.	Publication of Notice of Determination** ****This fee is required for all submissions (add to the appropriate line item to compute total Application fee).**	$ 50.00
10.	Appeals & interpretation of zoning map	$ 100.00
11.	For a variance or other appeal where the premises Involves an existing single family dwelling	$ 100.00+ $ 25.00 each addit'l variance
12.	Bulk variance	$ 200.00+ $ 50.00 each addit'l variance
13.	Variance or other appeal/interpretation involving a use or structure:	
	Residential	$ 300.00
	Non-residential	$ 600.00

14.	Zone change application	$ 250.00
15.	Conditional use permit	$ 250.00
16	Building permit in conflict w/Official map or building permit for a lot not related to a street	$ 150.00
17.	Erection of a structure on an unimproved street pursuant To NJSA C40:55D-36 of Municipal Land Use Law	$ 150.00
18.	Plot Plan	
	New Construction	$ 100.00
	Addition	$ 50.00
19.	Tax Map Maintenance:	
	MINOR SUBDIVISION	
	For the first (2) lots created	$ 100.00
	For each additional lot	$ 50.00
	MAJOR SUBDIVISION:	
	Less than 10 Lots	$ 500.00
	11-50 Lots	$ 750.00
	51–100 Lots	$ 1,000.00
	100 + Lots	$ 1,500.00 +
	$250.00 for each additional 50 lot increment or portion thereof	
	Residential Condominium Projects:	$ 500.00 +
	$10.00 PER UNIT	

The foregoing application fees per revised ordinance of the Township of Lakewood, amending Chapter XVII entitled "Zoning" of the code of the Township of Lakewood, was duly passed upon second reading after public hearing at the regular meeting of the Township Committee, Township of Lakewood, held December 17, 1998 and was approved by the Mayor on December 17, 1998, and per amended fee schedule pursuant to ordinance no 2006-54 adopted by the Township Committee on August 10, 2006. The foregoing application fees were further amended & supplementing Chapter II (Administration) Section 2-36.4 (Fees) of the Revised General Ordinances of the Township of Lakewood, adopted on August 20, 2009 by the Lakewood Township Committee and ordinance no.2010-18 adopted by the Township Committee on March 25, 2010.

ESCROW FEES

Escrow funds in the amount specified herein shall be required relative to the following applications:

Minor Subdivision	$3,000.00

1. Sketch plat for Major Subdivision, Preliminary Major Subdivision and Preliminary Site Plan approval for residential use:

0-10 lots or units	$3,500.00
11-25 lots or units	$4,500.00
26-100 lots or units	$5,000.00+$25.00 per lot
101 + lots or units	$6,000.00+$20.00 per lot

2. Final Major Subdivision and Final Site Plan approval for residential use:

1-10 lots or units	$1,250.00
11-25 lots or units	$1,750.00
26-100 lots or units	$2,500.00+$20.00 per lot
101+ lots or units	$3,000.00+$15.00 per lot

3. Nonresidential Site Plan approval, inclusive of Minor Site Plan:

Preliminary up to two (2) acres	$4,250.00
Over two (2) acres	$4,250.00+$300.00 per acre
Final up to two (2) acres	$2,250.00
Over two (2) acres	$2,250.00.+$150.00 per acre

4. Variance applications:
   a) Hear & decide application appeals $250.00
   b) Interpretation of Zoning Map/Ordinances $250.00
   c) Hardship variances
      Residential: $150.00 for the first Category, plus $75.00 for each additional Hardship variance (i.e. per dimension, lot, unit, etc.)
      Non-residential: $300.00 for the first Category, plus $150.00 for each additional Hardship variance (i.e. per dimension, lot, unit, etc.)
   d) Use variance:
      Residential: $ 500.00
      Non-residential: $1,500.00
   e) Conditional Uses: $ 500.00
   f) Building permit in conflict w/Official Map or for a lot not related to a street $ 500.00
   g) Erection of a structure on an unimproved street pursuant to NJSA C40:55D-36 of the Municipal Land Use Law $ 500.00

5. Amended Development Applications, extensions, re-approvals and Zone Change Requests:
   a) Re-approval of Subdivision or Site Plan — 50% of original fee
   b) Extension of Preliminary or Final Major Subdivision or Site Plan approval — $750.00
   c) Amended Preliminary or Final Major Subdivision or Site Plan Approval — $50% of original fee
   d) Zone change application — $1,500.00

6. Miscellaneous Escrow Fees:
   a) Exception to Design & Performance Standards: $250.00 for one Category Design or Performance Standard + $150.00 for each Additional category
   b) Change in Use application for a use specifically permitted in a zone $500.00

The foregoing application and escrow fee per revised Ordinance of the Township of Lakewood, amending Chapter XVII, entitled "Zoning" of the Code of the Township of Lakewood, was duly passed upon second reading after public hearing at the regular meeting of the Township Committee, Township of Lakewood, held December 17, 1998 and was approved by the Mayor on December 17, 1998, and per amended fee schedule pursuant to ordinance no 2006-54 adopted by the Township Committee on August 10, 2006 and ordinance no.2010-18 adopted by the Township Committee on March 25, 2010.

ESCROW AGREEMENT

I understand that the sum of $_____has been deposited in an escrow account. In accordance with the Ordinances of the Township of Lakewood, 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. Sums not utilized in the review process shall be returned. Upon notification by the Board Secretary, if additional sums are deemed necessary, I understand that I shall add that sum to the escrow account within fifteen (15) days of the receipt of request.

_____ _____

SIGNATURE OF APPLICANT DATE

Please provide the name, address and telephone number of a contact person who will be notified if additional escrow is necessary.

_____ _____

PRINT NAME ADDRESS

_____

_____

PHONE

DEAR ENGINEER:

PLEASE COMPLETE CHECKLIST AS IT PERTAINS TO THE SUBJECT APPLICATION. PLEASE CIRCLE THE ITEMS THAT HAVE BEEN ADDRESSED.

FOR ANY ITEM THAT HAS NOT BEEN ADDRESSED, LEAVE BLANK AND ADVISE INTENTION/REMARKS ON THE BACK PAGE. (I.E. WAIVER REQUEST, ETC.)

IN ADDITION, ON THE BACK PAGE, PRINT THE PREPARER'S NAME WITH SIGNATURE ABOVE AND THE DATE PREPARED.

Thank You

Land Development Checklist

CHECK LIST

A. PLAT SPECIFICATIONS	Minor Subdiv	Prelim MajSub	Final MajSub	Major Site Plan	Minor Site Plan
1. Plat clearly and legibly drawn or produced at a scale not smaller than one inch equals 50 feet.	X	X	X	X	X
2. Sheet size either 8.5" x 11", 11 by 17, 15 by 21, 18 by 24, 24 by 36, or 30 by 42.	X	X	X	X	X
3. Plans shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their relationship to the site and the immediate environs.				X	X
4. Plans shall be prepared by an architect, planner, or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress.				X	X
5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plan of ten acres or more, or involving storm water detention facilities, or traversed by water course.				X	
6. Plans shall be prepared by a licensed land surveyor which shows existing conditions and exact location of physical features including metes and bounds, drainage, waterways, specific utility locations and easements. Survey information may, however, be transposed to a site plan if the date of the survey and by whom and for whom it was prepared is noted on the site plan, and a signed sealed copy of the survey prepared by a licensed land surveyor must accompany the site plan submission.	X	X	X	X	X
7. Property line shown in degree, minutes, and seconds.	X	X	X	X	X
8. Key map or tax map showing location of tract to be considered in relation to surrounding area.	X	X	X	X	X
9. Title block containing name of preparer, lot and block numbers, tax map sheet number, date prepared, and date of last amendment.	X	X	X	X	X
10. Each block and lot numbered in conformity with the municipal Tax map as determined by the municipal tax assessor.	X	X	X	X	
11. Scale of map, both written and graphic.	X	X	X	X	X

CHECK LIST

	Minor Subdiv	Prelim MajSub	Final MajSub	Major Site Plan	Minor Site Plan
12. North arrow giving reference meridian.	X	X	X	X	X
13. Space for signatures of chairman, secretary, and engineer of the approving authority and all required certifications pursuant to the NJ Map Filing Law.	X	X	X	X	X
14. Names of all property owners within 200 feet of subject property attached thereto.	X	X		X	X
15. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X	X	X	X
16. Zoning district in which parcel is located and a zoning schedule listing all requirements of the zone district and a notation of any variances.	X	X	X	X	X
17. General notes identifying the name and address of the property and applicant, acreage of affected parcel to the nearest hundreth of an acre, and the existing and proposed use.	X	X	X	X	X
18. Number and size of lots after subdivision to be designated.	X	X	X	X	X
B. SITE FEATURES					
1. Topography of the site.	X	X		X	X
2. Topography within 200 feet thereof.		X		X	
3. Contours on the site to determine the natural drainage of the land.	X	X		X	X
4. Contours of the area within 200 feet of the site boundaries.		X		X	
5. Flood plains, wetlands, wetland buffers. If any portion of the project contains wetlands or wetland buffers, proof of submission of a letter of interpretation to the NJDEP shall be required.	X	X	X	X	X
6. Natural and artificial water courses, streams, shore lines, water boundaries, and encroachment lines.	X	X	X	X	X
7. Wooded areas.	X	X		X	X
8. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X	X	X	X	X

CHECK LIST

	Minor Subdiv	Prelim MajSub	Final MajSub	Major Site Plan	Minor Site Plan
B. SITE FEATURES					
9. Man-made features on-site.	X	X	X	X	X
10. Man-made features within 200 feet thereof.		X		X	
C. IMPROVEMENTS					
1. Location of existing and proposed structures and their set backs from existing and proposed property lines.	X	X	X	X	X
2. Location of all existing and proposed easements or rights of way, including power lines.	X	X	X	X	X
3. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains, and other man-made installations affecting the tract.	X	X	X	X	X
4. Location of existing and proposed wells and septic systems.	X	X	X	X	X
5. When applicant intends to use conventional septic disposal system, location of test holes, test results and approximate location of the intended disposal field.		X		X	
6. Plans and profiles of proposed utility layouts such as sewers, storm drains, and water, showing feasible connection to existing proposed utility systems.		X		X	X
7. Location and description of monuments and other survey markers whether set or to be set.	X		X		
8. Location, names, and widths of all existing and proposed streets on the property and within 200 feet of tract.	X	X	X	X	X
9. Required road dedication or road widening easements.	X		X	X	X
10. Shade trees.		X	X	X	X
11. Proposed or existing easements (i.e., utility, sight triangle, access).	X	X	X	X	X
12. Proposed drainage easements where required.	X	X	X	X	X
13. Environmental Impact Statement.		X		X	
14. Tree Protection Management Plan.		X		X	

CHECK LIST

	Minor Subdiv	Prelim MajSub	Final MajSub	Major Site Plan	Minor Site Plan
15. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.				X	
16. Soil erosion and sediment control plan consistent with requirements of the local soil conservation district.		X		X	
17. Design calculation showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.		X		X	
18. The purpose of any proposed easement of land reserved or dedicated to the public or common use shall be designated and the proposed use of sites other than residential shall be noted.		X	X	X	X
19. Identification by type and nearest street intersection of existing public utilities.				X	
20. Shade tree easement, if necessary.	X	X	X	X	
21. Architectural drawings of the proposed structures – generalized elevations (all four sides of non-residential) and floor plans.				X	X

PLANS PREPARED BY:

_____

Print Company & Preparer's Name

_____ _____

Preparer's Signature Date

WAIVER REQUESTS:
(Submit Reasons)

AFFADAVIT OF OWNERSHIP

STATE OF NEW JERSEY
} ss.
COUNTY OF _____

_____ of full age, being duly sworn according to law

on oath deposes and says, that the deponent resides at

_____

in the municipality of _____

in the County of _____ and the State of _____;

that _____ is the owner in fee of all that certain lot, piece or parcel of land situated, lying, and being in the municipality aforesaid, and known and designated as

Block _____Lot(s)_____

_____
(Owner to Sign Here)

Sworn to and subscribed,

before me, this _____

day of _____20__

_____
A Notary Public of New Jersey

AUTHORIZATION

(If anyone other than above owner is making this application, the following authorization must be executed.)

TO THE PLANNING BOARD

_____ is hereby authorized to make the within application.

Dated: _____20__ _____
(Owner to Sign Here)

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.

NAME	ADDRESS
1.	
2.	
3.	
4.	
5.	

Please check the appropriate box:

CORPORATION OF N.J._____

PARTNERSHIP _____

LLC OF NEW JERSEY _____

OTHER _____

* Where corporation/partnerships owns 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/individuals partners exceeding the 10% ownership criterion have been listed.

_____

Signature of Officer/Partner **Date**

_____

Name of Applicant Corporation/Partnership

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See **Specific Instructions** on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

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

☐ Other (see instructions) ▶

☐ Exempt payee

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

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

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

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

TOWNSHIP OF LAKEWOOD
231 THIRD STREET
LAKEWOOD, NEW JERSEY 08701

(732)364-2500
FAX (732) 905-5968

PLANNING BOARD_____X_____ REQUEST FOR CERTIFIED LIST

ZONING BOARD_____ DATE: _____

RE: BLOCK # _____

LOT #_____

I hereby request a list of property owners within 200 feet of the above referenced block and lot.

Enclosed is a check in the amount of ten dollars ($10.00) which is the fee for the list. **In addition, a copy of the tax map with the lot(s) highlighted is included.**

Please be advised, a list cannot be ordered without a copy of the tax map.

Very truly, yours,

_____
NAME

_____
ADDRESS

_____
CITY STATE ZIP

_____
TELEPHONE #

_____
FAX #

TOWNSHIP OF LAKEWOOD

Planning Board

PLEASE TAKE NOTICE THAT ON THE _____ day of _____20 _____, at the Lakewood Municipal Building, 231 Third Street, the Planning Board will hold a hearing on the application of the undersigned, at which time and place all interested persons will be given an opportunity to be heard. Said meeting will take place at 6:00 p.m.

The location of the premises in question is located in the _____ Zoning District, Tax Map Page _____ Block _____Lot _____ and more commonly known as :

_____

Street Address

The applicant is seeking

_____

_____

for the purpose of _____

_____

A copy of said application and documents is on file with the Secretary of the Planning Board and may be inspected from 8:00 a.m. to 4:00 p.m. Monday through Friday, except on the day of the hearing, said map may be inspected from 8:00 a.m. to 12:00 p.m. at 231 Third Street, Lakewood, New Jersey, by all interested parties prior to said meeting.

_____

Signature of Applicant

_____

_____

Address

_____

Date