

## LAKWOOD TOWNSHIP PLANNING BOARD PROCEDURES

*Please refer to the attached calendar for approximate submission dates and Board meeting dates for the current year.*

- This application package consists of the following:
  - 2-page Application form
  - One check for all Application fees, and one check for all Escrow fees
  - Escrow agreement form
  - Checklist
  - Affidavit of Ownership form
  - Certificate of Ownership of Applicant form
  - W-9 form, including birthdate noted on the bottom for any personal account
  - Request for Certified List of owners within 200 feet (if not already requested)

**SUBMISSION PROCEDURE – Please fold all plan sets. Rolled sets of plans will be discarded.**

- The following documents shall be **emailed (as PDF's) to the Board Administrator**, along with delivered or mailed hard copies:
  - 2 copies of the application package, as outlined above
  - 3 copies of subdivision or site plans (one will be sent from this office to the Fire District for their review)
  - 2 copies of the property survey
  - 1 copy of drainage calculations, environmental impact statements, traffic studies, etc., if applicable
  - 2 copies of architectural floor plans and elevations, if applicable
  - Proof of submission to the Shade Tree Commission (see below)
- Additional copies of the initial submission shall be mailed as follows:
  - A copy of the plans and 2-page application form to:
    - Craig Thiebault, Shade Tree Commission, 1253 Ridge Ave, Lakewood, NJ 08701
- Upon receipt of the submission package, an administrative and checklist review letter will be prepared by the Planning Board Administrator and addressed to the applicants' engineer.
  - Any outstanding administrative items are to be addressed and submitted, along with any plan revisions, as detailed in the letter.
- Upon review of the revised documents, the Planning Board Administrator will issue a letter to the project engineer indicating a virtual Plan Review Meeting date for the project.

## PLAN REVIEW AND SUBSEQUENT PUBLIC HEARING PROCEDURE

- ❑ Instructions for joining virtual Plan Review meetings will be provided by the Board Administrator via email, one week prior to the meeting. These meetings are generally held once a month on Tuesdays at 1pm. They are typically attended by the Applicant's and Board's Professionals. Plan Review meetings are not open to the public.
- ❑ The Board Engineer will review the application and issue a review letter prior to this informal meeting. This letter will guide the application discussion at the Plan Review Meeting.
- ❑ At the Plan Review meeting, the applicant will be directed to revise the application documents as per the Board Engineer's initial review letter. All revisions shall be submitted via email to the Board Administrator, followed by submission of two hard copies of any revised documents. One copy will be held in the Township's files for public inspection, and one copy will be forwarded by this office to the Board Engineer for a completeness review prior to scheduling the application for a Public Hearing.
- ❑ Scheduling of the Public Hearing will occur after the Board Engineer has found all submitted documents to be acceptable for Board action. Should the revised plans not provide sufficient information, additional revisions may be required.
- ❑ Approximately 3 weeks prior to a Public Hearing, the Board Administrator will send a general group email to all professionals with scheduled applications. This email also serves to alert the Board of the upcoming applications. This email will contain additional requests regarding legal notices and bringing paper copies of the application documents to the hearing for the Board's review.
- ❑ For those projects requiring public notice, the following information shall be submitted to the Planning Board office via mail *and email* by the Thursday prior to the Public Hearing:
  - A copy of the notice provided to the public
  - Copies of certified mail receipts
  - Executed affidavit indicating proof of service of notice
  - Executed affidavit of publication from one of the following newspapers:
    - Asbury Park Press
    - Star Ledger

## RESOLUTION ADOPTION AND RESOLUTION COMPLIANCE PROCEDURES

- ❑ After Board action, the Board Attorney's office will draft a Resolution of Approval or Denial. They will circulate this draft via email to the applicant's professionals for review and comment.
- ❑ The draft resolution will be scheduled on a Public Hearing agenda for adoption, typically the second meeting of the month following Board action. The draft version will be posted in the online Public Hearing folder for review by the Board.
- ❑ After adoption, the signed resolution will be posted in the online public folder in the folder titled "(Year) Resolutions." The Board Administrator will send a Notice of Determination to the Star Ledger for publication. The "NOD Affidavits" are posted to the same Resolutions folder as they are received from the newspaper.
- ❑ All applications must submit revised plans for "resolution compliance," addressing any outstanding comments in the Board Engineer's review letter and any conditions imposed at the public hearing. This shall be submitted via email to the Board Administrator, as well as one paper copy directly to the Board Engineer at

Dave Magno, P.E., P.P., C.M.E.  
**Remington & Vernick Engineers**  
212 Fourth Street  
Lakewood, NJ 08701

- ❑ Once the Board Engineer deems the documents compliant with the resolution, paper plans and/or subdivision mylars can be submitted to the Board Administrator for signature. Generally, mylars are received in sets of three (2 get filed by the applicant at the County Clerk) and paper signature plans are received in sets of 4-6 (3 are kept by these offices and the remaining are returned to the applicant).

**Please email the Board Administrator, Ally Morris, at [amorris@lakewoodnj.gov](mailto:amorris@lakewoodnj.gov), with any questions and copies of all submissions**

**\*If you are submitting for Zero Lot Line/Administrative Minor Subdivision Approval or a Change of Use/Site Plan Exemption, please refer to those specific application packages for the application forms, which differ from those used for Site Plans and Subdivisions**

# 2024 LAKEWOOD TOWNSHIP PLANNING BOARD SCHEDULE

Plan Review meetings are scheduled on a rolling basis after a complete submission package is received by the Board Administrator. **Afternoon Plan Review** meetings are held virtually, generally once a month on Tuesdays. Anticipated meeting dates for 2024 are:

1/16/24	4/16/24	7/16/24	10/15/24
2/13/24	5/14/24	8/13/24	11/19/24
3/19/24	6/11/24	9/17/24	12/10/24

As per the direction of the Board, the selection of a public hearing date for a project will be made **after** the Plan Review meeting and **after** the Board Engineer has deemed the revised submission documents complete for purposes of a public hearing.

**Public Hearing scheduling is largely dependent upon the timely submission of well-completed plans that address all comments from Board Engineer’s first review letter and any comments from the Plan Review meeting.** 6:00 Public Hearings are held in-person at 231 Third Street, generally twice a month on Tuesdays.

## Advertised Public Hearing dates for 2024

<b>1/9/24</b>	<b>7/9/24</b>
<b>1/23/24</b>	<b>7/23/24</b>
<b>2/6/24</b>	<b>8/6/24</b>
<b>2/20/24</b>	-
<b>3/12/24</b>	<b>9/10/24</b>
<b>3/26/24</b>	<b>9/24/24</b>
<b>4/9/24</b>	<b>10/8/24</b>
-	-
<b>5/7/24</b>	<b>11/12/24</b>
<b>5/14/24</b>	<b>11/26/24</b>
-	<b>12/3/24</b>
<b>6/18/24</b>	<b>12/17/24</b>

# LAKWOOD TOWNSHIP PLANNING BOARD APPLICATION

## TO BE COMPLETED BY TOWNSHIP STAFF ONLY:

DATE FILED \_\_\_\_\_ APPLICATION NUMBER \_\_\_\_\_

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## TO BE COMPLETED BY APPLICANT:

1. APPLICANT'S NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS ( ) \_\_\_\_\_ PHONE NUMBER ( ) \_\_\_\_\_

2. OWNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS ( ) \_\_\_\_\_ PHONE NUMBER ( ) \_\_\_\_\_

3. APPLICANT'S ATTORNEY \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS ( ) \_\_\_\_\_ PHONE NUMBER ( ) \_\_\_\_\_

4. APPLICANT'S ENGINEER \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS ( ) \_\_\_\_\_ PHONE 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 \_\_\_\_\_

ADMINISTRATIVE MINOR SUBDIVISION \_\_\_\_\_

### **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.

# Land Development Checklist

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

A. PLAT SPECIFICATIONS	Minor Sub	Prelim Major Sub	Final Major Sub	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"x11", 11"x17", 18"x24", or 24"x36"	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
12. North arrow giving reference meridian.	X	X	X	X	X



# Land Development Checklist

	Minor Sub	Prelim Major Sub	Final Major Sub	Major Site Plan	Minor Site Plan
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 hundredth 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
19. Digital PDF copies all submissions, in the mode requested by the Board Secretary (for Planning Board, please email to amorris@lakewoodnj.gov)	X	X	X	X	X
20. Written approval of the project by the Department of Public Works with respect to trash pick-up and snow plowing		X		X	
21. Traffic Study		X		X	
22. Proof of submission to the Ocean County Planning Board	X	X	X	X	X
<b>B. SITE FEATURES</b>					
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

# Land Development Checklist

	Minor Sub	Prelim Major Sub	Final Major Sub	Major Site Plan	Minor Site Plan
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
9. Man-made features on-site.	X	X	X	X	X
10. Man-made features within 200 feet thereof.		X		X	
<b>C. IMPROVEMENTS</b>					
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

# Land Development Checklist

	Minor Sub	Prelim Major Sub	Final Major Sub	Major Site Plan	Minor Site Plan
13. Environmental Impact Statement.		X		X	
14. Tree Protection Management Plan.		X		X	
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	X	X

**PLANS PREPARED BY:**

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Print Company & Preparer's Name

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Preparer's Signature

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Date

**WAIVER REQUESTS:**

(Submit Reasons)

**AFFIDAVIT OF OWNERSHIP**

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_ } ss.

\_\_\_\_\_ 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.

<u>NAME</u>	<u>ADDRESS</u>
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**

# 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: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p style="text-align: right;">email address: _____</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                     <input type="checkbox"/> C Corporation                     <input type="checkbox"/> S Corporation                     <input type="checkbox"/> Partnership                     <input type="checkbox"/> Trust/estate             </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____             </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____             </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

<b>Social security number</b>						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> </tr> </table>			-		-	
		-		-		
<b>or</b>						
<b>Employer identification number</b>						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; height: 20px;"></td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> </tr> </table>			-			
		-				

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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## General Instructions

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

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

### Purpose of Form

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

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

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

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

# 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

\_\_\_\_\_  
EMAIL ADDRESS\*\*\*

***\*\*\*this is required by the Township in order to return excess escrow funds after project completion***



## SCHEDULE B APPLICATION FEES

*(please submit one check for the total calculated below)*

1.	Certified list of property owners	\$ 10.00
2.	Minor Subdivision	\$ 350.00 + 75.00 /lot
3.	Major Subdivision: Preliminary Final	\$1,000.00 \$ 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** <b>**This fee is required for all submissions</b>	\$ 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 Non-residential	\$ 300.00 \$ 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.	For a Zoning Permit	\$ 25.00
19.	Plot Plan	
	New Construction	\$ 100.00
	Addition	\$ 50.00
20.	Tax Map Maintenance:	
	<u>MINOR SUBDIVISION</u>	
	For the first (2) lots created	\$ 100.00
	For each additional lot	\$ 50.00
	<u>MAJOR SUBDIVISION:</u>	
	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	
21.	Concept Plan Review	\$ 100.00
22.	<i>Stenography Fee</i>	\$ 75.00
	<i>**This fee is no longer collected, as the Town no longer provides stenography services</i>	

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, and ordinance no.2013-78 adopted by the Township Committee on December 5, 2013, and ordinance no. 2016-16 adopted by the Township Committee on March 17, 2016.

## 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	
<u>Residential:</u> \$150.00 for the first Category, plus \$75.00 for each additional Hardship variance (i.e. per dimension, lot, unit, etc.)	
<u>Non-residential:</u> \$300.00 for the first Category, plus \$150.00 for each additional Hardship variance (i.e. per dimension, lot, unit, etc.)	
d) Use variance:	
<u>Residential:</u>	\$ 500.00
<u>Non-residential:</u>	\$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 |
7. Concept Plan Review: \$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 and ordinance no.2013-78 adopted by the Township Committee on December 5, 2013.

PLANNING & ENGINEERING DEPARTMENT  
TOWNSHIP OF LAKEWOOD  
212 FOURTH STREET  
LAKEWOOD, NEW JERSEY 08701

(732) 364-2500 x5238  
[amorris@lakewoodnj.gov](mailto:amorris@lakewoodnj.gov)

## REQUEST FOR CERTIFIED LIST

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.

**A copy of the tax map with the lot(s) highlighted is recommended but not required.**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE #

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
EMAIL

Preferred method of delivery:

Pick up  Mail  Fax  Email