

**HARDING TOWNSHIP  
PLANNING BOARD AND BOARD OF ADJUSTMENT**

**APPLICATION INSTRUCTIONS AND PROCEDURES**

**GENERAL**

The following instructions regarding applications, (including appeals/variances) to the Planning Board or the Board of Adjustment, (PB or BOA), are for the benefit of individuals applying to either Board for approval of a development proposal, project or a variance. Where legal questions arise, it is suggested that the applicant consult with legal counsel. The Boards are guided by the New Jersey Municipal Land Use Law and operate in accordance with Chapter 105 of the Harding Township Code. Applicants are encouraged to obtain a copy of the township's *Land Use and Development Ordinance* containing all application requirements and procedures.

**APPLICATION FORMS**

Application forms are available from the Planning and/or Adjustment Boards' Administrator, (PABA). All applications must be accompanied by *Certification of Tax Status* with the first portion completed by the applicant. All taxes and assessments, (if any), must be current before an application will be deemed complete.

To appeal a decision of the building Inspector, an *Application for Variance/Notice of Appeal* form must be filed with the Building Inspector within 65 days of his decision date. Applications addressed directly to the BOA without first receiving a decision from the Building Inspector are to be filed directly with the Boards' Administrator.

All applications (except as noted above for Appeals of the Building Inspector's decision), shall be filed with the PABA at the following address:

**IN PERSON TO:**

Lori Taglairino, Planning Board & Board of Adjustment  
Kirby Municipal Building  
21 Blue Mill Road  
New Vernon, NJ 07976

**BY MAIL TO:**

Lori Taglairino, Planning Board & Board of Adjustment  
P.O. Box 666  
New Vernon, NJ 07976-0666

**Telephone:**

973.267.8000  
Lori- Ext. 1951

**Email Address:**

Lori- [ltaglairino@hardingnj.org](mailto:ltaglairino@hardingnj.org)

6/7/2016

## **FEES**

No application will be accepted for review and processing until and unless the applicable fees are paid by the applicant. Consult Chapter 71 of the Township Code for the applicable fees which must be paid in connection with your application.

## **APPLICATION CHECKLISTS**

An application for development filed with the Planning Board or the Board of Adjustment shall not be deemed complete and will not be scheduled before either Board until all of the documents and information set forth on checklists A through C, applicable to the particular type of application, have been submitted, unless, upon receipt of a written request from the applicant, a specific requirement is waived by the Board or the Planning and Adjustment Boards' Administrator. Checklists A through C, which follow, apply to the following types of applications:

- **Checklist A:** All applications except applications for special flood hazard development permits, variances, appeals of decisions of the Zoning Officer and requests for interpretation or for direction for the issuance of building permits.
- **Checklist B:** Applications for variances, appeals of decisions of the Zoning Officer and requests for interpretation or for the direction for issuance of building permits.
- **Checklist C:** Special flood hazard development permits.

## **PLANS, DRAWINGS AND SUPPORTING DOCUMENTS**

16 copies of all documentation, including application forms, plans and other documentation are required for applications to the Board of Adjustment. Generally 20 collated copies of all application forms, plans and other documentation are required for the Planning Board. Consult the applicable checklist to be sure that you are submitting the proper number of exhibits. **All plans are required to be folded** to fit, as best as practicable, a standard legal size file folder. Plans should be folded so that the "title block" is visible on the front of the folded plan. Please confirm the number of copies with the Board Administrator prior to generating the copies-uncollated and/or unfolded applications will not be accepted.

## **BLOCK AND LOT INFORMATION**

Applicants are advised to check with the Tax Assessor to determine the correct current block and lot for the subject property, as well as the correct proposed block and lot numbers for any new lots being proposed as part of the application.

## **PUBLIC HEARINGS AND NOTICE REQUIREMENTS**

Applications for variances, and major site plans and major subdivisions (and minor subdivisions with variances); require public notice and a public hearing prior to a decision being rendered by the Board hearing the application. Notice is required to be given to surrounding property owners within 200 feet of the subject property. A form is available for your use in notifying surrounding property owners. The applicant is responsible for obtaining a current list of property owners from the Harding Township Tax Assessor. The list will be certified at the time it is obtained, but the applicants are advised to be sure that the list is current in order to give proper notice.

Notice may be given by serving a copy of the form to the owner or his agent at the property or by mailing a copy by certified mail to the owner at the address shown on the certified list you received from the Tax Assessor. A return receipt is not required. Notice to a partnership may be made by service to any partner. Notice to a corporation may be made by service upon its president, vice-president, secretary or other person authorized by appointment or law to accept service on behalf of the corporation. Notice is also required to be published in the township's official newspapers. A form is available for your use or you can prepare your own notice provided it is in a similar form and meets all statutory requirements. **Notice must always be given and published at least 10 days prior to the date the hearing is scheduled.** The 10 day period should not include the day of the hearing or the publication date. You will be notified when the date has been scheduled, but it is the applicant's responsibility to be sure that notice is given in accordance with state law.

The applicant is required to execute (with Notary witness), an *Affidavit of Service and Publication* to confirm that all notice requirements have been met. The Affidavit should be filed with the Secretary prior to the hearing date in order for the application to proceed.

### **DETERMINATION OF COMPLETENESS**

All applications must be found complete prior to scheduling on a Board's agenda. A determination of completeness is in no way an evaluation of the adequacy or acceptability of the information submitted and shall not be construed as diminishing the applicant's obligation to prove in the application process that he is entitled to approval of the application. The Board may subsequently require correction of any information found to be in error and submission of additional information not specified in the Harding Township Code or any revisions in the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for the development have been met.

### **WAIVER REQUESTS (SUBMISSION REQUIREMENTS)**

Applicants requesting a waiver from a SUBMISSION requirement must check the appropriate space on the applicable checklist for the application. The request for a waiver of any submission requirement will be decided commensurate with determination of COMPLETENESS by the Planning and Adjustment Board's Administrator or the applicable Board to which the application is made. If the Administrator or the Board determines that the applicant must submit the required documentation, the applicant shall be deemed INCOMPLETE and will not be processed or heard by the Board until the requirement has been fulfilled.

### **COUNTY APPROVAL**

If the project requires the approval of the Morris County Planning Board, you are required to submit the application together with any supporting documentation, and the applicable fee to the appropriate township's Board Administrator. Your check should be made payable to the *Treasurer of Morris County*. The township will file the application for you. An application form is available from the PABA. (It is preferred that this is filed directly by the applicant providing confirmation is given to the Board Administrator that it has been filed.)

### **APPLICANT ATTENDANCE**

The applicant or his representative is expected to appear before the Board when his/her application is scheduled to be heard. Applicants may appear in person or by counsel, except that all corporations MUST be represented by counsel.

### **DECISIONS**

The Board to which your application has been made has a statutory time frame in which to act. Failure to act within the time frame applicable, without an extension granted by the applicant, will cause the application to be deemed approved. In such an event, the Township Clerk may issue a certification indicating that the application was approved because the time period lapsed. Such a certification shall serve in lieu of written endorsement by the Board. When the Board renders its decision, the PABA will arrange for a notice to be published in the official newspaper and will furnish you with a copy of the Board's decision. All decisions are in the form of a resolution which is memorialized *after* the Board has voted to approve or deny the application. A variance(s) granted by the Board of Adjustment expires after one year if not acted upon.

<b>For Office Use Only:</b>
Fees paid on:
Appl. Fee:
Other Fee:
Escrow:

**APPLICATION FOR**  
**CONCEPT PLAN REVIEW**

<b>For Office Use Only:</b>
Block:
Lot:
Appl. #
Applicant:
Received on:

**Township of Harding**  
**Morris County, New Jersey**

To: The Planning Board of the Township of Harding,  
The undersigned applicant hereby requests an informal review of a concept plan for the following type of development:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Minor Subdivision | <u>Type of Application</u>                 | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Major Subdivision |  |
| <input type="checkbox"/> Minor Site Plan   | <input type="checkbox"/> Major Site Plan   | <input type="checkbox"/> Other _____     |

Applicant's name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Present Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Correspondence to be sent to: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Email \_\_\_\_\_

Status of Applicant:  Individual     Partnership     Corporation

Please provide the name, address, telephone and email of other professionals (if any):  
(Note: Correspondence will be sent to Attorney)

Attorney: \_\_\_\_\_

Engineer: \_\_\_\_\_

Architect: \_\_\_\_\_

Planner: \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ of property.

Name of public street giving access to the subject property: \_\_\_\_\_

Zoning District(s) in which the subject property is located: \_\_\_\_\_

Size (in acres) of the entire tract: \_\_\_\_\_ If subdivision, how many lots? \_\_\_\_\_

Give area of each lot \_\_\_\_\_

Describe the proposed use of the property or building(s) \_\_\_\_\_

Date \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_

<b>For Office Use Only:</b>
Fees paid on:
Appl. Fee:
Other Fee:
Tech. Rev. Fee:

**APPLICATION FOR DEVELOPMENT**

**To the  
Planning Board/Board of Adjustment  
Harding Township, New Jersey**

<b>For Office Use Only:</b>
Block:
Lot:
Appl. #
Applicant:
Received on:

Application is hereby made to the Planning Board/Board of Adjustment for approval of a:

<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Preliminary Major Subdivision	<input type="checkbox"/> Preliminary Major Site plan	<input type="checkbox"/> Variance
<input type="checkbox"/> Final Major Subdivision	<input type="checkbox"/> Final Major Site Plan	<input type="checkbox"/> Other _____

**Section 1. Applicant Information**

Name of applicant:		
Mailing address (fill in all requested information below)		Telephone
Fax		
Name of owner (if other than applicant):		
Mailing address (fill in all requested information below)		Telephone
Fax		
If applicant is not the owner, state legal relationship to owner:		
If represented by an attorney or other consultants, list below.		
Name (fill in all requested information below)	Address	Telephone
Fax		
Attorney:		
Architect:		
Surveyor:		
Engineer:		
Planner:		

**Section 2. Description of Property and Proposed Use**

Property location (street):	
Block:	Lot:
Zoning District:	
Existing and proposed use of building(s) or land:	
Is the property included within a Historic District as shown in the Harding Township Master Plan? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which district?	
Were any buildings on the property constructed prior to 1915? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the property is located in the R-1 or R-2 zone, were any accessory buildings constructed prior to	

1945? Yes [ ] No [ ]
If this application or an application substantially similar to this application has been before the Planning Board or Board of Adjustment previously, please indicate the date (year) of the application and to which Board it was made:
Year: Planning Board [ ] Board of Adjustment [ ]

**Section 3. Submission Requirements**

Each Application for Development must be accompanied by <b>Checklist A</b> along with all of the documents and plans listed in the checklist and applicable fees as set forth in Chapter 71 of the Harding Township Code.
Application form(s), Checklist A, required documents and plans must be copied (see Checklist A for number of copies) and collated by the applicant for submission to the Board Administrator. All engineering/architectural plans should be folded to letter or legal size with the title block visible in the lower right hand corner.
If a variance is requested in conjunction with your development application, submit the requisite number of copies of an Application for Variance/Notice of Appeal form and any applicable fees in accordance with Chapter 71, but do <u>not</u> submit Checklist B (variance checklist) in connection with a variance request associated with an application to the Planning Board.

**Section 4. Applicant Certifications**

<p>I hereby authorize the Township of Harding to contact _____ in connection with the collection of any fees or charges in connection with this application.</p> <p>I certify that all of the above statements and all representations contained in the attached exhibits submitted herewith, are true.</p>	
_____ Signature of Applicant (Date)	_____ Signature of Applicant (Date)
<p><b>Authorization:</b> (To be signed by the owner, if other than applicant)  <b>The undersigned owner(s) of the premises described herein, consents to the forgoing application and agrees to be bound by the action taken thereon.</b></p>	
_____ Signature of Owner (Date)	_____ Signature of Owner (Date)

Prepared by:  
Susan C. Kimball, PP  
**REVISED: 6/21/02**  
DevelopmentApplication.doc

<b><u>For Office Use Only:</u></b>
Fees paid on:
Appl. Fee:
Other Fee:
Tech. Rev. Fee:

**APPLICATION FOR VARIANCE**

**NOTICE OF APPEAL**

**To the  
Board of Adjustment/Planning Board  
Harding Township, New Jersey**

<b><u>For Office Use Only:</u></b>
Block:
Lot:
Appl. #
Applicant:
Received on:

**Section 1. Applicant Information**

Name of applicant:		
Mailing address:		
Telephone:	Fax:	Email Address:
Name of owner (if other than applicant):		
Mailing address:		
Telephone:	Fax:	Email Address:
If applicant is not the owner, state legal relationship to owner:		
If represented by an attorney and/or consultants, provide name, address and contact information:		
Attorney:		
Telephone:	Fax:	Email Address:
Architect:		
Telephone:	Fax:	Email Address:
Engineer:		
Telephone:	Fax:	Email Address:
Other:		
Telephone:	Fax:	Email Address:

**Section 2. Description of Property and Proposed Use**

Property location (address):		
Block:	Lot:	Zoning District:
Existing use of building(s) or land:		
Proposed use of building(s) or land:		
Is the property included within a Historic District as shown in the Harding Township Master Plan? Yes [ ] No [ ] If yes, which District?		
Were any buildings on the property constructed prior to 1915? Yes [ ] No [ ]		
If the property is located in the RR, R-1 or R-2 Zone, were any accessory buildings constructed prior to 1945? Yes [ ] No [ ] If yes, identify:		
If the applicant is appealing denial of a permit or other action by a Township officer in enforcement of the Township Zoning Ordinance, applicant hereby notifies (name of officer) _____ that an appeal is being taken as a result of denial of a permit or other action. The action being appealed and date taken are:		
Attach a copy of the correspondence or form denying a permit or enforcing an action (note that applicants are not required to seek a denial prior to requesting variance relief). Attached [ ] Not attached [ ]		
If an application was previously before the Board of Adjustment or Planning Board, please indicate the date (year) of the application and to which Board it was made:		
Year:	Board of Adjustment [ ]	Planning Board [ ]

### Section 3. Zoning Requirements

(If multiple districts apply to the property or if more space is needed, please attach additional copies of this table to your application.)

**IMPORTANT NOTICE: ALL FIGURES INSERTED IN THIS TABLE MUST BE BASED ON AND CONSISTENT WITH SITE PLANS AND ANY ARCHITECTURAL PLANS, WHICH ALSO MUST BE CONSISTENT WITH EACH OTHER**

Zoning District (Insert name of district):				
Zoning Requirement or Limitation	Requirement or Limitation	EXISTING	PROPOSED	Check off if VARIANCE Requested
Lot size				
Lot frontage or lot width				
Principal Structure				
Front yard setback				
Side yard (1) setback				
Side yard (2) setback				
Rear yard setback				
Maximum height				
Accessory Structure(s)				
Front yard setback				
Side yard (1) setback				
Side yard (2) setback				
Rear yard setback				
Maximum height				
Maximum building area or floor area ratio (FAR), as applicable (list <b>all</b> buildings and existing and proposed square footage ("SF") for any additions or new structures)				
1. Residence (or other main structure)		SF	SF	
2. Barn/garage		SF	SF	
3.		SF	SF	
4.		SF	SF	
Total building area or FAR (as applicable)	SF	SF	SF	
NOTE: square footage (SF) and percentage (%)	%	%	%	
Maximum lot coverage, if applicable (list all impervious surfaces such as pools, patios, walkways, driveways, recreation courts, etc.)				
1. Total building area (insert SF from above)		SF	SF	
2. Driveway		SF	SF	
3. Patio		SF	SF	
4. Walks		SF	SF	
5.		SF	SF	
6.		SF	SF	
Total lot coverage		SF	SF	
NOTE: square footage (SF) and percentage (%)	%	%	%	
Other (specify below or add additional sheet)				



**Section 4. Requested Relief**

The applicant requests relief from the following section(s) of the Zoning Ordinance (list each section as applicable):
This application is made under the following section(s) of the New Jersey Statutes: N.J.S.A. 40:55D-70 a[ ] b[ ] c[ ] d[ ] N.J.S.A. 40:55D-76(a) 1[ ] 2[ ]
Description of proposed improvements and statement of principal reasons why relief should be granted with reference to applicable statutory requirements:

**Section 5. Submission Requirements**

An application for a variance or appeal to the <b>Board of Adjustment</b> must be accompanied by the items listed in <b>Checklist B</b> (Variance Checklist) and the required applicable fees and escrow deposits. All applications and accompanying documents should be copied and collated for submission to the Board Administrator. All plans should be folded to letter or legal size with the title block visible in the lower right hand corner.  <b>ALL PLANS, INCLUDING ARCHITECTURAL PLANS IF DEEMED TO BE NECESSARY, MUST CONTAIN CONSISTENT INFORMATION AND FIGURES AND MUST BE IN SUFFICIENT DETAIL AS REASONABLY NECESSARY TO ALLOW THE BOARD TO MAKE AN INFORMED DECISION ON THE APPLICATION. IF THE SUBMITTED DOCUMENTS ARE DETERMINED TO BE INADEQUATE FOR THAT PURPOSE, THE BOARD MAY REQUIRE ADDITIONAL SPECIFIED INFORMATION AND/OR PLANS PRIOR TO PROCEEDING WITH THE PUBLIC HEARING PROCESS.</b>
If an application to the <b>Board of Adjustment</b> also requires subdivision or site plan approval (in connection with a “d” variance), the requisite number of copies of the items listed in <b>Checklist A</b> must also be submitted along with any additional fees and escrow deposits required in Chapter 171.
This application form and any applicable fees in accordance with Chapter 171 are required for all variance requests submitted to the <b>Planning Board</b> in connection with subdivision or site plan applications. However, the submission of <b>Checklist B</b> is not required.

**Section 6. Applicant/Owner Certifications**

I hereby authorize the Township of Harding to contact _____ in connection with the collection of any fees or charges in connection with this application.	
I certify that all of the above statements and all representations contained in the attached exhibits submitted herewith, are true.	
_____ Signature of Applicant	_____ (Date)
_____ Signature of Applicant	_____ (Date)
Authorization: (To be signed by the owner, if other than applicant) The undersigned owner(s) of the premises described herein, consent(s) to the forgoing application and agree(s) to be bound by the action taken thereon and authorizes access to the property in connection with proceedings on this application.	
_____ Signature of Owner	_____ (Date)
_____ Signature of Owner	_____ (Date)

# TOWNSHIP OF HARDING

## HEALTH DEPARTMENT

### Variance Review \$100.00 Fee

A copy of a written approve from the he Harding Township Department of Health is required with all applications to the Board of Adjustment. This review is separate and distinct from any reviews and permits required by the Building Department, the Township Engineer, the Zoning Board or others. To facilitate the review process, please answer the following questions and provide a project plan as described below.

Complete both sides of this form

**Date Submitted:** \_\_\_\_\_

#### **Site Information**

<b>Block:</b>	<b>Lot:</b>
<b>Location:</b>	
<b>Mailing Address:</b>	
<b>Owner:</b>	
<b>Phone (day):</b>	<b>Email:</b>
<b>Current Occupant (if different than owner):</b>	
<b>Phone (day):</b>	<b>(evening or cell)</b>
<b>Number of Existing Bedrooms:</b>	

#### **Project Information**

<b>Briefly Describe the Project:</b>	
<b>Project Engineer:</b> (Name, Address, Phone)	
<b>Project Architect:</b> (Name, Address, Phone)	
<b>Project Contractor:</b> (Name, Address, Phone)	

**Project Information-continued**

Will there be any changes, additions or deletions to the plumbing system? _____ If yes, describe:
Will there be any removal or demolition of existing buildings or structures? _____ If yes, the following information may be required, as applicable: <b>Extermination:</b> A letter from a licensed exterminator indicating the type of infestation (none detected, wood destroying insect, rodent or other), the type and date of treatment; certification of completion. <b>Public Water Disconnect:</b> A letter from the public water supply indicating the disconnection of the water has been completed.

**Requirement Check List**

Scaled plot plans, surveys, drawings and designs are required that show the following information:

**Plot plan must show**

	The locations of all permanent improvements including, but not limited to: driveways, house foundations, pools, out-buildings, decks, underground storage tanks; underground drainage lines and underground utilities.
	Lot boundaries and location of neighboring or adjacent septic systems and wells.
	The specific location (as-built, not as-planned) of the site's septic system components including the septic tanks, lines, D-box, laterals, curtain drains, etc. Indicate on plan, the method of determining the location.
	The specific location of the site's well.
	The specific location(s) of roof drainage seepage pits.
	Proposed construction access route.
	Streams, ponds, or other surface waters.

*NOTE: The Health Department may have some of this information, check the files.*

**Architectural plan must show**

	Architectural or design plan for <b>entire</b> structure, including all floors and rooms.
	Plans must include current conditions on all floors and for all rooms as well as proposed work.
	Proposed work, demolition and changes must be highlighted or otherwise called out.

<b>Applicant Name:</b>	<b>Applicant Signature:</b>
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.....

**For Department Use Only**

Date Received:	Time Received:	Receipt Number:
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# Township of Harding

Blue Mill Road  
New Vernon, NJ 07976  
973-267-8000

## REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET

**TO:** Anthony DiRado, Assessor  
Township of Harding  
P.O. Box 666  
New Vernon, NJ 07976

I hereby request a certified list of property owners within the two hundred (200) feet of:

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Address of Property: \_\_\_\_\_

Enclosed please find the fee of \$10.00, payable to Township of Harding, as required by ordinance for said certified list.

\_\_\_\_\_  
Signature Date

Person making request:  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### PLEASE CHECK ONE:

I will pick the list up when it is ready, please contact me at:

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

\_\_\_\_\_ Mail the list to the property in question, in care of

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Send the list to this alternate

\_\_\_\_\_

\_\_\_\_\_

The complete certified list will be forwarded to the above named applicant within the statutory (225-18) deadline of seven (7) Township business days from date request is received in the Assessor's office.

**Board of Adjustment /  
Planning Board  
Township of Harding  
Morris County, New Jersey**

Fee: \$10.00

**To be completed by Applicant:**

1. Name of Applicant \_\_\_\_\_  
Telephone No. \_\_\_\_\_

2. Name of Owner (if other than  
Applicant) \_\_\_\_\_

Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

3. Description of property for which certification of tax status is sought:

Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_  
55

**To be completed by Tax Collector:**

1. Taxes on the property described above have been paid in full  
through \_\_\_\_\_

2. Taxes on the property described above are as of this date due or delinquent in the  
amount

of \_\_\_\_\_

3. Assessments for local improvements on the property described above are as of this  
date due

or delinquent in the amount of \_\_\_\_\_

**Certified by:**

**Date** \_\_\_\_\_

\_\_\_\_\_

**Tax Collector**

**NOTICE OF PUBLIC HEARING**

(Notice to Property Owners)

**Township of Harding**

Morris County, New Jersey

**PLEASE TAKE NOTICE** that on \_\_\_\_\_, \_\_\_\_\_, at 7:30 P.M. at the Harding Township Municipal building, 21 Blue Mill Road, New Vernon, New Jersey, a public hearing will be held by the

Planning Board

Board of Adjustment

to consider the application of \_\_\_\_\_, whose address is?

\_\_\_\_\_, for the following development approvals:

Minor Subdivision

Minor Site Plan

Major Subdivision       Preliminary       Final

Major Site Plan       Preliminary       Final

Zoning Variance(s) or exceptions as follows:

Ordinance Section(s): \_\_\_\_\_

Type of Variance(s): \_\_\_\_\_

Extent of Variance(s): \_\_\_\_\_

Other relief as follows" \_\_\_\_\_

The indicated approvals are requested to permit the applicant(s) to:

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

on property known as Block \_\_\_\_\_ and Lot \_\_\_\_\_ and located on \_\_\_\_\_

All other applications, including and supporting plans and other documents, are public records and may be inspected in the Office of the Secretary to the Board at the Harding Township Municipal Bulling, 21 Blue Mill Road between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday, except legal holidays. At the public hearing, members of the public may appear concerning this application.

Name and address of applicant(s)  
(or Attorney for applicant)

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







<b>FOR OFFICE USE ONLY:</b>
Application #
Received on:
COMPLETE:
INCOMPLETE:

**CHECKLIST A**

**Application for Development:  
Subdivisions and Site Plans  
PLANNING BOARD/BOARD OF ADJUSTMENT  
HARDING TOWNSHIP, NJ**

<b>TO APPLICANT: Please fill in the following:</b>
Block:
Lot:
Applicant's Name (below):

**This checklist applies to all applications for subdivision and site plan approval EXCEPT:**

- Applications to the Board of Adjustment for variances not involving a subdivision or site plan; appeals of decisions of the Zoning Officer; and requests for interpretation or for the direction of issuance of building permits (use Checklist B).
- Applications to the Planning Board involving only an application for a special flood hazard development permit (use Checklist C).

Check off each item submitted and any waivers requested in connection with checklist requirements. **In the case of an application for final site plan approval, the applicant shall submit all items required for preliminary site plan approval in final form.**

<b>SUBMISSION REQUIREMENTS</b>	<b>Minor Subd</b>	<b>Minor Site Plan</b>	<b>Prel. Major Subd</b>	<b>Prel. Site Plan</b>	<b>Final Major Subd</b>	<b>Final Site Plan</b>	<b>Submitted (check off)</b>	<b>Waiver Request (check off)</b>
<ul style="list-style-type: none"> <li>A "dot" in the column to the right of each item indicates applicability to each type of development application.</li> </ul>	.	.	.	.	.	.		
<b>A. DOCUMENT SUBMISSION</b>								
1. <u>Application Forms</u> : 20 completed copies of all required application form(s) and checklist(s). Indicate "n/a" for any item that is not applicable. If a subdivision or site plan application involves a variance, the applicant shall also file an <i>application form</i> for a variance.	.	.	.	.	.	.		
2. <u>Application and Technical Review Fees</u> : Application and technical review fees in accordance with Chapter 71 of the Harding Township Code.	.	.	.	.	.	.		
3. <u>Board of Health Approval</u> : 20 copies of the written approval by the Township Board of Health of the adequacy of any existing individual sewage disposal system or of plans for sewage disposal, or its acceptance of soil log and percolation test data indicating suitability for an individual sewage disposal system(s).	.	.	.	.	.	.		
4. <u>NJDEP Letter of Interpretation (LOI)</u> : If wetlands are present or one or more wetland indicators are present (pursuant to NJAC 7:7A-1 et seq.) on the site, submit 20 copies of the Letter of Interpretation from the NJDEP indicating the presence or absence, approved delineation, classification and transition area of such wetlands.	.	.	.	.	.	.		
5. <u>Morris County Planning Board</u> : A fully completed application to the Morris County Planning Board.	.	.	.	.	.	.		
6. <u>Applicant Ownership List</u> : If the applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of any class of its stock or at least 10% of the partnership interest.	.	.	.	.	.	.		
7. <u>Surrounding Owners List</u> : A list, certified by the Township Tax Assessor, of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and township-registered cable television and utility companies within 200' of the property.	.	.	.	.	.	.		
8. <u>Tax Certification</u> : A certification from the Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments.	.	.	.	.	.	.		
9. <u>Environmental Impact Statement (EIS)</u> : 20 copies of the EIS in accordance with Article XII of Chapter 105 of the Harding Township Code.			.	.				
10. <u>Stormwater Management Report and Computations</u> : Submit 20 copies of the stormwater management report and/or calculations (see items 45 and 46 in section B below).			.	.				

<b>SUBMISSION REQUIREMENTS</b>	<b>Minor Subd</b>	<b>Minor Site Plan</b>	<b>Prel. Major Subd</b>	<b>Prel. Site Plan</b>	<b>Final Major Subd</b>	<b>Final Site Plan</b>	<b>Submitted (check off)</b>	<b>Waiver Request (check off)</b>
<ul style="list-style-type: none"> <li>A "dot" in the column to the right of each item indicates applicability to each type of development application.</li> </ul>	.	.	.	.	.	.		

11. <u>Township Engineer's Certification of Improvements Completed:</u> If a subdivision and some or all improvements have been completed, submit 20 copies of a certification by the Township Engineer that all improvements that have been installed are in accordance with the approved preliminary plans.					•			
12. <u>Previous Applications:</u> If there has been a previous application to the Planning Board or Board of Adjustment involving the subject property within the last three years, submit 20 copies of an explanation as to the nature, date, and disposition of such application (please attach to application form).	•	•	•	•				
13. <u>Conservation Easements - Baseline Documentation:</u> Submit a report in accordance with this Chapter documenting the current condition of land encompassed within proposed easements including, but not limited to photographs, surveys of buildings, structures, vegetation, trails, and water bodies, and any proposed restrictions.	•	•	•	•				
14. <u>Soil Erosion and Sediment Control Plan Certification:</u> Submit 3 copies of application for projects that are subject to Article XVII (Soil Erosion and Sediment Control) of the Township Code.	•	•	•	•				
15. <u>Aerial Photos:</u> 20 paper copies and one digital copy (on CD-ROM or other acceptable electronic storage media in a projectable format) of aerial photos of subject tract on a single 11" x 17" sheet with the following information added to the air photos: a. Existing Tract Boundaries b. Proposed Lot Boundaries and Building Setback Lines c. Proposed Lot Numbers d. Proposed roadways and shared driveways e. Existing wetlands and associated transition areas f. Existing waterways, water bodies, and associated riparian buffers g. Flood hazard areas, floodways, and stream encroachment lines	•	•	•	•				
16. <u>Digital Copies of Plans:</u> Two digital copies of the submitted plans on CD-ROM or other acceptable electronic storage media in Autocadd format. For applications requiring Morris County Planning Board approval, digital submittals shall be prepared according to standards used by the Morris County Planning Board as described in Appendix G, Digital Mapping Submission Standards of the Land Development Standards of the County of Morris, New Jersey, as may be modified or amended in the future.	•	•			•	•		
<b>B. PLAN SUBMISSION</b>								
1. 20 paper copies and 2 digital copies of any required site plan, subdivision plat, map, survey, sketch or drawing which shall comply with and/or contain the following:	•	•	•	•	•	•		
2. The plat or plan clearly and legibly drawn or reproduced on a sheet size either 15 x 21, 24 x 36 or 30 x 42 inches, showing the entire tract on 1 sheet, at a scale: • If a subdivision (minor or major), not smaller than 1"=100' • If a minor site plan, not smaller than 1" = 100' and not larger than 1" = 10' • If a major site plan, not smaller than 1"= 50' and not larger than 1" = 10' • Digital copies must be submitted on CD-ROM or other acceptable electronic storage media in Adobe format. Each plan sheet shall be a separate file, shall be digitized at a density of 300 dpi, and shall be suitable for posting on the Township website.	•	•	•	•	•	•		
3. The plat or plan and other maps prepared, signed and sealed by a NJ licensed land surveyor, engineer, professional planner, registered architect, or registered landscape architect, subject to the restrictions of such license or registration.	•	•	•	•	•	•		
4. On each plan sheet, the title block containing the name of the property owner or development name, if any, existing lot and block numbers, the name, address and telephone number of the plan preparer, the date prepared, the date and purpose of the last revision.	•	•	•	•	•	•		
5. The scale of the map, both written and graphic.	•	•	•	•	•	•		
6. North arrow giving the reference meridian on all plan views.	•	•	•	•	•	•		
7. A space for the signatures of the Chairman and Secretary of the Board.	•	•	•	•	•	•		
8. A space for the signature of the Township Engineer.		•		•	•	•		

9. The names, addresses and telephone numbers of all applicants and owners.	•	•	•	•	•	•		
10. A list of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and all township-registered utility and cable television companies within 200' of the property.	•	•	•	•	•	•		
11. A key map at a scale of not smaller than 1" = 1,000' showing location of the tract (with any proposed lot lines) in relation to the surrounding area within 2,000' including the location of all zoning district boundaries and historic districts designated in the Harding Township Master Plan and/or listed on the State and/or National Register.	•	•	•	•	•	•		
12. Zone district and zone boundaries of the subject property and adjoining property and all zone requirements and limitations pertinent to the subject property, indicated on the plans both in tabular form and graphically. If existing structures are to remain, include the total square footage and the building area of each structure in the zoning data table.	•	•	•	•	•	•		

<b>SUBMISSION REQUIREMENTS</b>	<b>Minor Subd</b>	<b>Minor Site Plan</b>	<b>Prel. Major Subd</b>	<b>Prel. Site Plan</b>	<b>Final Major Subd</b>	<b>Final Site Plan</b>	<b>Submitted (check off)</b>	<b>Waiver Request (check off)</b>
<ul style="list-style-type: none"> <li>A "dot" in the column to the right of each item indicates applicability to each type of development application.</li> </ul>	•	•	•	•	•	•		
13. Indicate whether the site is within (or partially within) a historic district designated in the Harding Township Master Plan, and whether the site, building(s), or district is listed on the State or National Historic Register.	•	•	•	•	•	•		
14. The location, bearings and distances of all existing and proposed lot lines to the nearest hundredth of a foot.	•	•	•	•	•	•		
15. The block and lot numbers of adjoining lots and, if a subdivision, proposed block and lot numbers approved by the Township Tax Assessor.	•	•	•	•	•	•		
16. Lot frontage of each existing and proposed lot measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•		
17. The total area, and the area of each existing and proposed lot, private road, or land in public right-of-way and any commonly owned contiguous property, in acres if 1 acre or over and in acres and square feet if under 1 acre, in each case accurate to nearest 0.0001 of an acre.	•	•	•	•	•	•		
18. The location of all setback lines, the building envelope, and in the R-1 and RR Zone, a 100' by 100' square located within the building envelope displaying topographic elevations based upon a field survey at each corner of the square.	•	•	•	•	•	•		
19. The location on the property and the use of all existing and proposed buildings and structures or proposed additions thereto, with distances to the nearest existing and proposed lot lines measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•		
20. An indication of any structures to be removed, demolished or relocated on the site and the proposed location of any structure to be relocated on the site.	•	•	•	•	•	•		
21. The location of existing catch basins, bridges, culverts, storm drains, waterlines, sanitary sewer lines, wells, gas lines, telephone lines, utility easements, sewage disposal systems, bridle paths, drainage easements and conservation easements (specifying land benefited and burdened by each easement) within the site and, if a preliminary major subdivision or site plan, within 200' of the tract.	•	•	•	•	•	•		
22. The location, names (if any) and dimensions of any existing or proposed public and private roads, road rights-of-way, and access easements on the property and, if a preliminary major subdivision or site plan, within 200' of the tract, specifying the ownership of each such road and the land to be benefited and burdened by each such access easement.	•	•	•	•	•	•		
23. The location of all existing driveways, shoulders, curbing, walkways, fences, walls, parking spaces, loading areas, on the site and whether any of the foregoing are to be removed.	•	•	•	•	•	•		
24. Natural features such as watercourses and rock formations on the site and within 200' thereof, except that if a minor site plan only within the proposed area of soil disturbance.	•	•	•	•	•	•		
25. Soil boundary lines and types within the property as shown by the current Morris County Soil Survey Maps.	•	•	•	•	•	•		

26. The delineation of flood hazard areas, including floodways and flood fringe areas, 100-year flood elevations, stream encroachment lines, riparian buffers, wetlands and wetland transition areas, as approved in a LOI issued by NJDEP.	•	•	•	•	•	•		
27. If a minor subdivision, contour lines at intervals of 10' within the site and within 200' thereof.	•							
28. If a minor site plan, elevation contours and spot elevations within the area of soil disturbance.		•						

<b>SUBMISSION REQUIREMENTS</b>	<b>Minor Subd</b>	<b>Minor Site Plan</b>	<b>Prel. Major Subd</b>	<b>Prel. Site Plan</b>	<b>Final Major Subd</b>	<b>Final Site Plan</b>	<b>Submitted (check off)</b>	<b>Waiver Request (check off)</b>
<ul style="list-style-type: none"> <li>A "dot" in the column to the right of each item indicates applicability to each type of development application.</li> </ul>	•		•		•			
29. If a major subdivision, contour lines at intervals of not more than 5' where the slope is 20% or greater, and at intervals of not more than 2' where the slope is less than 20%, within the site and within 100' thereof.			•					
30. If a site plan, contour lines at intervals of 2' where the slope is greater than 4% and at intervals of 1' where the slope is 4% or less, within the site and within 50' thereof.				•		•		
31. If in the R-1 or RR Zone and slopes of 8% or greater are present on the property, the topographic information and other requirements contained in section 105-105.	•	•	•	•		•		
32. In the R-1 and RR zones, a landscape plan for revegetating disturbed areas after construction if land disturbance is proposed in connection with driveway or utility improvements in slope areas of 25% or greater.	•	•	•	•		•		
33. The location of wooded areas within the tract and within 200' thereof, and <u>isolated</u> trees 8" or more in diameter, measured 4.5' above ground level, designating species of each isolated tree shown within the tract, except that, if a minor site plan, only within the proposed area of soil disturbance. If a major subdivision, the location of all trees 8" or more in diameter, measured 4.5' above ground level, and other specimen trees or vegetation which may be affected by the construction of proposed roads or drainage improvements.	•	•	•	•		•		
34. The location of the Tree Conservation Area along all perimeter lot lines of existing and proposed lots located in the RR, R-1, R-2, R-3 and R-4 Zones.	•	•	•	•	•	•		
35. The location of any required or proposed buffers or landscaped areas.	•	•	•	•		•		
36. A Landscape Plan including an indication of existing vegetated areas and tree preservation measures and details, and specifications for the types, quantity, size and location of all proposed vegetation specifying the scientific and common names of vegetation.	•		•	•		•		
37. A detailed grading plan showing spot elevations along building lines, at building corners, low points and high points and along curblines.						•		
38. Soil erosion and sediment control plan, if required by §105-103A.	•	•	•	•		•		
39. If the property is to be served by one or more new individual sewage disposal systems, the location of all soil test pits, disposal area(s) required by the Board of Health, and a certification by the NJ licensed engineer who performed the tests as to accuracy of test results and whether a septic system can be designed as may be needed for each lot in compliance with local and state requirements.	•	•	•	•		•		
40. Detailed plans and design of any proposed individual sewage disposal system.						•		
41. Where applicable, plans, profiles and construction details for sanitary sewer lines, showing feasible connections to existing or proposed sanitary sewer system, and all other information required by the NJDEP and any other governmental entity for sewerage facilities.			•	•		•		
42. Where applicable, plans for connections to water lines, gas, electric, cable and telephone, showing feasible connections to existing or proposed utility systems.			•	•		•		
43. Plans, profiles and cross sections of proposed roads including typical pavement sections.			•					

<b>SUBMISSION REQUIREMENTS</b> <ul style="list-style-type: none"> <li>A "dot" in the column to the right of each item indicates applicability to each type of development application.</li> </ul>	Minor Subd	Minor Site Plan	Prel. Major Subd	Prel. Site Plan	Final Major Subd	Final Site Plan	Submitted (check off)	Waiver Request (check off)
44. If a site plan, plans, profiles and cross sections of proposed circulation drives, parking areas and spaces and loading areas, including typical pavement sections.				•		•		
45. Plans for the control of surface drainage including profiles and cross sections of drainage lines and facilities showing feasible connections to existing or proposed drainage systems, drainage computations, and a topographic map showing drainage area boundaries and soil boundaries thereof and land use boundaries.			•	•		•		
46. Plans, profiles, cross sections, structural drawings and design calculations for proposed stormwater detention facilities showing compliance with appropriate runoff requirements.			•	•		•		
47. The elevation of all catch basins and manhole inverts and grates or rims.						•		
48. If a site plan, preliminary architectural plans for all proposed buildings and structures (including a description of the combustible nature of construction materials) showing building dimensions, floor elevations, entrance locations, rooftop mechanical equipment and preliminary finished grade contours of all proposed buildings and structures and the proposed floor areas, floor area ratio, lot coverage, and the calculations of such floor areas, floor area ratio and lot coverage, where applicable.		•		•		•		
49. Proposed features such as outdoor storage areas, outdoor mechanical equipment, solid waste and recycling areas, service areas, utility buildings and structures, and fences or walls, including all building or structure dimensions.	•	•	•	•		•		
50. If a site plan, a detailed plan for proposed exterior lighting and lighting visible from the exterior.				•		•		
51. Any sign(s) proposed to be installed on the property including details as to location, size, design, color, texture, illumination, installation and/or mounting details.		•		•		•		
52. Provisions for fire prevention and protection. This requirement shall be applicable to minor subdivisions that include one or more proposed flag lots.	•		•	•		•		
53. <u>3 sets of Construction Plans</u> for major subdivisions including all improvements and plan details approved as part of the preliminary subdivision plans and including the following: a. Locations and elevations of at least 2 elevation benchmarks within the property. b. Final plans, profiles and construction details for any water lines and/or sanitary sewer and all other information required by NJDEP for any sewerage facilities. c. Final plans, profiles and construction details for the drainage system and structural details for all detention facilities. d. Final plans, profiles and cross sections of proposed road and all other proposed or required improvements, in accordance with Township Ordinances, showing proposed and existing grade lines, quantities of earthwork and typical section of roadway pavement. e. Final landscape plans.					•			
54. Bearing or deflection angles and radii, arcs and central angles of all curves in roads, driveways and property lines.					•	•		
55. If a subdivision, the location and description of existing and proposed monuments and distances between them.					•			
56. If a subdivision, a final plat drawn to the requirements of the Map Filing Law with spaces for appropriate signatures by the owner, land surveyor and required township officials.					•			
57. Detailed plans, including location and elevation of all utilities.						•		

<b>SUBMISSION REQUIREMENTS</b> <ul style="list-style-type: none"> <li>A "dot" in the column to the right of each item indicates applicability to each type of development application.</li> </ul>	Minor Subd	Minor Site Plan	Prel. Major Subd	Prel. Site Plan	Final Major Subd	Final Site Plan	Submitted (check off)	Waiver Request (check off)
58. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the use of the property.	•	•	•	•	•	•		

59. The size, shape, location and purpose of any required conservation easement (including the proposed location and design of required boundary markers) and of any other proposed easement or area to be used for bridle paths, common recreation facilities, conservation or to be dedicated to public use, and the nature of any use other than residential.	•	•	•	•	•	•		
60. A statement on the plat or plan providing for the sharing of the responsibility of lot owners or users for perpetual maintenance of any shared privately owned roads, driveways, parking and/or loading areas, recreation facilities, open space, sewage disposal facilities, water lines, and stormwater facilities.	•	•	•	•	•	•		
61. If a planned development: a. Gross site area, net residential site area (total and per lot), floor area ratio of gross and net residential site areas and residential density. b. Common open space for active recreation and maximum diameter of circle inscribed in open space area. c. Net habitable floor area, total floor area, number of bedrooms and bedroom sizes for each dwelling unit. d. Length of each building or other straight façade. e. The shortest building setback from the property line where a single-family dwelling exists on the adjoining lot. f. The setback of the structure from a nearby stream, if necessary to show compliance with a minimum of 50'. g. The window area and floor area of each living and sleeping room.				•		•		

**NOTE:** The Board may require the submission of a traffic engineering study prepared by a qualified traffic engineer for major subdivisions and site plans.

**Prepared by:**  
**Susan C. Kimball, PP**

- Adopted: 9/4/02 (Ord. 11-02)**
- Amended: 3/19/03 (Ord. 5-03)**
- Amended: 6/4/03 (Ord. 12-03)**
- Amended: 11/3/04 (Ord. 22-04)**
- Amended: 4/16/08 (Ord. 5-08)**
- Amended: 10/21/09 (Ord. 12-09)**
- Amended: 12/16/09 (Ord. 14-09)**
- Amended: 3/29/11 (Ord. 4-11)**

Checklist A Rev 4-1-11

**CHECKLIST B**

**Application for Variance or  
Appeal to the  
BOARD OF ADJUSTMENT  
HARDING TOWNSHIP, NJ**

FOR OFFICE USE ONLY:
Block:
Lot:
Application #
Applicant:
Received on:

This checklist is required for all applications to the Board of Adjustment for a variance pursuant to NJSA 40:55D-70 (c) or (d). This checklist is also required for any other type of application to the Board of Adjustment other than for subdivision or site plan approval (for which Checklist A is also required), including appeals from decisions of the Zoning or Tree Conservation Officer, requests for interpretation of a zoning ordinance or requests pursuant to NJSA 40:55D-34 through 36. All plats or plans shall be prepared, signed and sealed by a NJ licensed land surveyor, engineer, professional planner, registered architect, or registered landscape architect, subject to the restrictions of such license or registration.

<b>SUBMISSION REQUIREMENTS</b>	<b>Submitted (check off)</b>	<b>N/A</b>	<b>Waiver Requeste d</b>
<b>A. DOCUMENTS TO BE SUBMITTED</b>			
1. <u>Application Form</u> : 16 copies of the fully completed application form/notice of appeal along with 16 copies of this checklist.			
2. <u>Application and Technical Review Fees</u> : Application and technical review fees in accordance with Chapter 71 of the Harding Township Code.			
3. <u>Applicant Ownership List</u> : If the applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of any class of its stock or at least 10% of the partnership interest.			
4. <u>Board of Health Approval</u> : 16 copies of the written approval of the Township Board of Health of the adequacy of any existing individual sewage disposal system or of plans for sewage disposal, or its acceptance of soil log and percolation test data indicating suitability for an individual sewage disposal system(s).			
5. <u>Surrounding Owners List</u> : A list, certified by the Township Tax Assessor, of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and township-registered cable television and utility companies within 200' of the property.			
6. <u>Tax Certification</u> : A certification from the Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments.			
<b>B. PLANS TO BE SUBMITTED</b>			
1. Submit 16 copies of any available architectural drawings, sketches or other materials showing elevations of the proposed building or structure and/or improvements, and floor plans, if applicable, including all building dimensions, building height, and scale of the map.			
2. Submit 16 copies of a survey or plan based on a survey identifying the proposed project for which relief is sought, containing the following items:			

<b>SUBMISSION REQUIREMENTS</b>	<b>Submitted (check off)</b>	<b>N/A</b>	<b>Waiver Requeste d</b>
a. On each plan sheet, the title block containing the name of the property owner, existing lot and block numbers, the name, address and telephone number of the plan preparer, the date prepared, the date and purpose of the last revision.			
b. The scale of the map, both written and graphic.			
c. North arrow, giving the reference meridian on all plans.			
d. The names, addresses and telephone numbers of all applicants and owners.			
e. A list of the names and address of all property owners within 200' of the property.			
f. The zone district and zone boundaries of the subject property and adjoining property.			
g. The location and use of all existing and proposed buildings and structures and any proposed additions, fences, walls, walkways, driveways, parking areas, and other improvements on the site, indicating setbacks from all lot and road lines. Indicate any buildings, structures or other improvements that are proposed to be removed or relocated as part of the application.			
h. All lot dimensions and lot area, the location of all setback lines and adjoining public and private roads, including the location of road right-of-way lines and edge of pavement.			
i. The location of all existing subsurface wastewater disposal systems, stormwater and potable water lines and wells, and setbacks required by the Board of Health.			
j. If the property is proposed to be served by a new or expanded individual sewage disposal system, show the location of the disposal area(s) and all setbacks required by the Board of Health.			
k. The location of the Tree Conservation Area along all perimeter lot lines of lots located in the RR, R-1, R-2, R-3 and R-4 Zones.			
l. The location of any existing/proposed landscaped areas or bridle trails.			
m. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the use of the property.			

Prepared by:  
Susan C. Kimball, PP  
**Adopted 9/4/02 (Ord. 11-02)**  
**Amended 11/3/04 (Ord. 22-04)**  
Checklist B Variance Rev 11-3-04.doc



## Request for Taxpayer Identification Number and Certification

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

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

<b>Part I Taxpayer Identification Number (TIN)</b>																																															
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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.  <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="width: 25px; height: 25px;"> </td> <td style="text-align: center;">-</td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;"><b>or</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Employer identification number</b></td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> </tr> </table>	<b>Social security number</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> </tr> </table>					-		-					<b>or</b>										<b>Employer identification number</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> </tr> </table>											-								
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<b>Part II Certification</b>	
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); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> 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 3.	

<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.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
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, and
  4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.