

**HILLSBOROUGH TOWNSHIP
DEVELOPMENT APPLICATION GUIDELINES**

DATE _____

APPLICATION NAME _____

SITE LOCATION _____

BLOCK _____ LOT(S) _____

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION:

_____ DEVELOPMENT APPLICATION FORM (original only)

_____ NARRATIVE EXPLAINING PROPOSAL AND ANY VARIANCES/WAIVERS
REQUESTED (original only)

_____ TAX INQUIRY CERTIFICATE STATING TAXES ON SUBJECT PROPERTY
HAVE BEEN PAID (obtain through Tax Collector's office - original only)

_____ REQUIRED FEES, INCLUDING A CALCULATION OF FEES (3 separate checks made
payable to Hillsborough Township)

_____ W-9 FORM (original only)

_____ PERMISSION FOR SITE-WALK (original only)

_____ COPY OF PROPERTY DEED (3 copies)

_____ LIST OF ANY EXISTING OR PROPOSED DEED RESTRICTIONS/COVENANTS

_____ SUBDIVISION AND/OR SITE PLAN CHECKLIST (original only)

PROOF APPLICATION HAS BEEN SUBMITTED TO THE FOLLOWING (as applicable):

_____ Somerset County Planning Board

_____ Somerset Union Soil Conservation Service

_____ NJDEP

_____ NJDOT

_____ D & R Canal Commission

_____ Other (specify) _____

PLEASE PROVIDE THE FOLLOWING PLANS:

_____ TWENTY (20) COPIES* OF SUBDIVISION AND/OR SITE PLAN
(**Please note:** 3 full-sized plans/17 reduced-sized plans are *preferred*).

* Should this application need to be reviewed by the Environmental Commission and/or Historic Preservation Commission, ten (10) additional reduced-sized plans are required for each commission.

PLAT OR PLAN MUST:

- COMPLY WITH THE APPROPRIATE SIZE AND SCALE REQUIREMENTS IN SECTIONS 188-30 AND 31 IN THE DEVELOPMENT REGULATIONS ORDINANCE.
- ALL PLANS MUST BE BLACK AND WHITE PRINTS
- ALL MUST BE FOLDED (not rolled)

_____ TWENTY-SIX (26) COPIES OF THE ENVIRONMENTAL IMPACT STATEMENT
(*if applicable*)

_____ SIXTEEN (16) COPIES OF THE COMMUNITY IMPACT STATEMENT (*if applicable*)

_____ THREE (3) COPIES OF THE DRAINAGE CALCULATIONS

**HILLSBOROUGH TOWNSHIP
DEVELOPMENT APPLICATION**

Planning Board _____ Board of Adjustment _____

A. Check which applies:

Informal Review _____ Preliminary Approval _____ Final Approval _____

B. Check which applies:

Minor Subdivision _____	Minor Site Plan _____	'A' variance _____ (provide details in narrative)
Major Subdivision _____	Major Site Plan _____	'B' variance _____ (provide details in narrative)
Planned Development _____	Conditional Use _____	'C' variance _____ (provide details in narrative)
Sign Waiver _____		'D' variance _____ (provide details in narrative)
Other (specify) _____		

C. Application Information:

Application Number _____
Application Name _____
Block _____ Lot(s) _____
Street Address _____
Zone District _____ Lot Size _____
Existing Use _____
Proposed Use (be specific-explain proposal and/or variance(s) requested (attach narrative):

Specific Site Concerns (be specific-historic, environmental, etc.) _____

D. Type of Proposed Improvement:

New Structure _____	Improved Parking Area _____	Expanded Area _____
Alteration to Structure _____	Addition to Structure _____	Change of Use _____
Sign _____	Other (please specify) _____	

E. Applicant's Information:

Applicant's Name _____ Phone _____
Applicant's Address _____ Fax _____

Corporation _____ Partnership _____ Individual _____ Other (please specify) _____

If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10 percent of its stock of any class pursuant to NJSA 40:55D-48.1, et seq. Include state in which incorporated and date of incorporation.

Owner of Premises _____ Phone _____
Owner's Address _____ Fax _____

Statement of Landowner:

*I, _____ the owner of Block _____ Lot(s) _____
In the Township of Hillsborough, Somerset County, New Jersey, hereby acknowledge and give my consent to this application.*

Landowner's Signature **Date**

Attorney _____
Phone _____ Fax _____ E-mail (optional) _____
Address _____
Engineer/Surveyor _____
Phone _____ Fax _____ E-mail (optional) _____
Address _____

PLAT DETAILS – PRELIMINARY APPROVAL
HILLSBOROUGH LAND USE REGULATIONS 188-30 (Subdivisions) & 188-31 (Site Plans)

- ____ A. Prepared by licensed land surveyor or engineer (must be sealed)
- ____ B. Scale (scale should be selected to show maximum clarity, detail and scope of parcel in question and project area)
- ____ C. Key map showing property lines, parcel in question, north arrow
- ____ D. Tax map sheet, block and lot number
- ____ E. Date, revision number
- ____ F. Name and address of Owner, Developer, Plat Preparer, Adjacent Property Owners
- ____ G. Zoning District
- ____ H. Minimum front, rear and side yard setbacks and building heights
- ____ I. Minimum lot size, maximum density and coverage
- ____ J. Acreage to nearest 0.1 acre
- ____ K. Contours at 2 foot minimum (1 foot for critical slopes)
- ____ L. Location of EXISTING and PROPOSED:
- | | |
|----------------------------|---|
| 1. Railroads | 8. Critical Areas (NRI) delineated |
| 2. Bridges | 9. Building/Structures within 200' |
| 3. Trees 6" + diameter | 10. Streets, Sidewalks, Driveways, Bike and Pedestrian Routes |
| 4. Streams & Profiles | 11. Easements |
| 5. Soil Types | 12. Boundary Monuments |
| 6. Wet Areas/Water Courses | 13. Lot Lines |
| 7. Flood Hazard/Plains | |
- ____ M. REQUIRED PLANS:
- | | |
|----------------------------------|---|
| 1. Water Supply | 6. Pedestrian/Bike/Auto Circulation |
| 2. Sanitary Sewer/Septic | 7. Off-Site Improvements (if any) |
| 3. Surface Water Management | 8. Staging of Development (including temporary structures & improvements for each stage |
| 4. Soil Erosion/Sediment Control | 9. Solid Waste Disposal |
| 5. Landscaping Size/Species | |
- ____ N. REQUIRED FOR SITE PLAN:
- | | |
|---|---|
| 1. Proposed Structures, Size/Height/Location | 7. Expansion Plans |
| 2. Building/Lot Coverage | 8. Access Streets |
| 3. Proposed Use _____ | 9. Acceleration/Deceleration lanes/curbs |
| 4. Hours of Operation _____ | 10. Parking/Loading Plans |
| 5. Expected Truck, Rail Vehicle Volumes _____ | 11. Access for Fire Vehicles |
| 6. Potential Problems: | 12. Number of Parking Spaces |
| Noise _____ Glare _____ | 13. Number of Loading Spaces (show calculations for each) |
| Vibration _____ Heat _____ | 14. Parking Expansion Plans |
| Water Pollution _____ | 15. Pedestrian Walks, Regular/Handicap |
| Air Pollution _____ | 16. Lighting Plan |
| Safety Hazards _____ | 17. Sign Detail & Location Plan |
| | 18. Proposed Gross Floor Area |
| | Architectural Elevations |
- ____ O. REQUIRED FOR PLANNED UNIT DEVELOPMENT:
1. Feasibility Study
- ____ P. REQUIRED FOR TRANSFER OF DEVELOPMENT CREDITS:
- | | |
|---|--|
| 1. Plat of Sending Area with Complete Credit Calculations | 3. Proposed Deed with any Restrictions |
| 2. Key Map | 4. Written TDC Proposal Report |
- ____ Q. WRITTEN PERMISSION FOR SITE WALK

TOWNSHIP OF HILLSBOROUGH

COUNTY OF SOMERSET
MUNICIPAL BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NJ 08844

www.hillsborough-nj.org
(908) 369-4313

PERMISSION FOR A SITE WALK

APPLICATION _____

SITE ADDRESS _____

BLOCK _____ **LOT** _____

PURSUANT TO THE HILLSBOROUGH TOWNSHIP PLANNING BOARD'S BY-LAWS,
SECTION II C,

Site inspection of the applicant's property to be developed (property), is recommended for all Planning Board members, representatives of all municipal, county, state, federal or other regulatory agencies required to review the application for development and consultants and experts hired by the Planning Board and governmental or regulatory agencies. Applications for development shall be amended to provide that the submission of an application for individuals to physically inspect the property and permission is therefore granted to enter and inspect the property and buildings. The applicant shall be notified of said inspections at least three (3) days prior to the site inspection and shall have the right to be present at the time of site inspection, accompanied by the applicant's attorney and other representatives. Further, the applicant shall be advised that any information obtained from the site inspection and facts respecting the physical situation of the property that may be disclosed by the inspection may be placed on the record at the time of public hearing and used as a basis in whole or in part, for the decision of the Board.

I (WE) HEREBY GRANT PERMISSION FOR SITE WALKS AS PART OF THIS APPLICATION.

Applicant Signature (or authorized representative)

Date

TOWNSHIP OF HILLSBOROUGH
Environmental Commission

ENVIRONMENTAL IMPACT STATEMENT
CHECKLIST

Application Name _____

Block(s) _____ Lot(s) _____

Zone _____ Tract Size in Acres _____

Type of Application:

- _____ Major Site Plan Preliminary and/or Final Approval
- _____ Major Subdivision Preliminary and/or Final Approval
- _____ Planned Unit Development Preliminary and/or Final Approval
- _____ Conditional Use w/Site Plan/Subdivision Prel/Final Approval
- _____ Use Variance w/Site Plan/Subdivision Prel/Final Approval
- _____ Bulk Variance w/Site Plan/Subdivision Prel/Final Approval

Proposed Use _____

The following items must be included in an Environmental Impact Statement.
Hillsborough Township Land Use Regulations Chapter 160.

- | | |
|--------------------------------|-----------------------------------|
| _____ Location of Property | _____ Alternative to Development |
| _____ Environmental Inventory | _____ Mitigating Measures |
| _____ Licenses/Permits | _____ Implications of Development |
| _____ Impact Assessment | _____ Relationship |
| _____ Effects of Development | _____ Reference List |
| _____ Schedule of Preservation | _____ Particular Data |

The Following items must be included in an Environmental Impact Statement. State Statute #NJAC 7:7A.

- | | |
|----------------|-------------------|
| _____ Wetlands | _____ Flood Plain |
|----------------|-------------------|

Note: Environmental Commission reserves the right to ask for an analysis of any other significant environmental constraints which may affect the proposed development. In particular, water and septic disposal within the Mountain Zone (MZ).

TOWNSHIP OF HILLSBOROUGH
Environmental Commission

REQUEST FOR WAIVER FROM ENVIRONMENTAL IMPACT STATEMENT
CHECKLIST

Application Name _____

Block(s) _____ Lot(s) _____

Zone _____ Tract Size in Acres _____

Type of Application (Please Check)

- _____ Minor Site Plan inside Mountain Zone (MZ)
- _____ Minor Site Plan outside Mountain Zone (MZ)
- _____ Minor Subdivision inside Mountain Zone (MZ)
- _____ Minor Subdivision outside Mountain Zone (MZ)
- _____ Planned Unit Development where Site Plan/Subdivision is not required
- _____ Conditional Use where Site Plan/Subdivision is not required
- _____ Use Variance where Site Plan/Subdivision is not required
- _____ Bulk Variance where Site Plan/Subdivision is not required

Proposed Use _____

Stage of Development (Please Check)

_____ Conceptual Review _____ Preliminary Review _____ Final Approval

Waiver is requested from providing:

- _____ Environmental Inventory Report
- _____ Environmental Impact Statement
- _____ Environmental Impact Statement Except Well and Septic
- _____ Other

Applicant is requesting a waiver because (be specific. If additional space is needed use reverse side of form)

Prepared by: _____ Date: _____

Note: An application for a waiver will be denied if there are obvious environmental issues or constraints, such as wetlands, steep slopes, critical high water, flood plains, etc. Applicant must acknowledge and can not request a waiver.

ADDRESSES FOR OUTSIDE AGENCIES:

Somerset-Union Soil Conservation District
Somerset County 4-H Center
308 Milltown Road
Bridgewater, NJ 08807

Delaware & Raritan Canal Commission
Prallsville Mills
PO Box 539
Stockton, NJ 08859-0539

Township of Hillsborough
Municipal Utilities Authority
PO Box 5909
Hillsborough, NJ 08844

Somerset County Planning Board
20 Grove Street
PO Box 3000
Somerville, NJ 08876

Hillsborough Township Fee Schedule (from Section 188-13)

SUMMARY

APPLICATION TYPE ¹	APPLICATION FEE (NON-REFUNDABLE)	GIS FEE (NON-REFUNDABLE)	MINIMUM INITIAL ESCROW FEE FOR REVIEW
Subdivision: informal review – minor	None	None	None - \$2,000 if professional review is requested \$2000
Subdivision – informal review – major	None	None	
Subdivision: minor, amended minor	\$600	\$150	Minor: \$1,000 plus \$25 per lot Amended minor: \$400 per lot
Subdivision: preliminary major, amended preliminary major	\$2,000 plus \$50 per lot for every lot over 15	\$500 plus \$15 per lot	Preliminary: \$1,500 plus \$100 per lot Amended preliminary: \$400 per lot
Subdivision: final plat, amended final	\$1,000	\$500	Final: \$750 plus \$25 per lot Amended final: \$400 per lot
Site Plan: informal review	None	None	\$2,000 if professional review is requested
Site Plan: minor, amended minor ²	\$250	\$250	Minor: \$2.50 per sq. ft. of proposed building area, or \$250 per residential unit. When no building improvements are proposed; \$1.50 per sq. ft. of proposed lot improvements. Amended minor: 75% of original fee.
Site Plan: preliminary major, amended preliminary, RESIDENTIAL	\$1,000 plus; from 1 to 10 units: \$20, plus \$15 per unit from 11 to 100 units, plus \$8 per unit for 101 units or more.	\$500 plus \$5/unit for 1-11 units; \$4/unit for 12-100 units and \$2/unit over 100 units.	Preliminary: \$750 per acre of property, plus \$6.00 per dwelling unit and \$5.00 per sq. ft. of site area being disturbed. Amended preliminary: 75% of original fee.
Site Plan: preliminary major, amended preliminary, NON-RESIDENTIAL ²	\$2,500 up to 100,000 sq. ft. of proposed floor area or disturbance. \$5,000 over 100,000 sq. ft. of proposed floor area or disturbance	\$500 up to 100,000 sq. ft. of proposed floor area or disturbance. \$1,000 over 100,000 sq. ft. of proposed floor area or disturbance.	Preliminary: \$750 per acre or part hereof, plus \$0.10 per sq. ft. of site area being disturbed and/or modified. Amended preliminary: 75% of original fee.
Site Plan: final major; amended final major	50% of the preliminary site plan fee if filed separately; 25% of the preliminary site plan fee if filed with the preliminary.	50% of preliminary site plan GIS update fee if filed separately; 25% of the preliminary site plan GIS update fee, if filed with preliminary.	Final: 25% of preliminary fee; Amended final: 75% of preliminary fee
Site Plan – WIRELESS COMMUNICATION TOWER	Existing Tower: \$1,000 New Tower: \$5,000	None	Existing Tower: \$2,000 New Tower: \$5,000 \$500
Sign waivers not included in a site plan submission	\$50 for the first sign plus \$25.00 for each additional sign.	None	
Conditional use approval	\$250	\$250	Without site plan or subdivision review: \$1,000
Dimensional or "c" variance	\$100 each in conjunction with a site plan or subdivision application; \$250 for one variance without site plan or subdivision application, plus \$75 for each additional variance over one.	\$50 for each variance in conjunction with site plan or subdivision; \$25 for each variance without site plan or subdivision.	Without site plan or subdivision review: \$1,000
Use or "d" variance	Residential: \$250 for up to 10 dwelling units; \$25 per unit for greater than 10 units. Other uses: \$250 per acre.	\$250 for 1-10 dwelling units and \$10/unit over 10 dwelling units. Other uses: \$250 per acre.	Without site plan or subdivision review: \$1,000

APPLICATION TYPE	APPLICATION FEE (NON-REFUNDABLE)	GIS FEE (NON REFUNDABLE)	MINIMUM INITIAL ESCROW FEE FOR REVIEW
Request for administrative approval of modifications	\$250		\$300
Request for re-approval or extension of time	\$250		\$500
Planned Development:			
Informal review	None	None	\$2,000
General Development Plan	\$100 plus \$10 per dwelling unit plus \$0.10 per sq. ft. of non-residential gross floor area	\$100 plus \$5/dwelling unit plus \$0.05 sq. ft. on non-residential gross floor area	\$7,500
Preliminary, amended preliminary residential plat	\$400/unit from 1 to 10, plus \$15/unit from 11 to 100, plus \$8/unit from 101 to 500, plus \$5/unit from 501 to 1,000, plus \$3/unit for 1,001 units or more. Minimum fee is \$400.	\$50/dwelling unit for 1-10 units plus \$7/dwelling unit for 11-100 units plus \$5/dwelling unit for 101 to 500 units plus \$3/dwelling unit for 501-1,000 units plus \$2/dwelling unit over 1,000 units. Minimum fee is \$100	Preliminary: \$250/acre or part thereof, plus \$6 per dwelling unit and \$0.05 per sq. ft. of site area being disturbed and/or modified. Amended preliminary: 75% of original fee
Preliminary, amended preliminary non-residential plat	\$200 per acre Minimum fee is \$600.	\$50 per acre Minimum fee is \$150	Preliminary: \$750/acre or part thereof, plus \$0.10 per sq. ft. of site area being disturbed. Amended preliminary: 75% of original fee
Final, amended final plat	50% of original fee	50% of preliminary surcharge	75% of original fee
Other:			
Appeals (NJSA 40:55D-70a)	\$250	None	\$1,000
Interpretations (NJSA 40:55D-70b)	\$250	None	\$1,000
Development permit (NJSA 40:55D-34 & 35)	\$250	None	\$500
Request for Master Plan Amendment	\$250	None	\$3,000
Certificate of nonconformity (40:55D-68)	\$50	None	\$400

1 For the full Fee Ordinance, and for types of applications that are not on this list, see Section 188-13 of the Township Code.

2 Where more than one tenant may be on one lot, the fee shall be based on the square footage of gross floor area devoted to that tenant's use.

AccuTrack Account holder: please fill in this top section before giving to your client for completion.

AccuTrack Account Number: _____

Master Account Name: _____

Client Account Number: _____

Form **W-9**
(Rev. April 1990)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give this form
to the requester. Do
NOT send to IRS.

Please print or type	Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See Instructions under "Name" if your name has changed.)	
	Address (number and street)	List account number(s) here (optional)
	City, state, and ZIP code	

Part I Taxpayer Identification Number (TIN)

Enter your taxpayer identification number in the appropriate box. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. If you do not have a number, see *How To Obtain a TIN*, below.

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

Social security number								

OR

Employer identification number								

Part II For Payees Exempt From Backup Withholding (See Instructions)

Requester's name and address (optional)

Certification.—Under penalties of perjury, I certify that:

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

Certification Instructions.—You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, 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. (Also see *Signing the Certification* under *Specific Instructions*, on page 2.)

Please
Sign
Here

Signature ►

Date ►

Instructions

(Section references are to the Internal Revenue Code.)

Purpose of Form.—A person who is required to file an information return with IRS must obtain your correct taxpayer identification number (TIN) to report income paid to you, real-estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). Use Form W-9 to furnish your correct TIN to the requester (the person asking you to furnish your TIN), and, when applicable, (1) to certify that the TIN you are furnishing is correct (or that you are waiting for a number to be issued), (2) to certify that you are not subject to backup withholding, and (3) to claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent certain payments from being subject to the 20% backup withholding.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form.

How To Obtain a TIN.—If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

To complete Form W-9 if you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to obtain a TIN and furnish it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN to the

requester. For reportable interest or dividend payments, the payer must exercise one of the following options concerning backup withholding during this 60-day period. Under option (1), a payer must backup withhold on any withdrawals you make from your account after 7 business days after the requester receives this form back from you. Under option (2), the payer must backup withhold on any reportable interest or dividend payments made to your account, regardless of whether you make any withdrawals. The backup withholding under option (2) must begin no later than 7 business days after the requester receives this form back. Under option (2), the payer is required to refund the amounts withheld if your certified TIN is received within the 60-day period and you were not subject to backup withholding during that period.

Note: Writing "Applied For" on the form means that you have already applied for a TIN OR that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Form W-9, include your TIN, sign and date the form, and give it to the requester.

What Is Backup Withholding?—Persons making certain payments to you are required to withhold and pay to IRS 20% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee compensation, and certain payments from fishing boat operators, but do not include real estate transactions.

If you give the requester your correct TIN, make the appropriate certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- (1) You do not furnish your TIN to the requester, or

(2) IRS notifies the requester that you furnished an incorrect TIN, or

(3) You are notified by IRS that you are subject to backup withholding because you failed to report all your interest and dividends on your tax return (for reportable interest and dividends only), or

(4) You fail to certify to the requester that you are not subject to backup withholding under (3) above (for reportable interest and dividend accounts opened after 1983 only), or

(5) You fail to certify your TIN. This applies only to reportable interest, dividend, broker, or barter exchange accounts opened after 1983, or broker accounts considered inactive in 1983.

Except as explained in (5) above, other reportable payments are subject to backup withholding only if (1) or (2) above applies.

Certain payees and payments are exempt from backup withholding and information reporting. See *Payees and Payments Exempt From Backup Withholding*, below, and *Exempt Payees and Payments* under *Specific Instructions*, on page 2, if you are an exempt payee.

Payees and Payments Exempt From Backup Withholding.—The following is a list of payees exempt from backup withholding and for which no information reporting is required. For interest and dividends, all listed payees are exempt except item (9). For broker transactions, payees listed in (1) through (13) and a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker are exempt. Payments subject to reporting under sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items (1) through (7), except that a corporation that provides medical and health care services or bills and collects payments for such services is

not exempt from backup withholding or information reporting. Only payees described in items (2) through (6) are exempt from backup withholding for barter exchange transactions, patronage dividends, and payments by certain fishing boat operators.

- (1) A corporation.
- (2) An organization exempt from tax under section 501(a), or an individual retirement plan (IRA), or a custodial account under 403(b)(7).
- (3) The United States or any of its agencies or instrumentalities.
- (4) A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.
- (5) A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- (6) An international organization or any of its agencies or instrumentalities.
- (7) A foreign central bank of issue.
- (8) A dealer in securities or commodities required to register in the U.S. or a possession of the U.S.
- (9) A futures commission merchant registered with the Commodity Futures Trading Commission.
- (10) A real estate investment trust.
- (11) An entity registered at all times during the tax year under the Investment Company Act of 1940.
- (12) A common trust fund operated by a bank under section 584(a).
- (13) A financial institution.
- (14) A middleman known in the investment community as a nominee or listed in the most recent publication of the American Society of Corporate Secretaries, Inc., Nominee List.
- (15) A trust exempt from tax under section 664 or described in section 4947.

Payments of **dividends** and **patronage dividends** generally not subject to backup withholding also include the following:

- Payments to nonresident aliens subject to withholding under section 1441.
- Payments to partnerships not engaged in a trade or business in the U.S. and that have at least one nonresident partner.
- Payments of patronage dividends not paid in money.
- Payments made by certain foreign organizations.

Payments of **interest** generally not subject to backup withholding include the following:

- Payments of interest on obligations issued by individuals. **Note:** You may be subject to backup withholding if this interest is \$600 or more and is paid in the course of the payer's trade or business and you have not provided your correct TIN to the payer.
- Payments of tax-exempt interest (including exempt-interest dividends under section 852).
- Payments described in section 6049(b)(5) to nonresident aliens.
- Payments on tax-free covenant bonds under section 1451.
- Payments made by certain foreign organizations.
- Mortgage interest paid by you.

Payments that are not subject to information reporting are also not subject to backup withholding. For details, see sections 6041, 6041A(a), 6042, 6044, 6045, 6049, 6050A, and 6050N, and the regulations under those sections.

Penalties

Failure To Furnish TIN.—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding.—If you make a false statement with no reasonable basis that results in no imposition of backup withholding, you are subject to a penalty of \$500.

Criminal Penalty for Falsifying Information.—Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Specific Instructions

Name.—If you are an individual, you must generally provide the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name and both the last name shown on your social security card and your new last name.

Signing the Certification.

(1) Interest, Dividend, and Barter Exchange Accounts Opened Before 1984 and Broker Accounts That Were Considered Active During 1983.—You are not required to sign the certification; however, you may do so. You are required to provide your correct TIN.

(2) Interest, Dividend, Broker and Barter Exchange Accounts Opened After 1983 and Broker Accounts That Were Considered Inactive During 1983.—You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item (2) in the certification before signing the form.

(3) Real Estate Transactions.—You must sign the certification. You may cross out item (2) of the certification if you wish.

(4) Other Payments.—You are required to furnish your correct TIN, but you are not required to sign the certification unless you have been notified of an incorrect TIN. Other payments include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services, payments to a nonemployee for services (including attorney and accounting fees), and payments to certain fishing boat crew members.

(5) Mortgage Interest Paid by You, Acquisition or Abandonment of Secured Property, or IRA Contributions.—You are required to furnish your correct TIN, but you are not required to sign the certification.

(6) Exempt Payees and Payments.—If you are exempt from backup withholding, you should complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "EXEMPT" in the block in Part II, sign and date the form. If you are a nonresident alien or foreign entity not subject to backup withholding, give the requester a completed Form W-8, Certificate of Foreign Status.

(7) TIN "Applied For."—Follow the instructions under *How To Obtain a TIN*, on page 1, sign and date this form.

Signature.—For a joint account, only the person whose TIN is shown in Part I should sign the form.

Privacy Act Notice.—Section 6109 requires you to furnish your correct taxpayer identification number (TIN) to persons who must file information returns with IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 20% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give the name and SOCIAL SECURITY number of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give the name and EMPLOYER IDENTIFICATION number of:
6. A valid trust, estate, or pension trust	Legal entity (Do not furnish the identification number of the personal representative or trustee unless the legal entity itself is not designated in the account title.) ⁴
7. Corporate	The corporation
8. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
9. Partnership	The partnership
10. A broker or registered nominee	The broker or nominee
11. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish.

² Circle the minor's name and furnish the minor's social security number.

³ Show the individual's name.

⁴ List first and circle the name of the legal trust, estate, or pension trust.

Note: If no name is circled when there is more than one name, the number will be considered to be that of the first name listed.

SITE PLANS

1. In order to legally improve non-residential property, site plan approval from the Planning Board or Zoning Board of Adjustment, as the case may be, is required.
2. Minor site plans are of a minor nature and GENERALLY involve less than 5,000 square feet of improvement. Major site plans are everything that is not categorized as minor. Amended site plan or minor site plan approval is typically required for minor improvement to a non-residential property.
3. All lots and the improvements thereon must conform to the lot, building and parking setback, impervious coverage, buffering, number of parking spaces and other design standards for the zone in which the lot is located. These standards are found in the Zoning Ordinance (Chapter 188) of the Township.
4. If lots and/or improvements do not meet the foregoing requirements, variances, or deviations from the standards, must be obtained. Proofs as to the reasons to grant the variances must meet requirements of the Municipal Land Use Law to be approved.
5. Professionals (licensed surveyor, licensed engineer) must be hired by the applicant to prepare site plans of intended use of the property. Requirements for site plans are also located in Chapter 188 of the Township Code. Hillsborough Township does not make recommendations as to professional services.
6. Application to the Planning Board or Board of Adjustment for project approval must be made at the Planning Office. Forms for this are available at the Planning Office. The application must go through a hearing process, which varies depending on project-specific variables.
7. Once an application is submitted, it generally takes at least 3 months before a Board hearing is scheduled. It is likely that more than one hearing will be necessary, depending upon the complexity of the case.
8. If the applicant is an incorporated entity, that entity must be represented by a land use attorney.
9. If the application involves variances, it is recommended that a licensed architect be hired by the applicant to provide a drawing of proposed buildings for the Board to review.
10. If the application involves variances, it is recommended that a licensed Professional Planner be hired by the applicant to testify as to the statutory proofs for the variances.
11. The application is either approved or denied by the Board.

SOMERSET COUNTY PLANNING BOARD

Telephone (908) 231-7021; Fax (908) 707-1749; TDD (908) 231-7168

P.O. Box 3000, Somerville, N.J. 08876-1262

LAND DEVELOPMENT APPLICATION FORM & CHECKLIST

The *Somerset County Land Development Resolution* requires that certain proposed land development proposals be submitted to the Somerset County Planning Board for review and, where required, approval. Land development activities subject to County Planning Board approval include:

- All subdivisions and resubdivisions of land within Somerset County.
- All site plans for land development
- Change of Use applications

This application form shall be completed by the applicant, or the applicant's designated agent and submitted with all required documents to the Somerset County Planning Board. This application consists of three (3) parts, each of which shall be completed as indicated.

- Part I – Project Information
- Part II – Review Fee Schedule
- Part III – Submission Contents Checklist

PART I – PROJECT INFORMATION

For new land development applications, complete Sections A-E and sign the application in Section F. For resubmissions and revisions, fill out Section A, update Sections B-E for any change in information, and sign the application in Section F.

SECTION A – PROJECT IDENTIFICATION

PROJECT NAME _____

MUNICIPALITY _____

BLOCK(S) _____ LOT(S) _____

STREET ADDRESS _____

TAX MAP PAGE _____ DATE OF PLANS BEING SUBMITTED _____

LOCAL BOARD REVIEWING APPLICATION:

PLANNING BOARD _____ BOARD OF ADJUSTMENT _____

COUNTY PLANNING BOARD FILE # _____ (for resubmissions/revisions)

SECTION B – APPLICANT AND CONTACT INFORMATION

APPLICANT'S NAME _____

ADDRESS _____

TELEPHONE _____ FAX _____

PLAN PREPARER'S NAME _____

PLAN PREPARER'S ADDRESS _____

TELEPHONE _____ FAX _____

ATTORNEY'S NAME _____

ATTORNEY'S ADDRESS _____

TELEPHONE _____ FAX _____

SECTION C – SITE DATA

AREA OF TRACT _____ acres

DEDICATED OPEN SPACE _____ acres

PUBLIC SEWER YES _____ NO _____

PUBLIC WATER YES _____ NO _____

REDEVELOPMENT YES _____ NO _____

SECTION D – SUBDIVISION INFORMATION

SUBDIVISION TYPE RESIDENTIAL (✓) _____ NONRESIDENTIAL (✓) _____

NUMBER OF NEW BUILDING LOTS _____

NEW BUILDING LOTS PROPOSED UNDER FAIR HOUSING ACT _____

TOTAL AREA OF NEW BUILDING LOTS _____ acres

AVERAGE AREA OF NEW BUILDING LOTS _____ acres

NUMBER OF MULTI-FAMILY LOTS _____

LENGTH OF NEW STREET _____ linear feet

SECTION E – SITE PLAN INFORMATION

<u>TYPE (√)</u>	<u>NUMBER OF UNITS</u>	<u>AMOUNT OF NEW SQ. FOOTAGE</u>	<u>NUMBER OF NEW PARKING SPACES</u>
____ RESIDENTIAL	_____	_____	_____
Living Units	_____	_____	
Attached Units	_____		
Fair Housing Act Units	_____		
____ COMMERCIAL/RETAIL		_____	_____
____ OFFICE		_____	_____
____ INDUSTRIAL/WAREHOUSE		_____	_____
____ PUBLIC/INSTITUTIONAL		_____	_____
____ OTHER		_____	_____

SECTION F - SIGNATURE

SIGNED _____ DATE _____
(SIGNATURE OF APPLICANT OR AGENT)

PART II – REVIEW FEE SCHEDULE

A review fee shall apply to each subdivision and land development submitted to the Somerset County Planning Board for review in accordance with the New Jersey County Enabling Act, Section 40 27-6.2 and 40 27-6.6.

Fees shall be submitted with the submission package to the County Planning Board located in the County Administration Building, 20 Grove Street, Somerville, New Jersey.

Only certified checks or money orders, payable to Treasurer, County of Somerset, will be accepted. Review will not commence until the proper fees and accompanying plans and supporting documents are received by the County Planning Board and deemed complete. The review fee will be non-refundable if a project is disapproved by the County Planning Board or local municipality.

Complete all sections of the fee schedule below that apply.

SECTION A – REVIEW FEE EXEMPTION (Check reason for exemption)

1. ☐ Lot line adjustments where no building lots are being created.
2. ☐ Minor building additions involving less than 1,000 sq. ft. and no additional parking.
3. ☐ Plans submitted by a duly recognized nonprofit institution or municipality.
4. ☐ Site plans not on a County road where impervious coverage is less than one (1) acre.
5. ☐ Site plans involving proposed residential development of fewer than five (5) dwelling units.
6. ☐ Conceptual plans.
7. ☐ Housing units proposed as per the Fair Housing Act. *Only the specific housing units or lots proposed under the Fair Housing Act are exempt from the review fee.*

SECTION B – SUBDIVISION REVIEW FEE (Check appropriate category)

If uncertain whether the proposed development impacts a County facility, the applicant should submit the lesser fee. If the County determines that the project impacts a County facility, the County will assess the applicant upon issuance of the first County Planning Board report.

1. ☐ A minor subdivision which contains two (2) or fewer new lots, which does not impact a County road or drainage facility as determined by the County.
\$150.00 flat fee \$ _____
2. ☐ A minor subdivision which contains two (2) or fewer new lots, which impacts a County road or drainage facility as determined by the County.
\$200.00 flat fee \$ _____
3. ☐ A major subdivision which contains three (3) or more new lots, which does not impact a County road or drainage facility as determined by the County.
\$300.00 flat fee \$ _____
4. ☐ A major subdivision which contains three (3) or more new lots, which impacts a County road or drainage facility as determined by the County.
\$400.00 flat fee plus \$ _____
\$20.00 per new lot + \$ _____

SECTION C – SITE PLAN REVIEW FEE (Check appropriate category)

If uncertain whether the proposed development impacts a County facility, the applicant should submit the lesser fee. If the County determines that the project impacts a County facility, the County will assess the applicant upon issuance of the first County Planning Board report.

1. _____ A site plan which does not impact a County road or drainage facility as determined by the County.
\$150.00 flat fee \$ _____
2. _____ A site plan which impacts a County road or drainage facility as determined by the County.
\$400.00 flat fee plus \$ _____
\$10.00 per parking stall **Commercial/Office** + \$ _____
\$2.00 per 100 sq. ft. **Industrial** + \$ _____
\$20.00 per dwelling unit **Residential** + \$ _____

Projects requiring a more detailed engineering/planning review may be required to post funds into an escrow account to cover the actual cost of completing the review of the project. The County Planning Board will advise the applicant of this amount when applicable.

SECTION D – TOTAL APPLICATION FEE

\$ _____

SECTION E – REVISION FEE (Check appropriate category)

A revision fee must be submitted for revised plans, stormwater management reports, traffic reports and other supporting documentation.

1. _____ 1st revision - no revision fee
 2. _____ 2nd and each subsequent revision
- \$150.00 Minor Subdivision (2 or fewer new lots)** \$ _____
\$300.00 Major Subdivision (3 or more new lots) \$ _____
\$300.00 All Site Plans \$ _____

SECTION F – FINAL PLAT/SITE PLAN GEOGRAPHIC INFORMATION SYSTEM FEE (Check appropriate category)

\$25.00 per plat plus \$ _____
\$10.00 per new lot \$ _____

\$25.00 per site plan \$ _____

PART III – SUBMISSION CONTENTS CHECKLIST

The following items shall be submitted to the Somerset County Planning Board for each development application before the submission can be deemed complete:

- _____ **Completed Land Development Application form**
- _____ **Completed Development Submission Checklist**
- _____ **Review or revision fee**
- _____ **Plans (one complete set)**
- _____ **Stormwater Management Report (if impacting County facility)**
- _____ **Traffic Impact Study (if required by Chapter 7 of the *Resolution*)**
- _____ **Historic Impact Statement (if required by Chapter 8 of the *Resolution*)**
- _____ **Agricultural Impact Statement (if required by Chapter 8 of the *Resolution*)**
- _____ **Recycling Plan Element (if required by Chapter 8 of the *Resolution*)**

PART IV - DEVELOPMENT COMPLETENESS CHECKLIST

The following checklist identifies plan and report requirements for submissions. It is to be completed for inclusion with the standard application form:

<u>Incomplete</u>	<u>Not Applicable</u>	<u>Complete</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form with all required attachments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Plan showing all proposed improvements with a legible Key Map with north arrow at a scale suitable to easily find the site for a field inspection. Existing features shown consistent with features shown on the Plan of
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Title block (Per N.J.S.A.13:40-1.3) containing type/name of application, plan preparer, existing block and lot numbers, and date of plan with
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Signed and sealed plan showing County facilities and surrounding topography for a minimum distance of 200' beyond the tract boundaries. For County roads this includes pavement, curb, drainage systems,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Zone district of site and adjoining areas, scale of plan (written and graphic), north arrow, name of applicant and owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Current signed and sealed Plan of Survey of the property in question prepared in accordance with N.J.S.A.13:40-5.1.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Names of all property owners within 200' of subject property with lot and block numbers shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Contours and spot elevations to determine existing and proposed drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Proposed access location and configuration in accordance with Chapter 4 of the Land Development Review Resolution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Right-of-way dedication(s) to the County consistent with the County Master Plan, signed and sealed by a professional land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Construction plans signed and sealed by a professional engineer for improvements to County facilities prepared in accordance with the County's Traffic, Road, and Bridge Handbook.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Adequate drainage improvements to ensure proper drainage at access point(s) and along the County Road.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Design calculations showing proposed drainage facilities to be in accordance with the appropriate requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Stormwater management report prepared in accordance with N.J.D.E.P. stormwater rules and BMP manual, signed and sealed by a professional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Proposed utility connections within the County right-of-way (sanitary, water, gas, electric, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Provisions for the collection of recyclables in multi-family residential and commercial developments.



Township of Hillsborough

COUNTY OF SOMERSET
MUNICIPAL BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NEW JERSEY 08844

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(908) 369-4313

ORDINANCE 2008 - 06

AN ORDINANCE AMENDING CHAPTER 188 (LAND USE AND DEVELOPMENT), SECTION 32E (COMMUNITY IMPACT STATEMENT) OF THE MUNICIPAL CODE OF THE TOWNSHIP OF HILLSBOROUGH, COUNTY OF SOMERSET, STATE OF NEW JERSEY

BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey as follows:

Section 1: Chapter 188, Section 32E (Community Impact Statement) of the Code of the Township of Hillsborough shall be amended as follows:

E. Community Impact Statement

1. **Any development application submitted to the Planning Board or Board of Adjustment, except for minor subdivisions and minor site plans**, shall be accompanied by a community impact statement analyzing the proposed development and its expected impact upon existing facilities and services in the Township. The information furnished in the community impact statement shall serve to influence the design of the proposed development so that the provision of necessary municipal facilities can be anticipated and coordinated with the construction of the proposed development. The community impact statement shall be prepared in accordance with the methodologies and standards set forth in the most recent edition of *"The New Practitioner's Guide to Fiscal Impact Analysis"* by Robert Burchell, David Listoken, William Dolphin, published by the Rutgers Center for Urban Policy Research (CUPR) or **any more recent demographic study prepared by the CUPR or the Urban Land Institute**. **Notwithstanding that a minor subdivision or minor site plan application is not required to be accompanied by a Community Impact Statement, an applicant for a minor subdivision or a minor site plan shall provide an analysis of the Round 3 COAH affordable housing obligation as the obligation impacts the proposed development.**
2. The community impact statement shall address the following areas:
 - a. **Population Impact.** The applicant shall provide an analysis of the number of

people expected to be added to the municipal population as a result of the proposed development within the following school-aged cohorts: pre-school aged children (0 to 4 years of age), school aged children (5 to 18 years of age), parents of family bearing age (18 to 40 years of age), middle aged adults (41 to 62 years of age) and senior citizens (over 62 years of age).

- b. School Impact. The applicant shall provide an analysis of the anticipated number of pupils who will be added to the student population in the Township, the ability of the existing public school facilities to absorb the expected student population during a ten (10) year period and the expected cost of any required building additions and increased teaching staff which may be necessary as a result of the number of pupils who will be added to the student population. The applicant may provide this analysis by either of the following means:
 - (1) The applicant may submit an analysis prepared by the Township Superintendent of Schools or Board of Education, or
 - (2) The applicant may submit an analysis prepared by competent professionals. The applicant shall provide proof that a copy of the analysis has been served on the Board of Education with the following notice: "The Planning Board **or Board of Adjustment, as applicable**, requests that the Superintendent of Schools or the Board of Education provide written comments on this analysis within fourteen (14) days after service. The Superintendent and the Board are also invited to attend the hearings on this application and to provide testimony on the impact of the application on the school system."
- c. Financial Impact. The applicant shall provide an analysis of the revenue expected to be generated from the **development proposal** compared to the anticipated costs which the **development proposal** is expected to generate. Projected revenues and costs shall be shown for the Township, Township school system and the County of Somerset.
- d. Preliminary Major Subdivision and Site Plan Checklist. Sixteen (16) copies of a community impact statement prepared in accordance with this Section shall be required upon submission of a development application, except as indicated in Section 32E 1. above.
- e. Round 3 Affordable Housing Requirements. The applicant shall provide an analysis of the Round 3 COAH affordable housing obligation as the obligation impacts the proposed development.

Section 2: This ordinance shall take effect upon its adoption, passage and publication according to law.