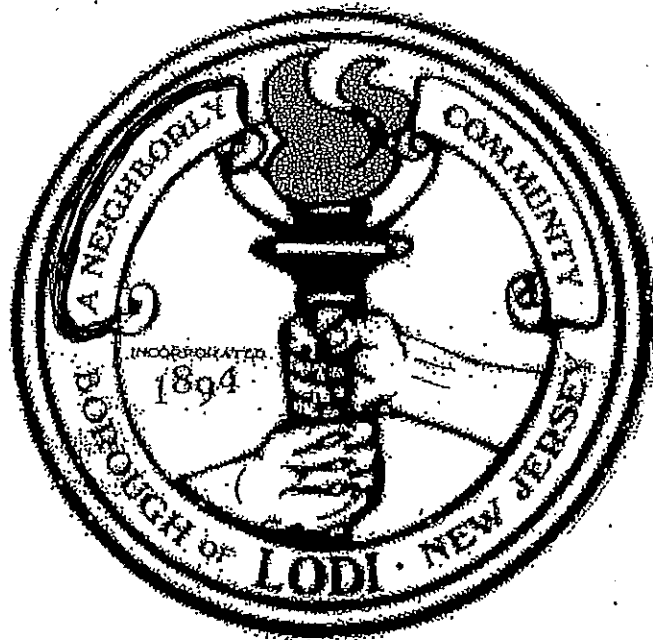


# Borough of Lodi

## Planning Board



## Application for Hearing

**BOROUGH OF LODI  
PLANNING BOARD**

**DOCUMENTS FOR FILING APPLICATIONS WITH THE PLANNING BOARD**

Dear Applicant:

This packet has been prepared to assist you with your application for a hearing before the Lodi Planning Board. The Planning Board is empowered to hear the following matters: (a) amendment to prior approval; (b) concept plans; (c) minor subdivision; (d) major preliminary subdivision; (e) major final subdivision; (f) minor site plan; (g) major preliminary site plan; (h) major final site plan; (i) conditional use.

In addition, the Planning Board has the power to hear bulk variances pursuant to N.J.S.A. 40:55D-70(c) which may be requested in conjunction with an application in any of the above matters.

Enclosed please find the following documents which make up the Planning Board Application:

- \_\_\_\_\_ 1. Instructions
- \_\_\_\_\_ 2. Application for Hearing
- \_\_\_\_\_ 3. Certification of Zoning Officer and/or Construction Official
- \_\_\_\_\_ 4. Certification by Tax Assessor
- \_\_\_\_\_ 5. Certification by Tax Collector
- \_\_\_\_\_ 6. Schedule of Fees and Escrow
- \_\_\_\_\_ 7. IRS Form W-9
- \_\_\_\_\_ 8. Disclosure Statement
- \_\_\_\_\_ 9. Sample Notice to be Served upon Owners of Property Affected by Application
- \_\_\_\_\_ 10. Sample Notice to be Published in the Official Newspaper
- \_\_\_\_\_ 11. Proof of Service

Please review this package and instructions carefully before you file your application. Failure to provide any required fees, documents or information will delay your hearing.

If you have any questions, please contact the Zoning Officer, Nick Melfi, at (973) 859-7465. You may also reach him by fax at **973-859-7466**

Very truly yours,

Sharon Salvacion  
Secretary for the Lodi Planning Board

**BOROUGH OF LODI  
PLANNING BOARD  
Instructions**

1. From the Planning Board Secretary:
  - (a) Pay all required fees and escrows, and obtain a signed receipt.
  
2. From other Borough Offices:
  - (a) **Building Department** – If the Zoning Office determined that there were prior resolutions applicable to the subject property, then the Construction Official must also approve the *Certification of the Zoning Officer and/or Construction Official*. (Exhibit A)
  - (b) **Tax Assessor** – Obtain a certified listing of property owners within 200 feet of the property (Exhibit B).
  - (c) **Tax Collector** – Obtain a certification from the tax collector that all property taxes have been paid and are current (Exhibit C).
  
3. Complete an original *Application for Hearing* (attached). Please attach the following documents to the *Application*:
  - (a) Copy of Refusal of Permit (if issued).
  - (b) *Schedule of Fees and Escrow*, indicating that all required fees and escrow funds have been deposited (Exhibit D). The attached W-9 must be completed if total escrow collected is \$5,000 or more (Exhibit E).
  - (c) Zoning Official's certification and prior resolutions (Exhibit A).
  - (d) *Owners and Address Report* (Exhibit F).
  - (e) Tax Collector's certification regarding property taxes (Exhibit B).
  - (f) Proposed *Notice to be Served Upon Owners of Property Affected by Application* (sample attached). Please complete the entire Notice, except for the hearing date, which will be provided to you at a later date (Exhibit G).
  - (g) Proposed *Notice to be Published in the Official Newspaper* (sample attached). Please complete the entire Notice, except for the hearing date, which will be provided to you at a later date (Exhibit H).
  - (h) Signed and sealed property survey to be dated within one (1) year of date of application..
  - (i) Site plan (folded 8"x 14" Site plans must completely comply with the Site Plan Review Ordinance of the Borough of Lodi, or a waiver from the ordinance for the excluded information, should be requested. **A zoning grid, showing all required and proposed bulk, height and other requirements, must be included for all applications.**
  - (j) Architect's plan (folded 8" x 14"), show existing and proposed premises. Detailed floor plans, including the basement, if any, and all existing conditions and proposed changes, as well as elevations should be shown. Any plans not containing all required information will be considered incomplete.
  - (k) Self-addressed stamped envelope (for mailing resolution).
  
4. Make thirteen (13) copies of the application together with thirteen (13) copies of all exhibits, plans and attachments and deliver them to the Lodi Planning Department, One Memorial Drive, Lodi, New Jersey, Attn: Sharon Salvacion.

5. After being notified of your hearing date, insert such date on your *Notice to Property Owners within 200 Feet* and on the *Public Notice*.
- (a) Mail or deliver the *Notice to Property Owners* to each of the parties listed on the Certified List of Property Owners (Owners and Address Report), at least ten (10) days prior to the date of the hearing. If mailed, you must mail each notice by Certified Mail. If hand delivered, please obtain an acknowledgment of service, showing to whom you served the notice, and the date upon which you provided it.
  - (b) Have the *Public Notice* published in either The Record, the Herald News or the Community News, no later than ten (10) days before the hearing date.
  - (c) Provide the Board Secretary with your notarized Proof of Service at least five (5) days prior to your hearing date. Your Proof of Service should have a copy of the certified Proof of Publication received from the newspaper. In addition, if the Proof of Service is not signed by a licensed attorney at law, it should have a copy of each of the certified mailing receipts attached (Exhibit D).

#### IMPORTANT NOTES:

All documents described above must be fully completed and submitted to the Secretary of the Board no later than six (6) weeks prior to a scheduled meeting.

Only applications containing all the above information will be accepted. Incomplete applications will delay your hearing.

Applications will not be deemed complete until all required documents are received. You may receive a review letter from one or more of the Board's professionals, advising you of any additional documents, plans, amendments, etc., required to bring your application to a complete status. All amendments must be forwarded directly by the applicant in the same manner as the original submissions as stated above.

**Do not publish or send out any notices until advised to do so.**

You will only receive such advice when your application has been deemed complete.

**All notices must be published or served at least 10 days before the hearing date.**

LODI PLANNING BOARD  
APPLICATION FOR HEARING

For official use only

Date filed: \_\_\_\_\_

Application Number: \_\_\_\_\_

	Zoning Official	Attorney	Engineer	Planner
Forwarded to (Name and date):				
Deemed complete (Name and date or N/A)				

**Applicant/Property Location**

Street Address .....

Block No. .... Lot No(s) .....

Applicant .....

Address .....

.....

Phone No.: (....) ..... Fax (....) ..... E-mail .....

Relationship to owner: (....) owner (....) tenant (....) agent (....) contract purchaser

(....) other: \_\_\_\_\_

**Owner Information:**

If the Applicant is not the owner, set forth the following:

Name of Owner: ..... Address .....

Phone No. .... Fax No. .... Email .....

**Type of Application (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> Minor Site Plan Approval       | <input type="checkbox"/> Major Preliminary Site Plan Approval |
| <input type="checkbox"/> Major Final Site Plan Approval | <input type="checkbox"/> Minor Subdivision                    |
| <input type="checkbox"/> Major Preliminary Subdivision  | <input type="checkbox"/> Major Final Subdivision              |
| <input type="checkbox"/> Concept Plan                   | <input type="checkbox"/> Amended Site Plan                    |
| <input type="checkbox"/> Conditional Use                |   |
| <input type="checkbox"/> Other                          |   |

**Indicate Relief to be Requested in Conjunction with this Application**

- |  |  |
|--|--|
| <input type="checkbox"/> Bulk Variance(s) (N.J.S.A. 50:55D-70.c) | <input type="checkbox"/> Design Standard Waiver(s)       |
| <input type="checkbox"/> RSIS Exception (N.J.A.C. 5:21-3.2)      | <input type="checkbox"/> Environmental Protection Waiver |

**Project Details**

Use District (Zone) .....

Size of Lot: .....

Present use or occupancy: .....Proposed.....

Present size of building (if any): .....Proposed.....

Present height of building/stories (if any): .....Proposed.....

Present setback from property line: ..... Proposed.....

Present feet from sideline: .....Proposed.....

Present Number of Parking Spaces.....Proposed.....

Other relevant details not provided for in foregoing .....

.....

.....

.....

Please provide a brief description of the proposed project and relief sought, and the grounds therefore:

.....

.....

.....

.....

Property is located (check applicable status):

Within 200 feet of another municipality       Adjacent to a State Highway  
 Adjacent to an existing or proposed County road       Adjacent to other County land

Note: If any category is checked, notification concerning this application to the appropriate agency is required.

**Property History**

Has there been any previous hearing, either before the Planning or Zoning Boards, involving these premises? Yes/No. Completed *Certification of Construction Official* must be attached.

If so, state: (a) Relief requested .....  
(b) Date Filed ..... (c) Disposition .....

Also, attach a copy of all prior resolutions (whether granted or denied)

**Variance(s) Requested:** If this application requires a bulk variance from the strict application of the Borough of Lodi Zoning Ordinance, complete the section below requesting said relief. You may attach additional sheets if needed.

<u>Section</u>	<u>Required</u>	<u>Proposed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Specific Design Waiver(s) Relief Requested**

<u>Section</u>	<u>Required</u>	<u>Proposed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List Exhibits accompanying this application: (attach separate sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Applicant's Professionals**

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

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

Tel. No.: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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

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

Tel. No.: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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

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

Tel. No.: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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

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

Tel. No.: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Other:** \_\_\_\_\_

Field of Expertise: \_\_\_\_\_

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

Tel. No. \_\_\_\_\_

**Other:** \_\_\_\_\_

Field of Expertise: \_\_\_\_\_

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

Tel. No. \_\_\_\_\_

I hereby grant authorization to any member of the Board, as well as to any of its professionals, to visit and access the subject property, both the interior and exterior. If requested by any of the foregoing parties, upon reasonable notice, I will arrange to provide access to any part of the interior of the property at a mutually agreeable time.

I acknowledge that the statutory reporting period shall not begin to run until this application and accompanying plans are complete in all respects. We acknowledge and agree that if this application is not completed within one year of the date of filing, it will be subject to administrative dismissal without prejudice.

I certify that the foregoing information, as well as the information contained on all exhibits and attachments submitted herewith are true. I further certify that I am the individual applicant or that I am a duly authorized officer of a corporate applicant, a general partner of a partnership applicant, or a managing member of an LCC applicant.

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

\_\_\_\_\_ Applicant

A Notary Public/Attorney at Law of the State of New Jersey  
My commission expires: \_\_\_\_\_

(If the applicant is not the owner)

I certify that I am the owner of the subject property, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision rendered by the Board in the same manner as if I were the applicant.

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

A Notary Public/Attorney at Law of the State of New Jersey  
My commission expires: \_\_\_\_\_

LODI PLANNING BOARD  
CERTIFICATION BY ZONING OFFICER AND/OR CONSTRUCTION OFFICIAL

Applicant/Property Location

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

Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_

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

I have reviewed the subject property's file:

\_\_\_\_\_ There were no prior actions concerning the subject property taken by either the Lodi Planning board or Lodi Zoning Board of Adjustment.

\_\_\_\_\_ There were prior actions concerning the subject property taken by either the Lodi Planning Board or Lodi Zoning Board of Adjustment. The following resolutions were passed, and I have verified that all requirements of the resolutions have been complied with. Copies are attached hereto:

	Resolution Number	Date
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

\_\_\_\_\_  
Nicholas Melfi, Zoning Officer  
Dated: \_\_\_\_\_

I have verified that all requirements of the resolutions have been complied with.

\_\_\_\_\_  
Nicholas Melfi, Construction Official  
Dated: \_\_\_\_\_

(Note: the applicant is responsible for the cost of making copies of any resolutions obtained from the Zoning Department)

EXHIBIT A

LODI PLANNING BOARD  
CERTIFICATION BY TAX ASSESSOR

Applicant/Property Location

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

Block No. \_\_\_\_\_ Lot No(s) \_\_\_\_\_

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

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

I hereby certify that the attached listing, consisting of \_\_\_\_\_ pages, is an accurate and complete list of all property owners within 200 feet of the above listed property. This list has been compiled from the Borough of Lodi's most recent tax roll.

\_\_\_\_\_  
Evelyn Trujillo  
TAX ASSESSOR

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

EXHIBIT B

LODI PLANNING BOARD  
CERTIFICATION BY TAX COLLECTOR

Applicant/Property Location

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

Block No. \_\_\_\_\_ Lot No(s.) \_\_\_\_\_

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

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

I hereby certify that the taxes for the above listed property are current through \_\_\_\_\_.

\_\_\_\_\_  
Gary Stramandino  
Tax Collector

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

(NOTE: No application will be scheduled or heard unless taxes are paid in full through the date of the hearing.)

EXHIBIT C

**BOROUGH OF LODI  
PLANNING BOARD  
SCHEDULE OF FEES AND ESCROW**

Re: Applicant Name: \_\_\_\_\_ File # \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Block # \_\_\_\_\_ Lot # \_\_\_\_\_

<u>SCHEDULE OF FEES</u>	<u>Administrative</u>	<u>Fee</u>	<u>Escrow</u>
1. Minor Site Plan Approval	(\$250)	\$ _____	(\$2,000) \$ _____
2. Major Preliminary Site Plan Approval	(\$250)	\$ _____	(\$3,000) \$ _____
3. Major Preliminary and Final Site Plain Approval	(\$250)	\$ _____	(\$3,000) \$ _____
4. Minor Subdivision	(\$250)	\$ _____	(\$2,000) \$ _____
5. Major Preliminary Subdivision	(\$250)	\$ _____	(\$3,000) \$ _____
6. Major Preliminary and Final Subdivision	(\$250)	\$ _____	(\$3,000) \$ _____
7. Concept Plan	(\$100)	\$ _____	(\$1,000) \$ _____
8. Amended Preliminary and Final Site Plan	(\$250)	\$ _____	(\$2,000) \$ _____
9. Conditional Use	(\$250)	\$ _____	(\$2,000) \$ _____
10. Other _____	(\$ )	\$ _____	(\$ ) \$ _____
<b>Total Filing &amp; Escrow Fees</b>		<u>\$ _____</u>	<u>\$ _____</u>

Filing fees and escrow fees must be paid by separate checks, made payable to the Borough of Lodi, and deposited with the Zoning Office, located at Borough Hall, One Memorial Drive, Lodi, NJ 07644. Please note that the above Administrative Fees and Escrows may be adjusted as per Borough Ordinance No. 192-25.

Please note that any unused escrows will be refunded

**EXHIBIT D**

After review by the Borough's professionals, additional escrows may be required. If these additional escrows are not paid prior to your meeting date, your application will not be heard.

FOR OFFICE USE ONLY

Acknowledge receipt of the above sum of filing fees and the above sum of escrow deposits on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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EXHIBIT D (Con't)

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

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

### Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
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### General Instructions

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

#### Purpose of Form

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

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

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

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

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

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

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

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

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

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

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## Penalties

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

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

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

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

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 custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its Instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(i), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below:

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>4</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup>List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup>Circle the minor's name and furnish the minor's SSN.

<sup>3</sup>You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup>List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

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

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

- To reduce your risk:
    - Protect your SSN,
    - Ensure your employer is protecting your SSN, and
    - Be careful when choosing a tax preparer.
- Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**LODI PLANNING BOARD**  
**Disclosure Statement**

The names and addresses of all persons owning 10% or more of the stock of a corporate applicant, or a 10% or more interest in any partnership or LLC applicant must be disclosed. All such entities shall list the names and addresses of its stockholders, members or partners, as the case may be, and this requirement shall be followed by every corporate stockholder, partner in a partnership, or member in an LLC, until the names and addresses of the non-corporate stockholders and individual partners or members, exceeding the 10% ownership criterion, have been listed. For purposes of this disclosure, interests owned by a spouse, any descendant or spouse thereof, or any ancestor or spouse thereof, shall be attributed to each other to determine whether the 10% threshold is met.

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

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Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

If the applicant is not the owner, please provide the owner's information:

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

**EXHIBIT F**

**NOTICE TO BE SERVED ON OWNERS  
OF PROPERTY AFFECTED BY APPLICATION**  
Borough of Lodi  
Planning Board

**Please Take Notice:**

That the undersigned has filed an application for development with the Planning Board of the Borough of Lodi so as to permit

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and which require the following variances and/or other relief:

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on the premises known as \_\_\_\_\_ and designated as Block \_\_\_\_\_

Lot \_\_\_\_\_ on the Borough's tax map. This notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been ordered for \_\_\_\_\_ 20\_\_ at 7:00 p.m. in the Council Chambers, First Floor, Borough Hall, One Memorial Drive, Lodi, N.J. When the case is called, you may appear either in person, or attorney, and present any objections which you may have to the granting of the relief sought in this application.

This notice is sent to you by the applicant by order of the Planning Board.

A copy of the application is on file with the Zoning Officer, Borough Hall, Lodi, New Jersey, and available for inspection between the hours of 9:00 A.M. and 4:00 P.M.

Respectfully,

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Applicant

EXHIBIT G

NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER

Borough of Lodi  
Planning Board

Please Take Notice that a public hearing before the Lodi Planning Board has been ordered for

\_\_\_\_\_, 20\_\_ at 7:00 P.M. in the Council Chambers, First Floor,  
Borough Hall, One Memorial Drive, Lodi, N.J. on an application for development of the  
undersigned so as to permit

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and which require the following variances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

on the premises known as \_\_\_\_\_ and designated as Block \_\_\_\_\_

Lot \_\_\_ on the Borough's tax map.

A copy of the application is on file with the Zoning Officer, Borough Hall, Lodi, New Jersey and available for inspection between the hours of 9:00 A.M. and 4:00 P.M.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Lodi Planning Board.

\_\_\_\_\_  
, Applicant

Publication Date: \_\_\_\_\_

EXHIBIT H

Proof of Service

State of New Jersey )
) SS:
County of Bergen )

....., of full age, being duly sworn according
(Applicant's Name)
to law, deposes and says, that he is the applicant in a proceeding before the Lodi Planning Board,
relating to land located at .....
(Property Address)

and that he did on ..... (at least ten (10) days prior to the
(Date of mailing or service)

hearing date), give personal notice to each of the parties listed on the Owner & Address Report,
provided to me by the Lodi tax Assessor and dated ....., and also
(Date of report)

provided a copy of the complete application package to the Lodi Planning Board. Said notices
and packages were served by certified mail or hand delivered. If mailed, copies of the U.S. Postal
Service Certified Mail receipts for such party are attached hereto. If hand delivered, a dated
Acknowledgement of Service is attached.

There is also attached a copy of the proof of publication for the public notice. The notice
was published in ..... on .....
(Name of Newspaper) (Date of publication)

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

Notary Public of the State of New Jersey
My commission expires: \_\_\_\_\_

(If this document is not signed by a licensed Attorney at Law of the State of New Jersey, attach
copies of the certified mailing receipts only. There is no need to provide proofs of receipt
("Green Cards").