

TOWNSHIP OF PEQUANNOCK  
INSTRUCTIONS FOR FILING OF APPLICATIONS

BOARD OF ADJUSTMENT  
PLANNING BOARD

Please review the following instructions **carefully** before you file your application. A failure to follow the checklist or to provide required documentation will delay your application and hearing.

Your initial submission must include your **original** signed application plus one copy along with two signed and sealed site plans, be sure that all owners and applicants sign where requested.

Your filing fees shall be submitted on a separate check from your escrow review fees. Any unused escrow funds will be refunded to you after your application is completed; you may be asked to deposit additional funds to your account should it become depleted during the application process. County filing fees should be mailed directly to the County.

You must obtain tax certification from the Tax Collector and the list of property owners within 200 feet of your site from the Tax Assessor. All taxes and assessments on the subject property must be paid up to date.

The Planning Department will review your application after submission. Within forty-five (45) days you will receive a written notification advising you of your application status. If your application is deemed incomplete, the notice will advise you in what manner it is deficient. When all missing items are submitted or necessary corrections are made, the application will be scheduled with the Board.

You will find attached to this instruction sheet the specific checklist for your application, information about legal notices and a sample format. We hope that this information is helpful but recognize that you may have many questions. Please do not hesitate to contact the Planning Office at 973-897-0325 for any further information or clarification, and I will be happy to assist you in any way possible.

Linda Zacharenko  
Planning/Zoning Coordinator

REQUEST FOR LIST OF CERTIFIED NAMES AND ADDRESSES

I hereby request a certified list of names and addresses of property owners to whom the applicant is required to give notice pursuant to the Municipal Land Use Law for property located at:

\_\_\_\_\_

know as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Tax Maps of Pequannock Township. **I understand that the Township shall supply me with such list within 7 days.**

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

Telephone \_\_\_\_\_

Check One: \_\_\_\_\_ List will be picked up

\_\_\_\_\_ Please mail list to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Paid: Cash \_\_\_\_\_

Check \_\_\_\_\_ No, \_\_\_\_\_

Gave to Township Clerk \_\_\_\_\_  
(date)

Block \_\_\_\_\_ Lot \_\_\_\_\_  
Application \_\_\_\_\_  
P.B. \_\_\_\_\_ ZBA \_\_\_\_\_

### TAX AND ASSESSMENT PAYMENT REPORT

Under provisions of New Jersey Statues, N.J.S.A. 40:55D-39C and N.J.S.A. 4:55D-65h, an applicant for development of land must submit proof that no taxes or assessments for local improvements or municipal liens are due to delinquent on the property, stated below.

Applicant will complete Section 1 of this form and submit it with his application for development. The Administrative Officer will forward the forms to the Tax Collector for verification that no delinquent taxes or assessments are due. One signed copy of this form will be returned to the applicant by the Administrative Officer, one copy retained by the Tax Collector, and one copy will be placed in the applicant's file.

Developers are cautioned that agreement on payment of taxes for the current year must be reached between the interested parties. Apportionment of taxes is **NOT** the concern of the Tax Office. If apportionment is desired, application is made to the Township Clerk. There is a \$5.00 fee for apportionment.

Applicant is also cautioned that additional assessments may be levied where a structure is present.

.....  
**Section I (to be completed by Applicant)**

I \_\_\_\_\_ of \_\_\_\_\_  
(address)  
am making application to the Planning Board/Board of Adjustment for the development of  
Lots(s) \_\_\_\_\_ in Block \_\_\_\_\_ in the \_\_\_\_\_ zone, located at  
\_\_\_\_\_ whose owners of record is \_\_\_\_\_  
(street/s) (name)  
of \_\_\_\_\_  
(address)

This tract was formerly subdivided on \_\_\_\_\_  
Original Lot(s) No. \_\_\_\_\_ Block(s) \_\_\_\_\_. I acquired interest in this  
Property on \_\_\_\_\_  
(date)

I request the Tax Collector determine whether there are any delinquent taxes and/or assessments due.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_  
P.B. \_\_\_\_\_ ZBA \_\_\_\_\_

**Section II** (to be completed by Tax Collector)

- I find that
- ( ) All taxes due have been paid.
  - ( ) All assessments due have been paid.
  - ( ) The following are delinquent and past due:

Date: \_\_\_\_\_ Tax Collector: \_\_\_\_\_

**PEQUANNOCK TOWNSHIP DEVELOPMENT FEES  
ORD 2010-02**

<b>Application Fee/Minor Subdivision</b>	
Lot Line Adjustment	\$200.00
Minor Subdivision	\$200.00 + \$50.00/lot
Amendment to minor s/d	\$200.00
<b>*Escrow Fee/Minor Subdivision</b>	
Lot Line Adjustment	\$1,000.00
Minor Subdivision	\$2,000
Amendment to minor s/d	\$1,000
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<b>Application Fee/Major Subdivision</b>	
Concept or sketch plat	\$250.00
Preliminary Plat	\$400.00 + \$100.00/lot
Final Plat	\$300.00 + \$50.00/lot
Amendment or Extension	\$250.00
<b>*Escrow Fee/Major Subdivision</b>	
Concept or sketch plat	\$500.00
Preliminary Plat	\$4,000
Final Plat	\$2,000
Amendments	\$1,500
Extension	\$500.00
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<b>Application Fee/Site Plan</b>	
Minor Site Plan	\$500.00
Preliminary Major Residential Site Plan	\$500.00 + \$50.00/unit
Preliminary Major Nonresidential Site Plan	\$500.00 + \$75.00/1000 sq.ft.
Final Major Residential/Nonresidential Site Plan	50% Preliminary
Amendment or Extension	\$250.00
Flood Plain Development	\$250.00
<b>*Escrow Fee/Site Plan</b>	
Minor Site Plan	\$1,500.00
Preliminary Major Residential Site Plan	\$2,000.00 + \$100.00/unit
Preliminary Major Nonresidential Site Plan	\$2,000.00 + \$150.00/1000 sq.ft.
Final Major Residential/Nonresidential Site Plan	50% Preliminary
Amendment	\$1,000.00
Flood Plain Development	\$1,000.00
Extension	\$500.00
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<b>Application Fee/Conditional Use</b>	\$250.00
<b>*Escrow Fee/Conditional Use</b>	\$1,000.00
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<b>Application Fee/Variance</b>	
Appeal	\$500.00
Interpretation	\$300.00
Dimensional (bulk)	\$100.00/ea variance
Use	\$750.00
<b>Zone Change</b>	\$500.00
<b>*Escrow Fee/Variance</b>	
Appeal/Z.O.	\$750.00
Dimensional (bulk)	\$800.00/first - \$200/subsequent
Use	\$1,000.00
Interpretation	\$750.00
<b>Zone Change</b>	\$750.00
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<b>Application Fee/Signs</b>	\$4.00/sq.ft.
<b>*Escrow Fee/Signs</b>	\$750.00
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<b>Special Meeting Fee</b>	\$1,000.00

September 21, 2000

TO: Escrow Depositor

FROM: Finance Department, Township of Pequannock

An escrow deposit is taken to pay for certain expenses associated with the review of your application as permitted under N.J.S.A. 40:55D-53. These expenses normally include legal advertisement, attorney, engineering and planning review fees dealing solely with your application. The size of the escrow is dependent upon the anticipated complexity of the application process. For example, escrow fees are used for but not limited to application review, site inspections, report preparation, office meetings with applicants and/or their representatives, Board meeting attendance, drafting and preparation of resolutions, etc. When you make the original escrow deposit you are required to submit a completed W-9 form. The Township will open an account in your name with Columbia Savings, Newark Pompton Turnpike, Pompton Plains, New Jersey, and will hold the money in trust for you.

All or part of the interest earned on your deposit is kept by the Township to offset administrative costs associated with maintaining your account as permitted under N.J.S.A. 40:55-53.1. The Township retains all interest on deposits less than \$5,000.00. On deposits that exceed \$5,000, 67% is credited to the escrow depositor's account and 33% is retained by the Township. Those depositor's who are credited with interest will receive a 1099 form at the end of the year.

Once your application is no longer active you should put a request in writing to the Township Planning Office for the refund of your balance. Upon verification that all bills have been paid, the Township Council must pass a resolution authorizing the release of your deposit. Then your balance, including any interest will be sent to you.

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see Instructions) ▶	
	<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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

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

Employer identification number								

### Part II Certification

Under penalties of perjury, I certify that:

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

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

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

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

#### Purpose of Form

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

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

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

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

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

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

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

TOWNSHIP OF PEQUANNOCK  
PLANNING BOARD OR BOARD OF ADJUSTMENT

REQUIREMENT FOR PUBLIC HEARING

**WHEN REQUIRED** – Public notice of a public hearing is required to be given for hearings on bulk variances, use variance, appeals or decision of an administrative officer, preliminary and final major subdivisions, preliminary and final site plans and conditional uses.

**METHODS OF NOTICE** - The applicant for any of the above noted application is responsible for serving the notice by:

- A. Publication in the **official newspaper** SUBURBAN TRENDS – telephone – 1-877-314-0030 press 4 for Public Notice Department or e-mail to [publicnotices@northjersey.com](mailto:publicnotices@northjersey.com) fax number – 201-646-4532 and 973-569-7407  
Deadline 10 am Monday for Wednesday and 10 am Thursday for Sunday
- B. Serving all property owners within 200’ of the site of the application and any other persons or officials required by law by personal service or by certified mail, and

**LIST OF PROPERTY OWNERS** - A list of all property owners who must be notified (including the property owners within 200 feet of the site and the State, County and officials of adjacent municipalities) shall be furnished by the Township to the applicant within seven days of the date of receipt of a \$10.00 fee for the list.

**WHEN NOTICE SERVED** - Notice must be served at least ten days prior to the scheduled public hearing (not counting the hearing date). The Administrative Officer should be consulted for the date and time of the public hearing.

**COMBINED APPLICATIONS** – Where an application is made for more than one approval, such as a use variance and site plan, all requested approvals must be stated on the notice forms.

**TAXES PAID** - Any application for development must be accompanied by a statement from the Township Tax Collector that there are no taxes or local assessments due on the property which application is made.

**QUESTIONS** – If you have any questions on filling out the forms or on the notice you may contact the Planning Department at 973-897-0325. It is extremely important that the notice be made out and filed properly, as the application and hearing may be voided if not done properly.

\*Secondary Paper – Daily Record – telephone 888-516-9220; [drlegals@gannett.com](mailto:drlegals@gannett.com)



## SUGGESTED WORDING FOR NOTICES

### NEWSPAPER

Take notice that (name) will be appearing before the (Board of Adjustment or Planning Board) of the Township of Pequannock for approval of a (type of application) for (describe the variance proposed and identify both the existing and proposed application briefly) located on Block \_\_\_\_\_, Lot \_\_\_\_\_, (address), Township of Pequannock, NJ.

YOU ARE HEREBY NOTIFIED, if during the course of the review or hearings any additional variances, beyond those specified herein, are required for approval of the Applicant's plans for development the Applicant will apply for and be heard on any and all such variances, at the time of the public hearing.

A hearing on said application will be held by the (Board of Adjustment or Planning Board) on (date) at (time) in the Municipal Building, 530 Newark Pompton Turnpike, Pompton Plains, New Jersey at which time any interested person may be heard concerning said application.

A copy of the proposed plans are on file in the Planning Office at 99 Alexander Avenue for public inspection during business hours.

### NOTICE TO BE SERVED ON PROPERTY OWNERS

To: (owner)

Owner of Premises at: (address)

Please take notice that the undersigned (name) has applied to the (Board of Adjustment or Planning Board) of Township of Pequannock for approval of a (type of application) for (describe the variance proposed and identify both the existing and proposed application briefly) on land shown as Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Pequannock Township Tax Map. Said property is commonly known as (address).

This application is now on the (Board of Adjustment or Planning Board) agenda and a public hearing has been scheduled for (date) at (time) in the Courtroom of the Municipal Building, 530 Newark Pompton Turnpike, Pompton Plains, New Jersey, at which time you may appear, either in person or by agent, or by attorney, and present any comments you may have regarding this application. All plans and related papers will be filed ten (10) days before the meeting date in the Planning Office, 99 Alexander Avenue, Pompton Plains, New Jersey and may be inspected by interested persons during regular office hours Monday through Friday.

This notice is sent to you by the applicant by order of the (Board of Adjustment or Planning Board.)

**FORM FOR PROOF OF SERVICE**

(Attach additional sheet if necessary)

STATE OF NEW JERSEY)

SS:

COUNTY OF MORRIS)

\_\_\_\_\_ being duly sworn upon his oath according to law, says:

The names, addresses, lot and block numbers as they appear on the official tax records of the Township of Pequannock of all owners of property within 200 feet of the property affected by this application and upon whom due notice in the form set forth in this application will be served in the manner provided by law are indicated below:

I am the (agent of the) person making the application and I personally served the following, being all of the owners of property within 200 feet of Lot \_\_\_\_\_ and Block \_\_\_\_\_ Either personally upon those who are residents of Pequannock, or by certified mail, return receipt requested, upon non-residents of Pequannock, with a copy of the notice set forth below:

<u>Method of Service</u>	<u>Name</u>	<u>Address</u>	<u>Lot &amp; Block</u>	<u>Date</u>
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Sworn to and Subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Owner or Agent's Signature

## WAIVER REQUESTS

All requests for waiver of filing requirements must be submitted in writing with your application and documents.

Each item should be listed and addressed separately.

The Board will hear your request for waivers before you receive a public hearing date. This is required because your application must be deemed complete in order to be scheduled for public hearing.

Please contact the Office of Planning and Development should you need any additional information about the filing process.

Planning Department  
973-897-0325

## NOTIFICATION OF UTILITIES

Utilities only have to be notified by law in the case of Major Subdivision and Major Site Plans.

All other applications do not require notification.

Per Anthony Wahl and Robert Michaels 6/24/97