

**Procedures for
Homeowner Application
Lawrence Township, Mercer County NJ
Zoning Board of Adjustment**

1. At the time of the filing of the application, the applicant also provide the Division of Planning and Redevelopment with the following:
 - a) Fifteen (15) copies of the appropriate documents from the master checklist (one (1) application must have an original signature).
 - b) Fifteen (15) copies of a legible plot plan of the property to scale (not less than 1"=50'), showing the alteration (addition, deck, swimming pool, etc).
 - c) Fifteen (15) copies of a prepared written statement, explaining in more detail the requested variance(s) and the reasons for such request. A copy of the instructions regarding required information follows (see Item 6).
 - d) Property Owner's List Request Form. There is a \$10.00 fee for this list, which must be paid at the time of the filing of the application. If there are over forty names, an additional \$0.25 per name will be charged (request form PO-1 attached).
 - e) Appropriate fee and escrow (see item 3).

No application will be accepted without all completed necessary papers. The Administrative Officer shall determine the completeness of all applications (including appeals) within forty-five (45) days of their receipt.

2. An appeal from the action of the Administrative Officer must be filed with the Department of Planning and Redevelopment within 20 days after the Administrative Officer's action.
3. **Application Fees and Escrow:** At the time of filing an application, the appropriate fees must be paid to the Finance Department, as follows:

a.	<u>Appeal:</u> (N.J.S.A. 40:55D-70a)	\$200.00 application fee (No escrow required)
b.	<u>Bulk ("C") Variance:</u> (N.J.S.A. 40:55D-70c)	\$100.00 application fee plus \$400.00 minimum escrow
c.	<u>Interpretation:</u> (N.J.S.A 40:55D-70b)	\$200.00 application fee plus \$200.00 minimum escrow

4. A legal notice (sample attached) shall be completed and published in the Legal Notices section of either the Trenton Times or the Lawrence Ledger at least ten (10) days prior to the meeting. This notice is also to be served (hand delivered or sent certified mail) to all adjacent property owners within 200' of the property in question and all appropriate utility and cable companies as provided in the official property owners list from the Municipal Engineer. **NOTE:** In accordance with § 7.706(e)(1) of the Land Use Ordinance, appeals do not have to be noticed, unless they are accompanied by a "C" variance application.
5. **At least seven (7) days prior to the meeting,** at which the hearing on this application is scheduled, the applicant must provide the Division of Planning and Redevelopment with the following documents:
 - a. An **Affidavit of Service of Notice**, along with photocopies of all white certified receipts, showing mailing to adjacent property owners and all appropriate utility and cable companies as provided in the official property owners list from the Municipal Engineer., or sheet with original signatures of person(s) to whom notices were hand-delivered.
 - b. A certified copy of legal notice from newspaper.

6. The Zoning Board of Adjustment will expedite consideration of individual homeowner "C" variance applications. To provide the Board with a clear understanding of the project, a written statement should be attached to the application with the following information.
- a. Describe the property, existing structures and surrounding properties and structures.
 - b. Explain the type of variance requested and the reason the variance is needed. For example, a rear yard setback variance is needed to permit construction of an addition to the existing dwelling. The addition will intrude into the required 35' rear yard setback by 9'. The addition is needed to upgrade the living area of the dwelling to accommodate a growing family.
 - c. Explain any exceptional conditions or circumstances.
 - d. Provide reasons for granting the variance in accordance with Municipal Use Law. The statutory standards for the Zoning Board of Adjustment granting a "C" variance are as follows:

Motion on Findings

- Hardship: (Type 1)
- 1.a. exceptional narrowness, shallowness or shape of a specific property, or
 - 1.b. exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or
 - 1.c. an extraordinary or exceptional situations uniquely affecting a specific piece of property or the structures lawfully existing thereon,

Such that the strict application of any zoning regulation would result in a peculiar and exceptional situation, and undue hardship would be placed upon the owner of such property.

or

- Flexible: (Type 2) the purposes of the Municipal Land Use Law would be advanced by a deviation from the Land Use Ordinance requirements and the benefits of the deviation would substantially outweigh any detriment.

For either Type (1) or Type (2) variances, the Zoning Board must also find that there is not substantial detriment to the public good or substantial impairment to the Land Use Ordinance or zone plan.

The statutory standards for the Zoning Board to deny a "C" variance are as follows:

1. Substantial detriment to the public good, or
2. Substantial impairment to the intent of the Land Use Ordinance or zone plan, or
- 3.a The benefits of the deviation do not substantially outweigh the detriment, and
- 3.b No undue hardship or exceptional practical difficulties would result from strict application of the zoning regulation.

Providing the above information prior to the hearing will save time for the individual homeowner and the Zoning Board, which translates to a saving of money to both the homeowner and the Township. Questions with regard to this procedure should be directed to the Administrative Officer at 609/844-7076.

NOTICE TO APPLICANTS

Lawrence Township would like to offer applicants an explanation of our escrow accounting system so that they may better understand our practices prior to filing an application with our Zoning or Planning Board.

There are two cost components to the application submission – the application fee and the escrow deposit. The application fee is a non-refundable charge to cover direct administrative expenses.

The escrow deposit is authorized by State law and is established to cover the costs of professional services including engineering, legal, planning and other expenses connected with the review of an application and the appearance before the Zoning or Planning Boards. Some professional services are provided by in-house staff and other services by outside consultants. The law provides that the costs of outside consultant services are recovered in full and in-house staff services are recovered at double the staff member's hourly compensation. The initial escrow deposit established by Lawrence Township is almost always less than the Township's cost to complete the application process. When an escrow account is depleted, the applicant must replenish the account.

The Township sends invoices quarterly on escrow accounts. Please be advised; however, that any charges in excess of the escrow deposit must be paid in full at each of the following stages – before plans are approved, before a building permit is issued, and before a Certificate of Occupancy is issued.

We hope that this assists you in understanding the costs associated with the application process. If you need further assistance, please contact the Finance Office at 609/844-7010.

Township of Lawrence
Mercer County, NJ
Department of Community Development

Land Use Application Master Checklist

Name of Applicant: _____

Block No. _____ **Lot No(s)** _____ **Application No(s)** _____

Required for all applications:

- General Information
- Certifications
- Taxpayer Identification number & certification

Complete form:

- Form G-1
- Form C-1
- IRS form W-9

Type of approval sought (check all as appropriate):

- | | |
|---|-----------|
| <input type="checkbox"/> Appeal from decision of Administrative Officer | Form A-1 |
| <input type="checkbox"/> Bulk Variance (parcel) | Form B-1 |
| <input type="checkbox"/> Bulk Variance (signage) | Form B-2 |
| <input type="checkbox"/> Bulk Variance (homeowner) | Form B-3 |
| <input type="checkbox"/> Contribution Disclosure Statement | Form DS-1 |
| <input type="checkbox"/> Conditional Use | N/A |
| <input type="checkbox"/> Informal | N/A |
| <input type="checkbox"/> Interpretation | N/A |
| <input type="checkbox"/> Lot Consolidation | N/A |
| <input type="checkbox"/> Site Plan, Informal | N/A |
| <input type="checkbox"/> Site Plan, Waiver | N/A |
| <input type="checkbox"/> Site Plan, Minor | N/A |
| <input type="checkbox"/> Site Plan, Preliminary Major | N/A |
| <input type="checkbox"/> Site Plan, Final Major | N/A |
| <input type="checkbox"/> Subdivision, Minor | N/A |
| <input type="checkbox"/> Subdivision, Preliminary Major | N/A |
| <input type="checkbox"/> Subdivision, Final Major | N/A |
| <input type="checkbox"/> Use Variance | Form U-1 |
| <input type="checkbox"/> Other (specify) | N/A |

List all accompanying material:

Description

Number Submitted

<u>Description</u>	<u>Number Submitted</u>

List name & address of all expert witnesses expected to testify:

Township of Lawrence
Mercer County, NJ
Department of Community Development

General Information

1. Applicant:

Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Email	_____

2. Owner of land (as shown on current tax records):

Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Email	_____

3. Attorney (where applicable):

Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Email	_____

4. Engineer (where applicable):

Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Email	_____

5. If the applicant is a corporation or partnership, list the names and addresses of all stock holders or partners owning a 10% or greater interest in said corporation or partnership in accordance with P.L.1977 Ch.336.

6. Location of Land:

Lot No(s) _____ Block(s) _____ Tax Map Pg(s) _____

Street(s) _____

7. Zoning designation of parcel (see Zoning Map): _____

8. Name of proposed development: _____

Township of Lawrence
Mercer County, NJ
Department of Community Development

Certification of applicant:

I/we do hereby certify that all statements made herein and in any documents submitted herewith are true and accurate.

Applicant's signature _____ Date _____

(Print or type name)

Owner's consent to filing of application:

If the applicant is not the owner of the property, have owner sign below or file with the application a letter signed by the owner consenting to the application.

I am the current owner of the subject property and am aware of and consent to the filing of this application.

Owner's signature _____ Date _____

(Print or type name)

Acceptance of reasonable review & inspection costs:

I/we do hereby agree to pay all reasonable costs for professional review of the plan(s) and material submitted herewith and for subsequent township inspection of any improvements to be constructed in connection therewith or future bond releases, where such inspection is required.

Applicant's signature _____ Date _____

(Print or type name)

Authorization for township officials to enter upon property:

I/we do hereby grant authorization to township officials, including Planning or Zoning Board members, to enter upon the subject property for the purpose of inspection related to this application.

Owner's signature _____ Date _____

(Print or type name)

Request for Taxpayer Identification Number and Certification

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
 6 City, state, and ZIP code
 7 List account number(s) here (optional)

Requester's name and address (optional)

*Print or type
See Specific Instructions on page 2.*

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-						
--	--	--	--	---	--	--	--	--	--	--

OR

Employer identification number

				-									
--	--	--	--	---	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

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

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

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (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, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

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, payments made in settlement of payment card and third party network transactions, 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 *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

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

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. 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 line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(ii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.
Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 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 U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(ii)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

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 this page), 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 SSA office or get this form online at 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 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 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, apply for a TIN and 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 U.S. 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, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 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 made in settlement of payment card and third party network transactions, 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 or:
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) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ¹
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ¹
For this type of account:	Give name and EIN or:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ 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.

² Circle the minor's name and furnish the minor's SSN.

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

⁴ 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 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

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, 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.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-808-4490 or submit Form 14039.

For more information, see Publication 4535, *Identity Theft Prevention and Victim Assistance*.

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 1-800-828-4059.

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. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit 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 (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and 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. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Township of Lawrence
Mercer County NJ
Department of Community Development
Appeal from decision of Administrative Officer

Application No. _____

NOTICE OF APPEAL

TAKE NOTICE that the undersigned, owner of premises in the Township of Lawrence designated on township tax map page _____ as Block(s) _____ Lot(s) _____ ("*Premises*"), also known as _____, located in the _____ zoning district, owned by _____ or has interest in said premises and has permission of the owner and has sought relief from the administrative officer, hereby appeals to the Zoning Board of Adjustment from the order, determination, or decision of said administrative officer made on the ___ day of _____, granting / denying a _____ to _____ permit construction of a _____ on said premises. The administrative officer gave as the reason for that action (attach any correspondence):

TAKE FURTHER NOTICE that you are hereby required to immediately transmit to the Secretary of the Zoning Board of Adjustment and the statute in which such case made and provides.

Dated: _____

Appellant

(NOTE: THIS NOTICE OF APPEAL MUST BE SERVED UPON THE ADMINISTRATIVE OFFICER FROM WHOM THE APPEAL IS TAKEN WITHIN 20 DAYS OF THE DATE OF THE ACTION WHICH IS APPEALED).

**Township of Lawrence
Mercer County NJ
Department of Community Development
Bulk Variance (Homeowner)**

(Attach additional pages as necessary)

Request is hereby made for permission to erect, alter or convert a _____
_____ contrary to the requirements of § _____ of the Land Use
Ordinance, or for other relief as follows:

1. Is the property a corner lot? _____

2. Is public sewer available to property? _____ Public Water? _____

3. Explain the **EXCEPTIONAL** conditions or circumstances uniquely affecting the property involved or the structures existing on the property which would cause peculiar and exceptional practical difficulties or undue hardship and which do not apply generally to other properties in the same zone or neighborhood or

Explain how the purposes of the municipal land use law would be advanced by the proposed deviation(s) from the zoning ordinance requirements and how the benefits of the proposed deviation(s) would be advanced by the benefits of the proposed deviation(s) would substantially outweigh any detriment:

4. State how the proposed variance(s) can be granted without substantial detriment to the public good.

5. State how the proposed variance(s) will not substantially impair the intent and purpose of the zone plan and zoning ordinance:

(continued next page)

**Township of Lawrence
Mercer County NJ
Department of Community Development
Bulk Variance (Homeowner)**

(Attach additional pages as necessary)

6. Explain what efforts have been made by the applicant to acquire adjoining lands so as to reduce the extent of the variance or eliminate the necessity for the variance.

7. Has there been any previous appeal, request, or application to this or any other Township Boards or the Building Inspector involving these premises?

_____ Yes _____ No

If Yes, state the nature, date, application no. and disposition of said matter.

Township of Lawrence
Mercer County NJ
Department of Community Development

Application No. _____

Existing and proposed property dimensions as compared to the zoning ordinance requirements:

Zoning District _____	Permitted for zone in which property is located	Existing	Proposed	Extent of variance requested
LOT DATA				
Lot Area	SF	SF	SF	SF
Lot Frontage	FT	FT	FT	FT
Lot Width	FT	FT	FT	FT
Lot Depth	FT	FT	FT	FT
Floodplain Buffer (if applicable)	FT	FT	FT	FT
Total Impervious Coverage	%	%	%	%
PRINCIPAL BUILDING				
Front Yard setback	FT	FT	FT	FT
Left Side Yard setback	FT	FT	FT	FT
Right Side Yard setback	FT	FT	FT	FT
Rear Yard setback	FT	FT	FT	FT
Building Height	FT	FT	FT	FT
ACCESSORY BUILDING				
Side Yard setback	FT	FT	FT	FT
Rear Yard setback	FT	FT	FT	FT
Building Height	FT	FT	FT	FT

Mark any pre-existing variance with an " * ".

**Township of Lawrence
Mercer County NJ
Department of Community Development**

Application No. _____

Property Owner's List Request Form

Date

TO: Department of Engineering

Please prepare a list of property owners within 200' of:

Block _____ Lot _____ Tax Map Page(s) _____

Application No. _____

Applicant: Name: _____

Address: _____

Phone No.: _____

Contact: Name: _____

Address: _____

Phone No.: _____

The above list is requested to be provided by the Department of Engineering within seven (7) days as per Ordinance requirements.

Please Mail Request to: Township of Lawrence
Department of Engineering
2207 Lawrence Road
P O. Box 6006
Lawrenceville NJ 08648

Please Note: There is a \$10.00 charge for the list. If the list is over forty (40) names, an additional \$0.25 per name will be charged. No list or recheck of same will be released until the required fee is paid.

AFFIDAVIT OF SERVICE TO NOTICE

Township of Lawrence)
County of Mercer)
State of New Jersey)

IN RE: Application of _____

I, _____, of full age, being duly sworn according to law, upon _____ oath, depose and say: That at least ten (10) days prior to the hearing of this application, I gave or caused to be given written notice thereof, IN THE FORM ATTACHED HERETO, and in the manner herein set forth, to all parties upon whom the New Jersey Revised Statutes require such notice to be served as follows:

1. To all property owners within 200' of the property to be affected by this application, by sending said notice by registered or certified mail to the last known address of the property owner or owners as shown by the most recent tax lists of the municipality, or by handing a copy of said notice to said property owner(s); and
2. If the property to be affected by this application is situated within 200' of an adjoining municipality, by sending a copy of said notice by registered or certified mail to the Municipal Clerk of such adjoining municipality and the County Planning Board of the County in which said adjoining municipality is located and the County Planning Board of Mercer County.
3. If the property to be affected by this application adjoins a County road or other County lands, by sending a copy of said notice by registered or certified mail to the County Planning Board of Mercer County.
4. If this application involves property abutting upon or adjacent to a State Highway, by sending a copy of said notice by registered or certified mail to the Commissioner of the New Jersey Department of Transportation.

A true list of names of said property owners, Clerks, boards and/or agencies served, with their addresses, and stating the date and manner of service upon each is as follows:

**Township of Lawrence
Mercer County NJ
Department of Community Development**

NOTICE

File No. _____

NOTICE is hereby given that on the _____ day of _____, 20___, at 7:00 p.m. in the Lower Level Conference Room of the Municipal Building, 2207 Lawrenceville Road, Lawrence Township NJ 08648, the Lawrence Township ___ Planning Board ___ Zoning Board of Adjustment will hold a hearing on the appeal or application of the undersigned, at which time and place all interested parties will be given an opportunity to be heard:

LOCATION OF PREMISES – STREET ADDRESS AND BLOCK(s) / LOT(s):

NAME OF APPLICANT AND NATURE OF APPEAL OR APPLICATION:

and any other variances and/or waivers that are found to be required.

Copies of the application and plan are available for inspection at the office of the Lawrence Township Planning and Redevelopment, Municipal Building, weekdays (except holidays), between the hours of 8:30 a.m. and 4:30 p.m.

By: _____
Appellant or Applicant

