CITY OF PLAINFIELD
DIVISION OF PLANNING

PROCEDURE FOR FILING AN APPLICATION WITH THE
PLANNING BOARD OR THE ZONING BOARD OF ADJUSTMENT

In order to submit an application with the Planning Board or the Zoning Board of Adjustment, one **MUST** present four (4) items to the City of Plainfield Division of Planning:

- ☐ **COMPLETED** application **MUST** be signed by the property owner and/or contingent purchaser
- ☐ **THREE (3)** folded copies of the site plans containing **ALL** of the items indicated in the city application
- ☐ Application fee (to be determined upon submittal of application)
- ☐ Escrow fee -- $500 minimum

**Please make separate checks for each fee payable to the City of Plainfield

The length of the application process is dependent on YOU; The quicker we receive ALL necessary items, the quicker your application gets filed.

Thank you.

CITY OF PLAINFIELD
PLANNING BOARD /BOARD OF ADJUSTMENT
APPLICATION FOR DEVELOPMENT

Date Received: _____ Application Number _____

I. Application is hereby made to:

Planning Board or Board of Adjustment

II. Application is for (check where applicable)

Subdivision Site Plan
Conditional Use Variance

III. Application

A. Name :_____
Address :_____
Telephone:_____

B. THE APPLICANT IS A: Corporation* _____ Partnership___ ___
Individual ____ __ Other_____

C. If the Applicant is a corporation or partnership attach list of names and addresses of persons having a 10% or more interest in such (C.40:55D-4&2).

D. The relationship of the applicant to property in question is:

Owner_____ Lessee_____ P/U/C_____ Other (Specify)_____

IV. OWNER (Complete only if different from Part A)

Name: _____
Address: _____
Telephone: _____

PLEASE NOTE IF APPLICANT IS A CORPORATION. IT MUST BE REPRESENTED BY LEGAL COUNSEL (ATTORNEY).

V. SURVEYOR/ENGINEER/ARCHITECT

Name: _____
Address: _____
Telephone: _____

VI. ATTORNEY

Name: _____
Address: _____
Telephone: _____

VII. PROPERTY

A. Street Address _____
B. Block & Lot Number _____
C. Zone _____
D. Existing Use _____
E. Proposed Use _____
F. Proposed type of construction _____
G. Approval Desired: **Preliminary _____Final _____
H. If variance involved, state dearly the purpose for its requests:

_____
_____

VIII. Fees (see fee schedule)

A. List of property ownns (200 ft.) $_____
B. Application fee $_____
Total $_____

**PLEASE NOTE: MINOR SUBDIVISIONS ARE NOT ELIGIBLE FOR PRELIMINARY APPROVAL

IX. The following are attached and made a part of this application:

A. Requisite number of plans
°(three (3) sets of plans)
°(two (2) sets of applications)

B. Letter of authority or Power of Attorney in case appeal is made by other than the owner.

C. All other documents required for this type of application.

D. Certificate from Tax Collector that all taxes have been paid.

Official Use/Verification of Tax Certificate Y N

Signature of Applicant Dated

Signature of Owner Dated

Note: Applicant should inquire as to any State, County, or local Statutes that may have any bearing on his/her case before proceeding.

* By signing this-application, the applicant and/or agents hereby grant authorization to the approving authbrity and its professional and administrative staff to enter the property in. question for inspection purposes.

CITY OF PLAINFIELD New Jersey

P.O. Box 431
510 Watchung Avenue
Plainfield, N.J. 07061

APPLICATION REQUEST FOR
LIST OF PROPERTY OWNERS WITHIN 200 FT RADIUS

TO: Office of the Tax Assessor

DATE:

SUBJECT: Development Application — Request for List of Property Owners within 200 ft Radius

The applicant named below has filed an application with the Division of Planning for SITE PLAN/SUBDIVISION VARIANCE approval which requires a public hearing before the Planning Board/Zoning Board of Adjustment or Historic Preservation Commission.

Please provide the applicant with the original required list of property owners within 200 feet of the subject property and provide a copy of the list to the Division of Planning.

NAME OF APPLICANT:_____

TELEPHONE NO.:_____

SITE ADDRESS:_____

BLOCK NO.:_____ LOT(S) NO.:_____

FEE: $20.00 DATE PAID:_____

Please Mail To: _____

_____

_____

_____

Applicant's Signature:_____

CITY OF PLAINFIELD
DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT
APPLICATION FOR WAIVER REQUEST

Application No._____

Property Address: _____

Block_____ Lot_____

I, _____, applicant before the Planning Board/Board of Adjustment, do hereby request the following waiver from site plan submittal requirements:

Waiver Requested	Reason

Signed:_____,, Applicant

Date

8. A development permit shall specify the use of the lot or lots, or structure(s) as the case may be, in accordance with the uses stated in Article IX of this ordinance and any terms or conditions under which the issuance is made. Any change of use shall be treated as a new use and a new development permit shall be required. Before any development permit shall be issued for any such change of use, all provisions of this ordinance shall be complied with in the same manner as if the new use or structure was an initial use of land or structure.

§17:8-2. REQUIRED DEVELOPMENT APPLICATION DATA AND OFFICIAL CHECKLIST FOR COMPLETENESS

A. An application for development shall not be accepted for filing unless and until all escrows and fees, three (3) copies of plans and three (3) completed application forms are submitted.

B. All applications for development shall comply with the requirements set forth below unless the approving authority grants submission waivers. provide exhibits regarding the site to be developed or subdivided. The approving authority may request other such information as may be reasonably required but such additional information shall not affect the completeness of the application. The required information or official checklist for completeness is as follows:

9. Said exhibits shall include:

10.

1. Name of the proposed development and general description of plan and proposed use;

2. All administrative information required on the application forms as adopted by the approving authorities applicable to the proposed development;

3. Copy of any protective covenants and deed restrictions related to the subject property (if a deed restriction or easement is found to exist after an approving authority has granted approval to an application, the approval shall be deemed null and void. The applicant will be required to submit a revised application with the new information);

4. All block/lot numbers and owners of the subject properties;

5. A tax search indicating current status of all taxes, assessments, and fees due to the City of Plainfield;

6. All requisite escrow deposits and fees;

7. Corporation Disclosure Statement if required under N.J.S.A. 40:55-D48.1 et seq.;

8. Consent to enter approval;

9. A map or drawing in one of four standard sizes, 8 1/2" x13", 30"x42", 24"x36", or 15"x21", folded to a maximum size of 9"x12", and numbered in sequential fashion indicating total sheets submitted showing:

   a. Key map at a maximum scale of 1"=600' indicating all streets and zone districts within six hundred feet of the subject property;

   b. Name, address and phone number of applicant and property owner;

c. Name, address, phone number and seal of architect, engineer, surveyor, planner or landscape architect who prepared plan;

d. Date prepared and any and all revision dates;

e. Graphic scale and north arrow;

f. Dimensions and bearings of all existing and proposed property lines, easements, covenants and deed restrictions;

g. Dimensions of existing and proposed street right of ways, both within and adjacent to the subject property, including street names, and distance to nearest intersection along street ROW;

h. Location, dimensions and use of all existing and proposed structures, showing the height, building area, pedestrian and vehicular entrances and fire escapes;

i. Square footage and/or acreage to the nearest tenth of all parcels;

j. General slope and natural drainage, and watercourse locations and all natural and significant features (wooded areas, ponds, marshes, etc) including trees over 4" caliper;

k. Location and dimensions of existing and proposed drainage improvements, parking spaces and aisles, loading, curb cuts, driveways, driveway aprons, sidewalks and yards (front, side, and rear);

l. Delineation of flood hazard areas;

m. Tabulation indicating the square foot area of structures, pavement and open space and the percent of their lot coverage and floor area ratio;

n. Zoning district of the subject property;

o. A current outbound survey of the tract or a survey no more than five (5) years old certified by a licensed land surveyor that there has been no changes. Such survey shall include the adjacent right of way with curbs, driveways and sidewalks certified by a licensed New Jersey land surveyor, or appropriate reference to such survey;

p. Zoning table showing all required and proposed conditions including all relief from zone requirements that is being sought;

q. A specific submission waiver request for each required site plan/subdivision requirement of this ordinance;

r. Signature block for City Engineer, board chairman and board secretary.

s. List of all variances and design waivers that are requested.

C. Minor subdivision plat. The following information is required in addition to that specified in A above:

1. Location, dimensions and bearings of all property lines and easements- existing, proposed, and proposed to be eliminated;

2. Location of all structures and curb cuts on adjacent tracts fronting the same right-of way as the subject

property.

D. Preliminary major subdivision plat. The following information is required in addition to that specified in A and B above:

1. Location of all proposed street right of ways, including cross sections and center line profiles and tentative grades;

2. Plans and profiles of any proposed utility layout, including easements;

3. Approximate location of all structures on adjacent tracts within two hundred (200) feet and along the same street line as the subject property.

4. All existing and proposed contours at one (1) foot intervals within the tract and within one hundred (100) feet of the subject property indicating high and low points.

E. Final subdivision plat. The following information is required in addition to that specified in A and B or C above:

1. Certification of the City Engineer pursuant to all appropriate articles of this ordinance;

2. A plat, in conformance with the "Official Map Filing Act", or deed description in conformance with an approved preliminary plat;

3. Proof of posting all requisite bonds and fees;

4. If applicable, a stream encroachment permit or waiver for the proposed development;

5. If applicable, a permit or exemption issued under the Soil Erosion and Sedimentation Control Act;"

6. The location of all land to be reserved or dedicated to public use;

7. The location and description of all monuments.

F. Site plan for preliminary approval. The following information is required in addition to that specified in A. above:

1. Scaled architectural depiction of exterior building elevations, a description of facade materials and floor plans of sufficient detail to apprise the approving authority of the scope of the proposed work;

2. Building construction type/class (BOCA CODE);

3. Location of all existing and proposed subsurface and above ground utilities, (gas, water, telephone, electric, sanitary sewer, oil, etc.) including the location of all laterals;

4. Finished floor elevations of all existing and proposed structures referenced to geodetic data;

5. The approximate location of all structures on adjacent properties;

6. Existing and proposed contour lines at one foot (1') intervals inside the tract and within thirty feet (30') of the tract's boundaries with spot elevations at all changes in grade due to construction.

7. Location of off-street parking and loading areas, vehicular and pedestrian ingress and egress with directional traffic flow indicators, truck movement wheel base templates, sight triangle easements, fire lanes, stall dimensions and pavement surface type;

8. Curbing and apron type;

9. Computation of required storm water detention volume and specification of minimum volume to be detained subsurface as part of a complete site drainage and grading plan;

10. Total architectural lighting plan indicating location, type, and height of lighting standards with accompanying illumination design average and one foot-candle trace;

11. Location, type, and height of fences, walls, and screening;

12. Location and plant schedule of trees, shrubs, and seeded areas;

13. Location and height of terraced and bermed areas and location at all open space areas;

14. Location, type, and volume of refuse storage and recycling facilities;

15. Appropriate construction details;

16. Location, type and dimension of pedestrian paths, walkways and sidewalks and all barrier free design;

17. A written description of the proposed use(s) and operation(s) of the building(s), including:

    a. The number of employees or, members of non-residential buildings;

    b. The proposed number of shifts to be worked and the maximum number of employees on each shift;

    c. Expected truck traffic; and

    d. Anticipated hours of operation and anticipated expansion plans incorporated in the building design;

18. A sign plan for all existing and proposed signs including:

    a. Locations, positions, dimensions and total height of all signs.

    b. Source of illumination, if applicable;

    c. Material used in sign fabrication;

19. Type and quantity of expected sanitary discharge.

Site plan for final approval. The following information is required in addition to that specified in A and E above:

1. A site plan conforming to the conditions of preliminary approval;

2. If applicable, a stream encroachment permit or waiver for the proposed development;

3. If applicable, a permit or exemption issued under the Soil Erosion and Sedimentation Control Act;

4. If applicable, a permit or waiver from the New Jersey Department of Transportation for curb cuts or other improvements within the State right of way, and proof of conformance with the State Highway Access Management Code adopted by the State with respect to any State applicable highways;

5. Proof of posting all requisite bonds and fees;

Any other information as may be reasonably required by the approving authority in the course of their approval/resolution.

ARTICLE XIII – FEES

§17:13-1. BOARD AND COMMISSION RELATED APPLICATION FEES

Type of Application	Application	Fees per Each Variance
Design Standard Waiver	The fee for request for each design standard waiver	$10.00
Amendment of Approval	The fee for a change to an approved application that is determined by the administrative official to be minor in nature	$100.00
Variances From NJSA 40:55D-70d	For a one or two family residential use	$150.00
	For each unit in a multi-family use	$50.00
	For a commercial/business use	$250.00
	For an industrial use	$100.00
	For a charitable, benevolent and eleemosynary use	$250.00
Variances From NJSA 40:55D-70c	Off-street parking	$150.00
	All other bulk requirements	
	One or two family residential use	$75.00
	Multi-family residential use	$100.00
	Non residential use	$150.00
Site Plan Review	Preliminary	
	Minimum fee for all applications which require site plan review	$200.00
	For industrial and commercial uses up to 5,000 SF of gross building floor area	$300.00
	For industrial and commercial uses from 5,001 to 20,000 SF, plus .02/SF of gross building floor area	$400.00
	For industrial and commercial uses greater than 20,000 SF plus $0.03 for each additional square foot	$500.00
	Mixed uses for each residential dwelling unit	$50.00
	Mixed uses for each commercial use	$100.00
	Dwelling unit conversions only	$200.00
	New multi-family dwelling units (per dwelling unit)	$50.00
	For a final site plan application plus fifty dollars ($50.00) for each re-submission	$50.00

Subdivision	Sketch Plat for a Major Subdivision	$100.00
	Preliminary	
	Minor – plus twenty-five dollars ($25.00) per each lot added	$100.00
	Major – plus twenty-five dollars ($25.00) per each lot added (the sketch plat fees are considered part of this fee)	$300.00
	Final	
	Minor – 10% of preliminary fee (minimum)	$25.00
	Major – 10% of preliminary fee (minimum)	$50.00
	Subdivision Certificate	$25.00

Fees for all applications for development and appeals shall be paid to the board secretary upon filing of an application or appeal with either the Planning Board, Zoning Board of Adjustment or Historic Preservation Commission. (All references to Boards in this article include the Commission.) All checks are to be made payable to the City of Plainfield. Failure to submit payment or the submission of checks that are improperly drawn or with insufficient funds shall cause an application to be deemed incomplete and a hearing on the application to be delayed. These fees are in addition to the escrow fees required in this ordinance. Such fees shall be as follows:

§17:13-2. CERTIFICATE OF APPROPRIATENESS

The fee for a Certificate of Appropriateness from the Historic Preservation Commission shall be $40.00. This fee shall be paid for all work on a contributing structure even if an administrative determination is made that a formal Historic Preservation Commission issuance of a Certificate of Appropriateness is not required.

§17:13-3. SIGNS

The Fee for a sign permit shall be $20.00 plus a fee of one dollar ($1.00) for each square foot of sign area.

§17:13-4. APPEALS OR ZONING INTERPRETATIONS

Appeals to the Board of Adjustment for interpretation of the zoning ordinance/appeal of an Administrative Official decision shall be $100.00.

The fee for a Certificate of Non-conformance from the Zoning Board of Adjustment shall be $100.00.

§17:13-5. HEARINGS

The fee for applications requiring a public hearing shall be $25.00. The fee for each additional hearing that is required for an application which continues beyond the initial hearing shall be $100.00 for each additional hearing. (Upon request, the additional hearing fee for may be waived by the approving authority.)

The fee for a hearing scheduled at a special meeting held at the request of the applicant shall be $150.00 for each hearing

scheduled. One half of this fee ($75.00) shall be used to pay the Board Secretary for attendance.

The fee for an informal review of a concept plan shall be $100.00.

§17:13-6. LIST OF PROPERTY OWNERS

The fee for preparation of a list of property owners to be notified of a public hearing shall be $20.00 or $0.25 a name, whichever is greater.

§17:13-7. TAX SEARCH/CERTIFICATE OF CURRENT TAXES

The fee for preparation of a tax search or certificate to determine payment of property taxes shall be $10.00.

§17:13-8. LEGAL NOTICE

The fee for publication of the legal notice indicating the decision of the approving authority shall be $20.00.

§17:13-9. DOCUMENTS

The fee for copies of public documents shall be established as part of the rules and regulations adopted by the City Council.

§17:13-10. STENOGRAPHER (COURT REPORTER) FEES

The applicant shall be responsible for obtaining and paying for the services of a court reporter if desired. The cost of taking testimony stenographically shall be borne and paid for by the applicant or appellant. The cost of transcribing the same (if required) shall be borne by the applicant or appellant upon the need for a Board member to read the testimony in order to vote on the matter or in the case of a legal proceeding. A copy of any transcript prepared shall be provided by the applicant or appellant to the board secretary and such transcript and records shall be and remain the property of the Board.

§17:13-11. DEVELOPMENT PERMIT

The fee for a development permit shall be $10.00.

§17:13-12. UTILITY REGISTRATION FEE

The fee for a public utility, cable television company or local utility registering with the City Clerk in order to receive notice pursuant to Article I of this ordinance shall be $10.00.

§17:13-13. OUTDOOR DINING/SIDEWALK CAFÉ ANNUAL FEE

The fee for obtaining an annual permit for Outdoor Dining Areas and Sidewalk Café Areas shall be $20.00.

§17:13-14. OUTDOOR SALES FEE

The fee for conducting outdoor sales of trees, flowers or other decorative or ornamental plants pursuant to Article IX of this ordinance shall be $10.00 for limited sales of less than two weeks, and $50.00 for sales for longer periods of time. A $100.00 bond is also to be posted with the City Clerk to guarantee cleanup and removal of all material within the required

time frame.

§17:13-15. DEVELOPER'S ASSISTANCE PACKAGE/ZONING ORDINANCE

The fee for a copy of the Developer's Assistance Package shall be $20.00. The fee for a copy of the City Zoning Ordinance including a copy of the zoning map shall be $30.00.

§17:13-16. MASTER PLAN/MASTER PLAN RE-EXAMINATION

The fee for obtaining a copy of the City Master Plan or of a City Master Plan Re-Examination Report is Forty Dollars ($40.00) Dollars per plan or report.

§17:13-17. CITY ENGINEER DETERMINATION AS TO FLOOD ZONE LOCATION

The fee for a formal signed and sealed City Engineer certification as to property location within a flood zone shall be $100.00.

§17:13-18. EXTENSION OF VARIANCE

The fee for a request for the extension of a variance $50.00.

§17:13-19. EXTENSION OF SITE PLAN OR SUBDIVISION APPROVAL

The fee for a request for the extension of a site plan or subdivision approval is $50.00.

§17:13-20. DEPOSITS AND ESCROW: PAYMENTS TO PROFESSIONALS FOR REVIEW OF SUBDIVISION, SITE PLAN AND VARIANCE APPLICATIONS BEFORE THE PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT

A. In accordance with the authority granted it pursuant to N.J.S.A.40:55D-8 and 53.2 et. seq., the Municipal Council hereby establishes the fees as set forth in this ordinance as escrow deposit fees governing the review of applications before the Planning Board, and Zoning Board of Adjustment. These fees are intended to cover the costs of professional services including but not limited to planning, engineering, legal, landscaping, traffic, environmental and other reasonable and necessary expenses incurred by the approving authority for the review of submitted materials for specific applications.

B. An applicant shall deposit with the City an amount of money determined in accordance with this section and the applicable provisions of N.J.S.A. 40:55D-1 et seq. (1) to pay for the services of professionals employed by the City or the approving authority to review the application for development and to review and prepare documents in accordance with N.J.S.A. 40:55D-53.2. (2) for inspection fees in accordance with N.J.S.A. 40:55D-53, (3) to satisfy the guarantee requirements of N.J.S.A. 40:55D-53, and (4) for any other purposes permitted under the provisions of N.J.S.A. 40:55D-1 et seq. or other applicable law. The City shall deposit the money in an escrow account in accordance with N.J.S.A. 40:55D-53.1.

C. The Chief Financial Officer of the City shall hold all fees required for these purposes in escrow. Each applicant shall provide the Chief Financial Officer with a Federal tax Identification Number or Federal Social Security Number. All

fees are to be made out to the City of Plainfield. All deposits in excess of $5,000.00 shall be held in trust by the City in an interest bearing account in a banking or savings and loan institution in New Jersey. This institution shall be insured by an agency of the federal government. The Chief Financial Officer shall notify the applicant in writing of the name and address of the institution or depository in which the deposit is made and the amount of the deposit. If the amount of interest exceeds $100.00, the entire amount shall belong to the applicant and shall be refunded to him/her by the Chief Financial Officer annually or at the time the deposit is repaid or applied to the purposes for which it was deposited. The City may retain for administrative expenses a sum equivalent to no more than 33 1/3% of that entire amount which shall be in lieu of all other administrative and custodial expenses.

D. Deposits required for inspection fees and to satisfy the guaranteed requirements in accordance with N.J.S.A. 40:55D-53 shall be established, maintained, and administered in accordance with the provisions of that statutory section, and applicable sections of Chapters 13 and 17 of the Municipal Code.

E. The chief financial officer of the City shall make all payments to professionals for fees or charges in connection with services rendered to the City or the approving authority for review of applications for development, review and preparation of documents, inspection of improvements, or other purposes permitted under law. Such fees or charges shall be based upon a schedule established by resolution of the approving authority. The application review and inspection charges shall be limited to professional charges for review of applications, review and preparation of documents and inspections of developments under construction and review by outside consultants when an application is of a nature beyond the scope of the expertise of the professionals normally utilized by the City. The only costs that shall be added to any such charges shall be typical out of pocket expenses of any such professionals or consultants incurred in processing applications and conducting inspections. The City or approving authority shall not bill the applicant for any municipal clerical or administrative functions, overhead expenses, meeting rooms charges, or any other municipal costs and expenses except as provided for N.J.S.A. 40:55D-53, nor shall any municipal professional add such charges to any bill. If the salary, staff support and overhead for a professional are provided by the City, the charge shall not exceed 200% of the sum of the products resulting from multiplying (1) the hourly base salary of each of the professionals, which shall be established annually by ordinance by (2) the number of hours spent by the respective professional on the review of the application for development or inspection. For other professionals such fees and charges shall be at the same rate as all other work of the same nature performed by the professional for the municipality when fees are not reimbursed or otherwise imposed on applicants or developers.

F. Schedule of Required Fees for Escrow Deposits. For deposits required pursuant to N.J.S.A. 40:55D-53.2, the amount of the deposit shall be reasonable in regard to the scale and complexity of the development. The amount of the initial deposit shall be established by ordinance and this amount shall be a cumulative total of the following specific approval requests:

Schedule of Required Fees for Escrow Deposits

Application	Deposit
Concept Plan Applications	
Minor subdivision or site plans	$100.00
Major subdivision and all other site plans	$500.00
Variances	
Bulk variances under N.J.S.A. 40:55D-70 not requiring site plan or subdivision approval	$500.00
Variances under N.J.S.A. 40:55D-70d	$1,000.00
Site Plan Applications	
Residential Applications (those involving dwelling units)	
3 – 9 units	$1,000.00
10 – 25 units	$2,000.00
26 – 50 units	$2,500.00
51 – 100 units	$4,000.00
101 – 250 units	$5,000.00
251 – 500 units	$7,500.00
over 500 units	$10,000.00
Non-residential Applications	
1,000 – 5,000 gross square feet of new floor area	$1,000.00
5,001 – 10,000 gross square feet of new floor area	$2,000.00
10,001 – 20,000 gross square feet of new floor area	$3,000.00
20,001 – 50,000 gross square feet of new floor area	$4,000.00
50,001 – 100,000 gross square feet of new floor area	$5,000.00
over 100,000 gross square feet of new floor area	$10,000.00
For non-residential applications that do not involve new buildings	
1 – 25 parking spaces (existing or required)	$500.00
26 – 100 parking spaces (existing or required)	$750.00
more than 100 parking spaces (existing or required)	$1,000.00
Final site plan applications	
Twenty percent (20%) of preliminary approval escrow fee or a minimum of $500.00, whichever is greater	
Subdivision Applications	
Minor	$500.00
Preliminary approval – 3-10 lots	$1,000.00
Preliminary approval – 11-25 lots	$2,000.00

Schedule of Required Fees for Escrow Deposits

Application	Deposit
More than 25 lots	$3,000.00
Final approval – 3-10 lots	$1,000.00
Final approval – 11-25 lots	$1,500.00
Final approval – over 25 lots	$2,000.00
Re-submittals Applicants shall pay additional escrow deposit fees of ten percent (10%) of the original submission fee for each resubmission of revised plans that have either been determined to be incomplete, or have not satisfied Board conditions of preliminary or final approval.	
Request for Rezoning Any applicant seeking a property rezoning shall submit a $1,000.00 escrow fee.	

G. Escrow Procedures:

1. An applicant is to submit the above required escrow amount to the appropriate board secretary at the time of submission, and as part of, the concept plan or preliminary application. The review of the adequacy of this fee shall be a component of the completeness review conducted by the administrative officer. Prior to making a determination of completeness upon any application, the administrative officer shall review said application to determine whether the escrow amount submitted is sufficient. If the administrative officer determines that the submitted amount is insufficient to cover professional costs anticipated by the application, appropriate additional funds shall be deposited by the applicant prior to the administrative officer declaring the application complete. The application shall not be declared complete or placed on an agenda for public hearing until such time as all escrow fees deemed sufficient are submitted.

2. Each applicant for subdivision, site plan, variance, or for an appeal, interpretation, or other action authorized by this ordinance, shall agree, in writing, at the time of the first submission of an application for development, to pay all reasonable costs for professional review of the application. This includes all costs incurred with any informal review of a concept plan that may have preceded the submission of a preliminary application. Additionally, each applicant shall agree, in writing, to pay all reasonable costs for the municipal inspection of the constructed improvement. All such costs for review and inspection must be paid before any construction permit is issued.

3. Each payment charged to a deposit made for the review of applications, the review and preparation of documents, and inspections of improvements shall be pursuant to a voucher from the professional. That voucher shall identify the personnel performing the services and, for each date, the services performed, the hours spent to one-quarter hour increments, the hourly rate, and the expenses incurred.

4. All professionals shall submit vouchers to the chief financial officer of the City on a monthly basis in accordance with schedules and procedures established by the chief financial officer.

5. If the services are provided by a municipal employee, the municipal employee shall prepare and submit to the chief financial officer of the City a statement, on a monthly basis, containing the same information as

required on a voucher.

6. The professional shall send an informational copy of all vouchers or statements submitted to the chief financial officer of the City simultaneously to the applicant. The chief financial officer of the City shall prepare and send the applicant a statement including an accounting of funds listing all deposits, interest earnings, disbursements, and the cumulative balance of the escrow accounts. This information shall be provided to the applicant on a quarterly basis if monthly charges are $1,000 or less, or on a monthly basis if monthly charges exceed $1,000.

7. If an escrow account or deposit contains insufficient funds to enable the City or approving authority to perform required application reviews or improvement inspections, the chief financial officer of the City shall provide the applicant with a notice of the insufficient escrow or deposit balance. An applicant should not be entitled to proceed with the application or any development until such time as the necessary funds are posted to ensure payment of professional fees.

8. In order for work to continue on the development or the application, the applicant shall within a reasonable time period post a deposit to the account in an amount to be agreed upon by the City or approving authority and the applicant. In the interim, any required health and safety inspections shall be made and charged back against the replenished deposit.

9. Further additional escrow deposit fees may be required upon determination by the administrative officer that additional deposits as authorized under this ordinance are reasonably required. All approvals shall be conditioned upon receipt of such additional fees. No building permit or certificate of occupancy shall be issued until the Chief Financial Officer has received all required escrow accounts funds.

H. The following close-out procedures shall apply to all deposits and escrow accounts and shall commence after the approving authority has granted final approval and signed the subdivision plat or site plan, in the case of application review escrow's and deposits, or after the improvements have been approved, in the case of improvement inspection escrow and deposits:

1. The applicant shall send written notice by certified mail to the chief financial officer of the City, to the approving authority, and to the relevant municipal professional that the application or the improvements, as the case may be, are completed.

2. After receipt of such notice, each affected professional shall render a final bill to the chief financial officer of the City within thirty days, and shall send a copy simultaneously to the applicant.

3. The chief financial officer of the City shall render a written final accounting to the applicant on the uses to which the deposit was put within forty-five days of receipt of all final bills.

4. Any balances remaining in the deposit or escrow account, including interest, shall be refunded to the developer along with the final accounting, except for any amounts retained for administrative expenses pursuant to N.J.S.A. 40:55D-53.1.

I. Appeal Procedures:

1. An applicant shall notify the Plainfield City Council in writing, with copies to the chief financial officer,

the approving authority, and the professional, whenever the applicant disputes the charges made by a professional for services rendered to the City in reviewing an application for development, reviewing or preparing documents, inspecting improvements, or for other charges made pursuant to law.

2. The Plainfield City Council, or its designee, shall within a reasonable time period attempt to remediate any disputed charges.

3. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the county construction board of appeals in accordance with N.J.S.A. 52:27D-127 any charge to an escrow account or to a deposit by any municipal professional or consultant, or the cost of the installation of improvements estimated by the City Engineer pursuant to N.J.S.A. 40:55D-53.4.

4. An applicant or his authorized agent shall submit the appeal in writing to the county construction board of appeals. The applicant or his authorized agent shall simultaneously send a copy of the appeal to the City, to the approving authority, and to any professional whose charge is the subject of the appeal.

5. An applicant shall file its appeal within forty-five days from receipt of the informational copy of the professional's voucher, except that if the professional has not supplied the applicant with an informational copy of the voucher, then the applicant shall file his appeal within sixty days from receipt of the municipal statement of activity against the deposit or escrow account.

6. An applicant may file an appeal for an ongoing series of charges by a professional during a period not exceeding six months to demonstrate that they represent a pattern of excessive or inaccurate charges. An applicant making use of this provision need not appeal each charge individually.

7. During the pendency of any appeal, the municipality or approving authority shall continue to process, hear, and decide the application for development, and to inspect the development in the normal course, and shall not withhold, delay, or deny reviews, inspections, signing of subdivision plats or site plans, the reduction or release of performance or maintenance guarantees, the issuance of construction permits or certificates of occupancy, or any other approval or permit because an appeal has been filed or is pending under this section. The chief financial officer may pay charges out of the appropriate escrow account or deposit for which an appeal has been filed. If a charge is disallowed after payment, the chief financial officer shall reimburse the deposit or escrow account in the amount of such disallowed charge or refund the amount to the applicant. If a charge is disallowed after payment to a professional or consultant who is not an employee of the municipality, the professional or consultant shall reimburse the municipality in the amount of any such disallowed charge.

J. General Provisions:

1. All professional charges for review of an application for development, review and preparation of documents or inspection of improvements shall be reasonable and necessary, given the status and progress of the application or construction.

2. Review fees shall be charged only in connection with an application for development presently pending before the approving authority, or upon review of compliance with conditions of approval, or review of requests for modification or amendment made by the applicant.

3. A professional shall not review items which are subject to approval by any state governmental agency and not under municipal jurisdiction. except to the extent consultation with a state agency is necessary due to the effect of state approvals in the subdivision or site plan.

4. Inspection fees shall be charged only for actual work shown on a subdivision or site plan, or required by an approving resolution.

5. Professionals inspecting improvements under construction shall charge only for inspections that are reasonably necessary to check the progress and quality of the work and such inspections shall be reasonably based on the approved development plans and documents.

6. If the City retains a different professional or consultant in the place of the professional originally responsible for development. application review, or inspection of improvements. the City or approving authority shall be responsible for all time and expenses of the new professional to become familiar with the application or the project. The City or approving authority shall not bill the applicant or charge the deposit or the escrow account for any such services.

K. Notwithstanding the above, all applications for development filed with the approving authority for single detached one and/or two family dwelling units that do not require site plan or subdivision approval or do not involve the installation of public improvements are not required to submit escrow deposits. Any application for development that involves a permitted change of use but does not require the construction. structural modification or expansion of an existing structure. or the installation. modification, or expansion of parking facilities is also exempt from the submittal of escrow deposits.

CITY OF PLAINFIELD
Planning Division
New Jersey

P.O. Box 431
515 Watchung Avenue
Plainfield, N.J. 07061

Date:

Re:

Dear

Please be advised that this office has taken note that you have submitted in excess of $5,000.00 in developer's escrow, inspection fees or performance bonds in furtherance of the above application. Therefore, in accordance with NJSA 40:55D-53.1 (see attached), please complete and return the attached W-9 Tax Form for our records and in order to accrue applicable interest.

Please do not hesitate to contact me at 908-753-3664 if you have any questions regarding this matter.

Sincerely,

Bill Nierstedt, PP, AICP
Planning Director

Cc: escrow/development review file

40:55D-53.1. Interest on deposits with municipalities

Whenever an amount of money in excess of $5,000.00 shall be deposited by an applicant with a municipality for professional services employed by the municipality to review applications for development, for municipal inspection fees in accordance with subsection h. of section 41 of P.L. 1975, c. 291 (C. 40:55D-53) or to satisfy the guarantee requirements of subsection a. of section 41 of P.L. 1975, c. 291 (C. 40:55D-53),the money, until repaid or applied to the purposes for which it is deposited, including the applicant's portion of the interest earned thereon, except as otherwise provided in this section, shall continue to be the property of the applicant and shall be held in trust by the municipality. Money deposited shall be held in escrow. The municipality receiving the money shall deposit it in a banking institution or savings and loan association in this State insured by an agency of the federal government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits. The municipality shall notify the applicant in writing of the name and address of the institution or depository in which the deposit is made and the amount of the deposit. The municipality shall not be required to refund an amount of interest paid on a deposit which does not exceed $100.00 for the year. If the amount of interest exceeds $100.00, that entire amount shall belong to the applicant and shall be refunded to him by the municipality annually or at the time the deposit is repaid or applied to the purposes for which it was deposited, as the case may be; except that the municipality may retain for administrative expenses a sum equivalent to no more than 33 1/3% of that entire amount, which shall be in lieu of all other administrative and custodial expenses.

The provisions of this act shall apply only to that interest earned and paid on a deposit after the effective date of this act.

L. 1985, c. 315, s. 1, eff. Aug. 28, 1985.

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

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: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ 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.

Note. If the account is in more than one name, see 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:

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.

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

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.

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[1]	Generally, exempt payees 1 through 7[2]

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

[2]However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), 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*. 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 *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[1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor[2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
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[4]
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

[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 second 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 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*. 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* or contact them at *www.consumer.gov/idtheft* or 1-877-IDTHEFT(438-4338).

Visit the IRS website at *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.