CITY OF PLAINFIELD

DIVISION OF PLANNING

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

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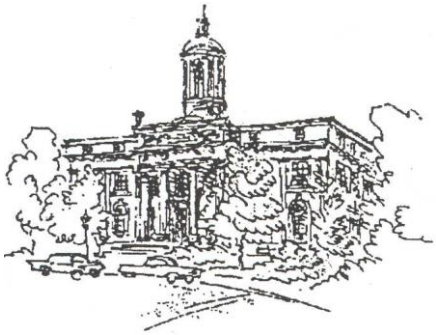
In order to submit an application with the Planning Board or the Zoning Board of Adjustment, one MUST present four (4) items to the City of Plainfield Division of Planning:

- [ ] **COMPLETED application MUST be signed by the property owner and/or contingent purchaser**
- [ ] **TWO (2) 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 - $1000 minimum***

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

NOTE: 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

DEPARTMENT OF PUBLIC WORKS &
URBAN DEVELOPMENT
DIVISION OF PLANNING
515 WATCHUNG AVENUE, ROOM 202
PLAINFIELD, NEW JERSEY 07060

ADRIAN O. MAPP
MAYOR

OREN K. DABNEY, Sr.
DEPARTMENT DIRECTOR

PLANNING BOARD & ZONING BOARD OF ADJUSTMENT
APPLICATION FOR DEVELOPMENT

Date Received: _____ **Application Number:** _____

I. **Application is hereby made to:** Planning Board or Zoning Board of Adjustment

II. **Application is for (circle where applicable):**
Major Subdivision Minor Subdivision Site Plan Use, or "D" Variance
Relief from Bulk Requirements Interpretation Appeal of Municipal Official Decision
Certificate of Non Conformity Capital Project Review Concept Plan

III. Applicant Information:
A. Name: _____
Address: _____
Telephone & Email: _____

B. The Applicant is a: Corporation / LLC* _____ Partnership _____
Individual _____ Other _____
** a corporation or LLC must be represented by an attorney*

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-48.2).

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

Owner _____ Lessee_____ Contract Purchaser _____ Other (Specify) ____

IV. **Property Owner Information:** (Complete only if different from Applicant)
Name: _____
Address: _____
Telephone & Email: _____

V. **Surveyor / Engineer / Architect Information (attach business card):**
Name: _____
Address: _____
Telephone & Email: _____

Surveyor / Engineer / Architect Information (attach business card):
Name: _____
Address: _____
Telephone & Email: _____

VI. Attorney Information (attach business card):
Name: _____
Address: _____
Telephone & Email: _____

VII. Property Information:
Street Address :_____
Block & Lot Number:_____
Zone:_____
Existing Use:_____
Proposed Use:_____
Type of Construction:_____ Improvement Cost:_____
Total New Square Footage: _____ Total New Residential Units:_____ New Jobs:_____
Site Plan Approval Desired: Preliminary_____ Final_____
If this application includes a request for relief from zoning requirements state the purpose below (or on attachment) of this request:

VIII. Application Fee: (see fee schedule, §17:13-1 Land Use Ordinance) $_____

IX. Escrow Fee: (see fee schedule, §17:13-20.F Land Use Ordinance) $_____

X. The following are attached and made a part of this application:
A. Two (2) signed and sealed plans
B. Two (2) original, signed applications
C. Appropriate application fee (check or money order payable to "City of Plainfield"- no cash)
D. Appropriate escrow fee (separate check or money order payable to "City of Plainfield"- no cash)
E. Letter of Authority or Power of Attorney in case appeal is made by other than the owner
F. All other documents required for this type of application
G. Tax Search / Certificate from Tax Collector stating that there are no outstanding taxes or liens

_____
(Print Name) & Signature of Applicant * Dated**

_____
(Print Name) & Signature of Property Owner * Dated**

*** ***By signing this application, the applicant and/or agents hereby grant authorization to the approving authority and its professional and administrative staff to enter the property in question for inspection purposes. This is "consent to enter" as listed on the application completeness checklist.***

Applicant should inquire as to any State, County, or local Statutes that may have any bearing before proceeding.

CITY OF PLAINFIELD

DIVISION OF PLANNING

APPLICATION FOR WAIVER REQUEST

APPLICATION NO. _____

PROPERTY ADDRESS: _____

BLOCK: _____ Lot(s): _____

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

Waiver Requested	**Reason**

Print Name: _____ Signature: _____

(Applicant, property owner, developer, and/or professional)

Date: _____

Political Contribution Disclosure Statement

1. Application Type Subject to Disclosure. In conjunction with a major subdivision or a major site plan, all applications for variance relief pursuant to a (d) "Use" Variance (N.J.S.A. 40:55D-70(d)), or a (c) "Bulk" Variance (N.J.S.A. 40:55D-70(c)).

2. Individuals & Entities Subject to Disclosure Requirements. Any individual or entity listed below that is party to an application for a request for approval of any application type listed in the above paragraph pursuant to the following stock or ownership standard:

a. All Applicants and Owners; and

b. All Developers as defined by N.J.S.A. 55D-4, i.e. the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including all persons or entities holding an option or contract to purchase or other enforceable proprietary interest in such land or project.

c. All associates of said Developers who would be subject to disclosure pursuant to N.J.S.A. 40:55D-48.1 or 40:55D-48.2.

d. All Professionals or entities who apply for or provide testimony, plans, or reports.

3. Contribution Disclosure Statement must be updated until a decision is rendered by the Planning Board or Zoning Board of Adjustment for any application subject to the requirements of Ordinance MC 2011-12.

Listed below are the date, amount, and the recipient of any and all Contributions (as defined by Ordinance MC 2011-12) made to or on behalf of any Plainfield candidate, candidate committee, joint candidate committee, or political action committee or political party committee of, or pertaining to, made **up to one year prior** to filing the application subject to disclosure and/or during the pendency of the application process, and required to be reported pursuant to N.J.S.A. 19:44A-1 et seq.

☐ **APPLICANT:** _____ ☐ **OWNER:** _____
Name of Individual *Name of Individual*

☐ **DEVELOPER:** _____
Name of Individual and/or Business

☐ **PROFESSIONALS:** _____
Name of Individual(s) who apply for or provide testimony, plans, or reports

POLITICAL CONTRIBUTION RECIPIENT	DATE	AMOUNT

Attach a separate sheet if necessary. Do not write 'not applicable', state 'none' instead.

By signing below, I understand and certify to the above and have reviewed Ordinance MC 2011-12 and am aware that if I have misrepresented in whole or in part of this certification, I and/or the business entity, will be liable for any penalty permitted under the law.

_____
SIGNATURE *(applicant, owner, developer, or professional)* **DATE**

_____
PRINT NAME

APPLICATION FOR 200 FEET RADIUS LIST

TO: Tax Assessor Office

FROM: Division of Planning

SUBJECT: Development Application – Public Notification

The applicant name below has filed an application with the Division of Planning for SITE PLAN/SUBDIVISION approval which requires a public hearing before the Planning Board.

Please provide this application with the required list of property owners within 200 feet of subject property.

Name of Applicant_____

Property Address_____

Block No._____

Lot(s) No._____

Date Received_____

Follow up status_____

_____Mailed _____Pick-up

_____

Signature

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. December 2014)
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.

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 ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
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.
☐ Other (see instructions) ▶

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.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 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 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:

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); and
4. 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:

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, and
4. 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)(iii). 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)(i)

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 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]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity[4]
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 1-800-908-4490 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 1-800-829-4059.

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 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.

required. Before any development permit shall be issued for any such change of use, all provisions of this chapter shall be complied with in the same manner as if the new use or structure was an initial use of land or structure.
(MC 2002-29 §17:8-1, December 2, 2002; MC 2005-25 §1, December 19, 2005)

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 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.

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;

8a. Contribution Disclosure Statement;

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 four (4) inches 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. Current outbound survey of the tract or a survey no more than five (5) years old certified by a licensed land surveyor that there have 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. Signatures 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 subsection 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 subsections A. and B. above:

1. Location of all proposed street rights-of-way, including cross sections and centerline 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 subsections A. and B. or C. above:

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

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 subsection 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 (1) foot intervals inside the tract and within thirty (30) feet 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 stormwater 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 (1) 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 nonresidential 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.

G. Site Plan for Final Approval. The following information is required in addition to that specified in subsections 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.

H. Any other information as may be reasonably required by the approving authority in the course of their approval/resolution.
(MC 2002-29 §17:8-2, December 2, 2002; MC 2005-25 §1, December 19, 2005; MC 2013-13, December 9, 2013)

17:8-3 WAIVER OF APPLICATIONS SUBMISSION REQUIREMENTS.

When requested in writing by the applicant and when acting on applications for site plan or subdivision approval, the approving authority shall have the power to grant waivers from the submission requirements of site plan or subdivision checklist as stated in this Article. These submission waivers may be granted if the approving authority finds that such request is reasonable, and that an informed decision can be rendered without the information. If the authority denies the request for submission waivers, the application will be incomplete and the Board does not have to make a decision on the application until such time as the required information is provided. (MC 2002-29 §17:8-3, December 2, 2002)

17:8-4 SIMULTANEOUS REVIEW.

The approving authority shall have the power to review and approve or deny site plans simultaneously with review for subdivision approval without the developer being required to make further application to the approving authority or the approving authority being required to hold further hearings. The longest time period provided by the MLUL for action by the approving authority, whether it is for a variance, subdivision, or site plan approval shall apply. (MC 2002-29 §17:8-4, December 2, 2002)

17:8-5 JURISDICTION FOR APPLICATIONS.

The order of precedence of applications for development shall be as follows:

Application	Jurisdiction
Variance (N.J.S.A. 40:55D-70d)	Board of Adjustment
Subdivision without a "d" variance	Planning Board
Site plan without a "d" variance	Planning Board
Variance (N.J.S.A. 40:55D-70c)	Board of Adjustment
Building permit for structure not related to a street	Board of Adjustment

Application	Jurisdiction
Building permit for structure in bed of mapped street, public drainage-way, Flood control basin or public area	Board of Adjustment

The jurisdiction of the matter of greatest precedence shall apply, and the approving authority having jurisdiction over the application shall have jurisdiction over all types of development of lesser precedence as regulated by this chapter.
(MC 2002-29 §17:8-5, December 2, 2002)

17:8-6 TIME LIMITS FOR APPROVAL.

Upon the date of the administrative officer certifying a complete application for development, the approving authority shall grant or deny approval within the maximum number of days of the date of such submission as specified below or within such further time as may be consented to by the applicant. Where more than one (1) type of application is involved, the longer time period shall apply.

Type of Development Application	Time Period
Minor Subdivision	45 days
Preliminary Site Plan	95 days
Final Site Plan	45 days
Variance	120 days
Direction for issuance of a building permit	95 days
Major Subdivision < 10 lots	45 days
Major Subdivision > 10 lots	95 days

The Board of Adjustment shall grant or deny approval within one hundred twenty (120) days of the date of acceptance of a complete application for a variance pursuant to N.J.S.A. 40:55D 70(d), or the filing of an appeal from a decision by the Zoning Officer. The Board of Adjustment shall render decisions in all other development applications within the time periods as described above for all approving authorities.
(MC 2002-29 §17:8-6, December 2, 2002; MC 2013-13, December 9, 2013)

ARTICLE XIII
FEES

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

Type of Application	Application	Fees
Variances From NJSA 40:55D-70d	For a one- or two-family residential use	$200.00
	For each unit in a multi-family use	$75.00
	For all other uses	$500.00
	For a charitable, benevolent and eleemo-synary use	$250.00
Variances From NJSA 40:55D-70c (fee based on each variance request)	Off-street parking (table of parking regulations)	$250.00
	All other bulk and supplementary regulation requirements	
	One- or two-family residential use	$75.00
	All other uses	$150.00
Site Plan Review	Preliminary	
	Minimum fee for all applications which require site plan review	$400.00
	For industrial and commercial uses up to 5,000 SF of gross building floor area	$500.00
	For industrial and commercial uses from 5,001 to 20,000 SF, plus .02/SF of gross building floor area	$600.00
	For industrial and commercial uses greater than 20,000 SF plus $0.03 for each additional square foot	$700.00
	Mixed uses for each residential dwelling unit	$75.00
	Dwelling unit conversions only	$250.00
	New multi-family dwelling units (per dwelling unit)	$75.00

Type of Application	Application	Fees
Site Plan Review (cont.)	Final	
	For each final site plan application and resubmission	$200.00
Subdivision	Sketch Plat for a Major Subdivision	$500.00
	Preliminary	
	Minor–plus $50.00 per each lot added	$200.00
	Major–plus $50.00 per each lot added (the sketch plat fees are considered part of this fee)	$500.00
	Final	
	Major–25% of preliminary fee (minimum)	$125.00
	Subdivision Certificate	$50.00
Design Standard Waiver	The fee for request for each site plan and subdivision design and performance standard waiver (This fee will be determined upon Planning Division recommendation of a complete application and must be submitted prior to a Board hearing.)	$25.00
Amendment of Approval	The fee for a change to an approved application that is determined by the administrative official to be minor in nature	$200.00
Certificate of Nonconformity	Fee for a Certificate of Nonconformity	$100.00

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 chapter. Such fees shall be as follows.
(MC 2002-29 §17:13-1, December 2, 2002; MC 2010-35, December 20, 2010; MC 2013-14, December 9, 2013)

17:13-2 CERTIFICATE OF APPROPRIATENESS.

The fee for a Certificate of Appropriateness from the Historic Preservation Commission shall be fifty ($50.00) dollars. 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. (MC 2002-29 §17:13-2, December 2, 2002; MC 2007-04 Exh. A, June 20, 2007; MC 2010-35, December 20, 2010)

17:13-3 SIGNS.

The fee for a sign permit shall be twenty-five ($25.00) dollars plus a fee of one ($1.00) dollar for each square foot of sign area. (MC 2002-29 §17:13-3, December 2, 2002; MC 2010-35, December 20, 2010)

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 one hundred fifty ($150.00) dollars.

The fee for a Certificate of Nonconformance from the Zoning Board of Adjustment shall be one hundred ($100.00) dollars.
(MC 2002-29 §17:13-4, December 2, 2002; MC 2010-35, December 20, 2010)

17:13-5 HEARINGS.

The fee for applications requiring a public hearing shall be one hundred ($100.00) dollars. The fee for adjourning an application on the request of an applicant shall be one hundred ($100.00) dollars per request.

The fee for a hearing scheduled at a special meeting held at the request of the applicant shall be as follows (this fee is to be submitted before the special hearing is scheduled and is based on a three (3) hour meeting):

Administrative fees in the amount of two hundred ($200.00) dollars per meeting to provide the facility and security; and

Attorney fees in the amount of one hundred twenty-five ($125.00) dollars per hour; and

Secretarial fees in the amount of twenty-five ($25.00) dollars per hour.

The fee for an informal review of a concept plan shall be two hundred ($200.00) dollars.
(MC 2002-29 §17:13-5, December 2, 2002; MC 2007-04 Exh. A, June 20, 2007; MC 2010-35, December 20, 2010)

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 twenty ($20.00) dollars or twenty-five ($0.25) cents a name, whichever is greater. (MC 2002-29 §17:13-6, December 2, 2002; MC 2010-35, December 20, 2010)

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 ten ($10.00) dollars. (MC 2002-29 §17:13-7, December 2, 2002; MC 2010-35, December 20, 2010)

17:13-8 LEGAL NOTICE.

The fee for publication of the legal notice indicating the decision of the approving authority shall be twenty-five ($25.00) dollars. (MC 2002-29 §17:13-8, December 2, 2002; MC 2010-35, December 20, 2010)

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. (MC 2002-29 §17:13-9, December 2, 2002; MC 2010-35, December 20, 2010)

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. All applications for a use variance before the Zoning Board of Adjustment are required to obtain and pay for the services of a court report for each hearing. The cost of taking testimony stenographically shall be borne and paid for by the applicant or appellant, and the Board or the stenographer may require a deposit of the estimate cost of the transcript in advance. The cost of transcribing the same (if required) shall be borne by the applicant or appellant upon the need for a

Board member to ready 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. (MC 2002-29 §17:13-10, December 2, 2002; MC 2010-35, December 20, 2010)

17:13-11 DEVELOPMENT PERMIT.

The fee for a development permit shall be twenty ($20.00) dollars. (MC 2002-29 §17:13-11, December 2, 2002; MC 2010-35, December 20, 2010)

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 chapter shall be ten ($10.00) dollars. (MC 2002-29 §17:13-12, December 2, 2002; MC 2010-35, December 20, 2010)

17:13-13 OUTDOOR DINING/SIDEWALK CAFE ANNUAL FEE.

The fee for obtaining an annual permit for outdoor dining areas and sidewalk cafe areas shall be twenty ($20.00) dollars. (MC 2002-29 §17:13-13, December 2, 2002; MC 2010-35, December 20, 2010)

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 chapter shall be ten ($10.00) dollars for limited sales of less than two (2) weeks, and fifty ($50.00) dollars for sales for longer periods of time. A one hundred ($100.00) dollar bond is also to be posted with the City Clerk to guarantee cleanup and removal of all material within the required time frame. (MC 2002-29 §17:13-14, December 2, 2002; MC 2010-35, December 20, 2010)

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

The fee for a copy of the Developer's Assistance Package shall be twenty ($20.00) dollars. The fee for a copy of the City zoning ordinance including a copy of the zoning map shall be thirty ($30.00) dollars. (MC 2002-29 §17:13-15, December 2, 2002; MC 2010-35, December 20, 2010)

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 ($40.00) dollars per plan or report. (MC 2002-29 §17:13-16, December 2, 2002; MC 2010-35, December 20, 2010)

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 one hundred ($100.00) dollars. (MC 2002-29 §17:13-17, December 2, 2002; MC 2010-35, December 20, 2010)

17:13-18 EXTENSION OF VARIANCE.

The fee for a request for the extension of a variance one hundred ($100.00) dollars. (MC 2002-29 §17:13-18, December 2, 2002; MC 2010-35, December 20, 2010)

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 one hundred ($100.00) dollars. (MC 2002-29 §17:13-19, December 2, 2002; MC 2010-35, December 20, 2010)

17:13-19A CLOTHING/DONATION RECEPTACLES.

The initial application fee shall be one hundred ($100.00) dollars. The annual renewal permit fee shall be twenty-five ($25.00) dollars per receptacle. (MC 2013-13, December 9, 2013)

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 chapter 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 five thousand ($5,000.00) dollars 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 one hundred ($100.00) dollars, 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 thirty-three and one-third percent (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 Chapter 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 two hundred percent (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.

1. Failure of an applicant to provide all required escrow dollars will result in the placement of a lien on the property for payment as per §4.12 of the City of Plainfield Property Maintenance Code.

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:

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
Certificate of Non Conformity	$200.00
Clothing/Donation Receptacles	
Initial Fee	$100.00
Annual Renewal Fee	$25.00
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
Nonresidential 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) 26–100 parking spaces (existing or required) more than 100 parking spaces (existing or required)	 $500.00 $750.00 $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
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
Resubmittals 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 chapter, 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 (1/4) 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 one thousand ($1,000.00) dollars or less, or on a monthly basis if monthly charges exceed one thousand ($1,000.00) dollars.

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 chapter 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 closeout 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 (30) 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 (45) 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 (45) 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 (60) 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 (6) 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.

(MC 2002-29 §17:13-20, December 2, 2002; MC 2009-28, December 14, 2009; MC 2010-34 Exh. A, December 20, 2010; MC 2013-13, December 9, 2013; MC 2013-14, December 9, 2013)

17:13-21 SALARY SCHEDULE FOR PROFESSIONAL SERVICES.

		Hourly Base Rate
1.	Engineering Consultant	$130.00
2.	Planning Consultant	$130.00
3.	City Agency Professionals	
	a. Planning Director	$112.00
	b. Principal Planner	$90.00

ARTICLE XIV
EFFECT AND SEVERABILITY

17:14-1 WHEN EFFECTIVE.

This chapter shall take effect upon its final passage and upon publication and filing with the County Planning Board according to law. (MC 2002-29 §17:14-1, December 2, 2002)

17:14-2 SEVERABILITY.

If any section or provision hereof shall be adjudged invalid, such determination shall not affect the other provisions hereof which shall remain in full force and effect. (MC 2002-29 §17:14-2, December 2, 2002)