

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

TO: ALL APPLICANTS  
DATE: OCTOBER 23, 1998  
RE: SEPARATE CHECKS NEEDED

As of this date, ALL ESCROW FEES submitted with any application must be on a separate check from the application fees.

One check should include all application fees.

A second check should include all engineering fees plus the \$150. resolution escrow fee.

Thank you for your cooperation.

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ON ADVICE OF COUNSEL

THE OFFICE STAFF IS UNABLE TO ASSIST IN COMPLETING

APPLICATIONS OR LEGAL ADS, BEYOND SUPPLYING

INFORMATION ON REQUIREMENTS AND DEADLINE DATES

**IF YOU FIND COMPLETION OF THE APPLICATION DIFFICULT, WE SUGGEST THAT YOU OBTAIN LEGAL COUNSEL.**

ACCEPTANCE OF YOUR APPLICATION BY THIS OFFICE DOES NOT GUARANTEE A POSITION ON THE AGENDA. IT IS NECESSARY THAT THE APPLICATION FIRST BE DEEMED COMPLETE AND CORRECT.

EARLY SUBMISSION MAY GIVE TIME FOR CORRECTIONS OR AMENDMENTS BEFORE THE DEADLINE, SO THAT POSTPONEMENT UNTIL THE FOLLOWING MONTH'S MEETING MAY NOT BE NECESSARY.

PLEASE READ INSTRUCTION SHEETS CAREFULLY.

## PLEASE READ INSTRUCTIONS

TO: Applicant and Site Planner  
FROM: Director of Planning, Township of Lower  
RE: Minor Site Plan Application

Please be advised that applications will not be accepted after 3: PM on the deadline date, which is twenty-one (21) days prior to the next regularly scheduled Board meeting - or by noon if the day before a holiday (See date chart available in Planning Office or given to you with this packet).

Applications will not be accepted unless they are complete, and all necessary signatures on plan and/or applications have been obtained.

A complete application includes ALL of the following:

20 Copies of Application Form

At least 1 copy of a current sealed survey

20 Copies of drawing showing proposed development

At least 4 photographs of the site

All fees paid (400-80): \$450. Application + \$200. Escrow 1st acre + \$50. each additional acre of part thereof + \$150. escrow for resolution

CORRECT block and lot numbers on plans and applications

Tax Collector's signature on application

A SIGNED and completed Reasonable Costs Form

Corporate disclosure, if applicable

Condo units must have written approval of Condo Association

One original W-9 form signed by applicant with Social Security Number or Tax ID #.

#6 on Application: SPECIFIC USE - What sort of changes or additions?

Items are generally placed on the agenda in order of submission to this office. Therefore, EARLY SUBMISSION of a completed application is to your benefit. ALL PARTS OF APPLICATION ARE TO BE SUBMITTED TOGETHER, INCLUDING FEES.  
(See 400-77F.(1))

It is the obligation of the APPLICANT to see that all points of the application are addressed and that submission is complete and on time. **DO NOT SEND YOUR CHECKS SEPARATELY. GET ALL REQUIRED SIGNATURES BEFORE SUBMISSION.**

It is the applicant's responsibility to see that a copy of the application and the plan are given to the Fire Official, and two (2) copies to the Cape May County Planning Board, along with their form.

Diamond Beach developers must supply a copy to Wildwood Water Utility.

REVISED PLANS (17) FOR A CONTINUED HEARING must reach our office at least 15 days prior to the meeting date, to give review time to the Engineer. Revised plans must be submitted to Cape May County Planning Board and Lower Township Fire Official for their review.

APPLICANT AND/OR ATTORNEY MUST ATTEND THE HEARING.

APPLICATION FOR MINOR SITE PLAN: (Checklist)

- D. Minor Site Plan Review maybe applied for if the application for development:
1. Has secured previous site plan approval(s); and/or
  2. The Board determines that the proposed development will not adversely affect existing circulation, drainage, building arrangements, landscaping, buffering, lighting, and similar conditions;
  3. And where the size of any proposed addition does not exceed 25 percent of the existing building.
- E. An applicant shall submit:
1. Three current sealed copies of a survey of the site and 20 copies of a drawing showing the location of all existing buildings and entrances including height and dimensions of buildings. The drawings prepared by an applicant or a representative shall include a notarized affidavit by the applicant certifying that the drawing reflects existing conditions. The current use of the site must be indicated on the drawing.
  2. At least four photographs, showing the front, rear, and sides of the site, shall accompany the application.
  3. The drawings must show all existing driveways, sidewalks, curbs, loading areas, parking, and pedestrian access, including dimensions; and the number of parking spaces required for the current use must be so noted.
  4. The drawings must also show all existing fences, signs, lights, landscape buffering, and trash disposal facilities, including dimensions.
  5. Proposed changes and additions should be shown on the drawing: the proposed use should be noted on the drawing.
  6. The alteration of any of the conditions shown in paragraph e.2 above, or an alteration of the drainage or traffic circulation of the site, requires the submission of a major site plan application; except that a site plan application containing five off-street parking spaces or less, as required by this chapter, for expansion of existing structures or new construction without prior site plan approval, shall be deemed a minor site plan application.
  7. Minor site plan application shall not require review by the Township Engineer except on a case by case basis, as ordered by the Planning Director of Planning Board.

## NOTICE

### SITE PLAN AND SUBDIVISION APPLICANTS

Lower Township Ordinance #90-17 requires that all applicants for site plan and/or subdivision contact the Lower Township BUREAU OF FIRE SAFETY, and supply that office with a copy of your plan and application, regarding Fire Lanes, Fire Zones, and Fire Areas. A fee shall be paid for plan review by the Commissioners.

TOWNSHIP OF LOWER

APPLICATION FOR MINOR SITE PLAN

1. Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
2. Owner of Record: \_\_\_\_\_  
Address: \_\_\_\_\_
3. Site Planner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
4. Proposed Development Name: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_ Tax Map Sheet: \_\_\_\_\_  
Zoning District: \_\_\_\_\_
5. Sewered: \_\_\_\_\_ Non-Sewered: \_\_\_\_\_
6. SPECIFIC Use of Proposed Development: \_\_\_\_\_  
(Parking, Type of Store or Shop, Type of Facility, Etc.)  
\_\_\_\_\_
7. Number of Units in Development: \_\_\_\_\_
8. Land Area: Acreage: \_\_\_\_\_ Square Footage: \_\_\_\_\_
9. Building Area: Square Footage: \_\_\_\_\_ % of Lot Coverage: \_\_\_\_\_
- 10: Parking: Number Spaces Required: \_\_\_\_\_ Number Provided: \_\_\_\_\_  
Parking Space Width: \_\_\_\_\_ Parking Space Length: \_\_\_\_\_  
Drive Aisle: \_\_\_\_\_
11. Date of Documents: \_\_\_\_\_ Date of Revisions: \_\_\_\_\_

SIGNATURE OF APPLICANT/ATTORNEY,

\_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF TAX COLLECTOR,

Certifying Taxes Paid to Date: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT E-MAIL ADDRESS: \_\_\_\_\_

ALL POINTS ABOVE MUST BE ADDRESSED.

DEVELOPERS IN DIAMOND BEACH MUST SUPPLY COPY OF APPLICATION AND PLAN TO: Wildwood Water Utility, 3100 New Jersey Avenue, Wildwood, NJ 08260

APPLICANT AND/OR ATTORNEY MUST ATTEND HEARING



REPRESENTATION OF PARTIES

OWNER \_\_\_\_\_

Zoning Board \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

Planning Board \_\_\_\_\_

I, \_\_\_\_\_, have made the above referenced application for development, and shall;

\_\_\_\_\_ represent myself at the Board hearing.

\_\_\_\_\_ will be represented by an attorney at law, admitted to practice in the State of New Jersey.

\_\_\_\_\_  
Signature

\_\_\_\_\_ Applicant

\_\_\_\_\_ Owner

NAME AND MAILING ADDRESS OF ATTORNEY REPRESENTING APPLICANT:

\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

**\*\*CORPORATE DISCLOSURE certifies the stockholders owning ten percent (10%) or more of stock in the corporation**

**\*CORPORATION MUST BE REPRESENTED BY A NJ ATTORNEY AT LAW.**

**\*\* SHALL BE FILED BY CORPORATION OR PARTNERSHIP APPLYING FOR PERMISSION TO: (a) SUBDIVIDE A PARCEL OF LAND INTO 6 OR MORE LOTS: or (b) OBTAIN A VARIANCE TO CONSTRUCT A MULTIPLE DWELLING OF 25 OR MORE FAMILY UNITS: or © USE A SITE FOR COMMERCIAL PURPOSES.**

## Request for Taxpayer Identification Number and Certification

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

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____	
<input type="checkbox"/> Exempt from backup withholding	
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. person (including a U.S. resident alien).

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

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

**U.S. person.** 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.

In 3 above, 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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**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,

**Cape May County Planning Department  
4 Moore Road - DN 309  
Cape May Court House, New Jersey 08210  
Phone (609) 465-1080 Fax (609) 465-1418**

**Site Plan Application Form**

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*Please contact this department if you need assistance completing this form or calculating the fee.*

Applicant's Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Agent: \_\_\_\_\_ Engineer: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property Information**

Municipality: \_\_\_\_\_ Block (s): \_\_\_\_\_ Lot (s): \_\_\_\_\_

Is the project on a County Road? Yes  No  If yes, County Route Name and #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Square footage of existing building: \_\_\_\_\_ SF New footage: \_\_\_\_\_ SF Total: \_\_\_\_\_ SF Proposed sewage flow: \_\_\_\_\_ GPD

Sewer Public or Private: \_\_\_\_\_ Water Public or Private: \_\_\_\_\_ Project Name: \_\_\_\_\_

Number of existing parking spaces: \_\_\_\_\_ New spaces: \_\_\_\_\_ Total Parking spaces: \_\_\_\_\_ Total lot area: \_\_\_\_\_ (acres)

Soils: \_\_\_\_\_ Within County Floodway? Yes  No

Has a drainage analysis been completed for this project? Yes  No  Has a traffic impact study been completed? Yes  No   
(If either of these documents are available, copies must be submitted with this application)

**Other Jurisdictions**

Does the property contain wetlands or buffers? Yes  No  Has application been made to NJDEP for a permit? Yes  No

If Yes, BFW#: \_\_\_\_\_

Is the property within Pinelands jurisdiction? Yes  No  If Yes, Pinelands Application #: \_\_\_\_\_

Status of Municipal Review?: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FEES**

Enclosed Fee as per "Fee Schedule" on page (2) of this form: \$ \_\_\_\_\_ Check or money order #: \_\_\_\_\_

We hereby apply for approval of the accompanying site development plan. Two (2) copies of this application and two (2) copies of the plan conforming to the minimum requirements as outlined in Chapter II, Plat Details, of the County of Cape May Subdivision and Site Plan Resolution. Permission is given to walk the property for review purposes. We acknowledge that the reporting period set forth in N.J.S.A. 40:27-6.3 shall not begin until this application, fees, and accompanying plans are COMPLETE IN ALL RESPECTS. If the property is within the Pinelands jurisdiction, a third copy of the FINAL Plat is required.

Applicant's Signature: \_\_\_\_\_

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

# Cape May County Planning Board

## Subdivision and Site Plan

### Fee Schedule

<b>Subdivisions</b>	
A subdivision which contains three (3) new lots or less which does <b>not</b> abut a county road or affect a county drainage facility.	\$60
A subdivision which contains more than three (3) new lots and/or new streets which does <b>not</b> abut a county road or affect a county drainage facility.	\$200
A subdivision which contains three (3) new lots or less which abut a county road or affect a county drainage facility.	\$250
A subdivision which contains more than three (3) new lots which abuts a county road or affect a county drainage facility.	\$300 + \$15 per new lot
<b>Site Plans</b>	
<i>Not on a County Road, nor affecting county drainage facility.</i> A site plan which does not abut a county road and which does not affect a county drainage facility and which has less than one (1) acre of impervious surface.	\$50
<i>On a County Road and/or affecting a County drainage facility.</i> A site plan for land development including proposed commercial retail, office buildings, multi-family structures which contains five (5) or more units, or any other land development which requires off-street parking area or off-street standing area for five (5) or more vehicles; and site plan for land developments which have one (1) or more acres of impervious surface.	\$300 + \$10 per new parking space or residential unit
A site plan for industrial use or warehousing which contains one (1) or more acres of impervious surface.	\$300 + \$10 per 1,000 square feet of gross floor area or \$10 per parking space, whichever is greater

- Checks or money orders (no cash will be accepted) should be made out to the Treasurer, County of Cape May.
- Fees will not be charged for review of plans submitted by state, county and municipal governments, churches, hospitals and secular non-profit institutions.
- The review period will not commence until proper fees and completed application form are received.
- Fees will not be refunded if the application is withdrawn or the scope of the project is reduced.
- Full review fees may be charged for plans where one (1) year elapsed between submissions.