

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 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.

INSTRUCTION SHEET

APPLICATION FOR SUBDIVISION

1. PLEASE SUBMIT:
 - A. 20 Copies of Subdivision Plan, signed by owner(s) & Tax Collector
 - B. 20 Copies of Subdivision Application
 - C. 20 Copies of any necessary variance form
 - D. 1 Copy of Reasonable Cost Form
 - E. 1 Representation of Parties
 - F. All appropriate Fees
 - G. Proof of submission to County and to Fire Inspector
 - H. One original W-9 form signed by applicant with Social Security Number or Tax ID #.
 - I. Subsection 400-76G(5)(o) of the Land Development Ordinance of the Township of Lower requires: The applicant shall submit (three(3) copies) a statement by the Engineer to the effect that either all of the improvements required under this chapter or otherwise have been installed, or the engineer shall give an estimate of the cost of their installation. (ONLY APPLIES TO FINAL MAJOR SUBDIVISION APPROVAL).
 - J. Performance Agreement and Bond: Please fill out and return one original notarized copy of the PERFORMANCE AGREEMENT AND BOND with your final subdivision application. (ATTACHED). (ONLY APPLIES TO FINAL MAJOR SUBDIVISION APPROVAL).
2.
 - a. All of the above must be submitted simultaneously to the Planning Office, before submission deadline - which is 3: PM on the date 21 days prior to the regularly scheduled meeting. If the deadline date is followed by a Township holiday, the deadline time is NOON.
 - b. EARLY SUBMISSION is to your advantage; it will allow this office to process the application more efficiently.
 - c. Please do not call this office to ask for an extension of the deadline.
 - d. IF YOU CANNOT HAVE A COMPLETE APPLICATION SUBMITTED BY 3:PM, PLAN TO BE HEARD AT THE FOLLOWING MONTH'S MEETING.

3. SUBDIVISION FEES ARE AS FOLLOWS:

- | | | |
|----|--|--|
| a. | Subdivision tax map updates
(Fee applies to both Minor &
Major subdivision)
To be added to application charge | \$75.00 per Lot up to 20 lots;
\$15.00 each Lot in excess of 20 lots. |
| b. | Sketch Plat: | \$150.00 + \$200.00 Escrow |
| c. | Preliminary Major | \$150.00 + \$150.00 per Lot + Escrow
\$80.00 per Lot for up to 10 lots;
\$40.00 per Lot each additional Lot |
| d. | Final Major | \$750.00 + Escrow of \$30.00 per Lot |
| e. | Revised Major | \$750.00 + Escrow of \$300.00 |
| f. | Minor Subdivision:
(3 lots or less) | \$450.00 + \$150.00 per each newly
described lot + \$250.00 for the first
newly described lot;\$50. per lot in
excess of one lot escrow |

ALL applications now require an additional \$150.00 Escrow for preparation of resolution.

4. a. IF HARDSHIP VARIANCE IS REQUIRED, THE FEE IS \$300.00 plus an escrow fee of \$150. IF A USE VARIANCE IS REQUIRED, APPLICATION MUST BE MADE TO ZONING BOARD OF ADJUSTMENT.

5. A MAJOR SUBDIVISION APPLICATION REQUIRES 3 STEPS:

- a. SKETCH PLAT - to determine that it is a major subdivision
- b. PRELIMINARY SUBDIVISION APPLICATION
- c. FINAL SUBDIVISION APPLICATION
- d. ALL 3 STEPS MUST BE FOLLOWED, AND ALL 3 SETS OF FEES MUST BE PAID FOR THE 3 APPLICATIONS.
- e. THE SAME FORM MAY BE USED WHEN SUBMITTING EACH STEP. DO NOT SUBMIT PLANS UNACCOMPANIED BY AN APPLICATION FORM. IF REVISED PLANS ARE REQUIRED, PLEASE SUBMIT THEM WITH A COVER LETTER EXPLAINING THAT THEY WERE REQUESTED BY THE BOARD.

6. 20 COPIES OF APPLICATIONS AND PLANS ARE REQUIRED. AFTER FINAL APPROVAL, THE TOWNSHIP MUST MAIL OUT SEVERAL COPIES OF THE PLAN TO VARIOUS AGENCIES: THEREFORE, IF THERE ARE NOT A SUFFICIENT NUMBER STILL IN THE FILE, YOU MAY BE ASKED TO SUPPLY ADDITIONAL PLANS.

7. OWNER'S SIGNATURE AND TAX COLLECTOR'S SIGNATURE - STREET NAMES AND HOUSE NUMBERS - MUST BE ON MYLAR AND PAPER COPIES BEFORE OBTAINING OFFICIAL SIGNATURES FOR FILING PLAN WITH THE COUNTY OFFICE.
8. THE APPLICANT OR AN ATTORNEY MUST BE PRESENT AT THE HEARING.

MINOR SUBDIVISION - The applicant is responsible for filing the minor subdivision with the County, after approval by the Board. Obtain 3 mylar copies and 6 paper copies from your engineer or land surveyor. Owner's and Tax Collector's signature must appear on them **IN BLACK INK ONLY**. Signatures must then be obtained from:

1. Township Engineer
2. Board Chairman
3. Board Secretary

Then applicant must file the subdivision at the County Clerk's Office in Cape May Court House.

APPLICANT OR ATTORNEY MUST APPEAR AT THE BOARD HEARING.

SUBMIT A COPY OF APPLICATION AND PLAN TO BUREAU OF FIRE SAFETY; AND COMPLETE COUNTY PLANNING BOARD FORM.

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.

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

Check 1 or more:

Minor _____

Sketch _____

Prelim. _____

Final _____

(17 Copies Must be Filed with Planning Board Secretary)

APPLICATION FOR CLASSIFICATION
OF SKETCH PLAT
and/or SUBDIVISION PLAT

To: TOWNSHIP OF LOWER PLANNING

Application is hereby made for the classification of a
Sketch Plat of a proposed subdivision of land, hereinafter
more particularly described.

Applicant's Name _____

Mailing Address _____

ZIP CODE _____

Phone _____

Name & Address of Present Owner (if other than applicant)

Interest of Applicant if other than owner _____
(Supply copy of Agreement of Sale, if prospective buyer)

Location of Subdivision:

Street _____ Section of Township _____

Block and Lot Numbers _____

Zone _____ Tax Map Sheet Number _____

Sewered _____ Non-Sewered _____

Number of Newly-Described Lots (Including existing lot) _____

Area of Entire Tract _____ Portion Subdivided _____

Development Plans:

Sell lots only (Yes or No) _____

Construct houses for sale (Yes or No) _____

Other _____

Name & Address of person preparing sketch:

_____ Phone _____

Signature of Applicant _____

Applicant's e-mail address: _____

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.)

Sign Here

Signature of
 U.S. person ▶

Date ▶

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**

Subdivision Application Form

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: _____

Sewer Public or Private: _____ Water Public or Private: _____ Number of New Lots: _____

Total area being subdivided: _____ Acres Average lot size: _____ SF Lineal feet of new street: _____

Soils: _____ Within County Floodway Yes No Within Agricultural Development Area 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

Subdivisions	
A subdivision which contains three (3) new lots or less which does not 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 not 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
Site Plans	
<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.