

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: Dune 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. (See chart provided).

Applications will not be accepted unless they are complete, and all signatures on plans and/or applications have been obtained, and payment of all required fees accompanies application.

A complete application includes ALL of the following.

Photographs of the Site

20 copies of Application Form

20 copies of Site Plan

At least one copy of a current sealed Survey

All fees paid (See 400-80) ALL applications now require \$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

Representation of Parties Form

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

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 TO BE SUBMITTED TOGETHER, including fees (See 400-77F(1))

COMMENTS MADE BY THE BOARD AT A WORK SESSION ARE NOT BINDING. There is insufficient time for review of revised plans submitted in the week between the Work Session and the Regular Meeting.

REVISED PLANS (15) FOR A CONTINUED HEARING MUST REACH OUR OFFICE AT LEAST 15 DAYS PRIOR TO MEETING DATE, TO GIVE REVIEW TIME TO THE ENGINEER.

Condo units must have written consent of Condo Association.

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.

Diamond Beach developers must supply a copy of the site plan to Wildwood Water Utility.

APPLICANT OR ATTORNEY MUST APPEAR AT THE BOARD HEARING.

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

Approval by the Lower Township Planning Board of any Dune Review does not assure you of permission to start construction. You must also obtain State and/or Federal permits as required; C.A.F.R.A., Wetlands, Waterfront development, etc.

D. Requirements of dune area site plan approval: (Checklist) 400-79D

1. It shall be unlawful to remove, cart away, or redistribute by any means any sand or vegetation, or both, or to proceed with any type of construction within the dune area prior to obtaining a site plan approval by the Planning Board of the Township in accordance with the provisions of this chapter. No building permit for any such activity shall be issued by the Building Inspector until he has first received written approval from the Planning Board of the Township in accordance with the provisions of this subsection.

2. The above notwithstanding, paragraph d. Shall not apply to any construction, renovation, or other work performed entirely within or upon the existing perimeter of an existing structure.

3. In addition to the requirements of subsection 400-77, the abovementioned dune area site plan review shall be required only where the acts referred to above fall within or affect those lands, public or private, lying within the dune area as defined herein.

4. Removal of sand on improved properties or public right-of-way.

(a) Prior to any removal under Subsection D (b) and © below, notify the Construction Official in writing, 24 hours prior to the time inspection is desired, after which the inspector has three working days to complete said inspection. No removal of sand shall take place prior to the written approval by the Construction Official. Said approval shall be in accordance with Subsection F.

(b) Removal of sand for a depth of one to 36 inches will be permissible provided that said sand is not part of a dune system. In addition, removal of sand for a depth of 12 to 36 inches requires a schematic drawing, which may be done by the property owner, to show the proposed work to be done. The Construction Official shall make the determination as to whether the sand is part of a dune system.

© Material removed in accordance with this section of the chapter shall be deposited on the beach at specified locations as designated by the Construction Official.

5. Failure to request the inspections or any other violation of the dune ordinance will subject violators to a fine of not more than five hundred (\$500.00) dollars which shall be levied at the discretion of the Construction Official and the dune shall be restored to the specification of the Township Engineer. Any engineering costs incurred by the Township Engineer during the inspections shall be the responsibility of the violator.

E. Procedure.

1. Where applicant acknowledges that a building permit which he is seeking applies to a lot or lots, or any part thereof, which falls within or affects the dune area as defined above, the following steps shall be taken:

(a) Application shall be made directly to the secretary of the Planning Board by submitted a site plan as defined below along with such application forms as may be prescribed by the Planning Board.

(b) Such application shall be in accordance with the remaining provisions of this subsection and shall also follow, where not inconsistent here-with, the provisions of subsection 400-77 and the completed application shall be submitted to the Planning Board not later than 21 days prior to the meeting of the Planning Board at which the application is to be considered.

2. Where the applicant believes that a building permit which he is seeking does not apply to any lot or lots, or any part thereof, which falls within or affects the dune area as defined above, the following steps shall be taken:

(a) The applicant shall apply for such permits in such manner as may be prescribed elsewhere under the applicable ordinance of the Township of Lower.

(b) The Building Inspector shall make a preliminary determination before the application is further considered by his office whether the dune area as defined above is or may be involved by, or concerned with the application.

© if the Building Inspector shall determine that the dune area as defined above is not involved, he shall continue to process the application after having noted thereon this determination. If the Building Inspector determines that the dune area is or may be involved, he shall notify the applicant, which applicant may thereafter:

[1] Make application to the Planning Board directly as provided for herein, or

[2] Provide additional information to the Building Inspector including, but not limited to, a plot plan prepared by a licensed surveyor or engineer showing the mean high water line of the area under consideration and the dune line as defined hereinabove.

[3] The Building Inspector shall review the matter again and dispose of the matter as referred to hereinabove by determining that the dune area is not affected or by requiring the applicant to proceed before the Planning Board before further action by the Building Inspector.

3. In addition to any other applicable fees, where Planning or Zoning Board action is required under this chapter, an application fee of one thousand one hundred twenty-five (\$1,125.00) dollars, not refundable, shall accompany the application when filled with the Planning Board or Zoning Board of Adjustment.

4. Contents of application. All applications made to the Planning Board pursuant to this chapter, in addition to any additional or supplementary information which the applicant deems appropriate, including the following:

(a) Seventeen copies of the site plan, drawn to a scale of not less than one inch equals fifty feet (1"=50'), which shall include the name of the applicant; the name of the record owner of the property or properties in question; the name of the person preparing the site plan; the addresses and telephone numbers of those persons heretofore mentioned; the block and lot numbers of the parcels concerned; and the tax map sheet number as reflected on the Tax Map of the Township of Lower; the date of preparation; the scale and north arrow; a key map showing the location of the property and its relationship to the surrounding area; the zone or zones in which the property in question, and the adjoining properties fall, as defined by the Zoning Ordinance of the Township of Lower; all setback and yard dimensions; the mean high water line and the dune line as defined herein; and an appropriate block to reflect the approval or disapproval by the Planning Board, providing a space for the signature of its chairperson and secretary, and the date such action was taken.

(b) A grading plan, as part of the site plan, which shall include the existing and proposed topography. At least two elevation views, perpendicular to each other shall be submitted showing accurately the existing ground lines and dunes as defined above, and their relationship to the proposed structure and proposed ground line. The grading plan shall be accompanied by sufficient site photographs to show all dune and vegetation development in the area.

© A plan of the location of the well, and the septic system (if applicable), shall be shown on the survey; if changes are deemed necessary by the County Health Department, after approval by the Planning Board, said revision shall require approval by the Planning Board; there shall be no additional fees required for Planning Board review of changes made pursuant to this chapter.

(d) Such application form or forms as may be promulgated by the Planning Board of the Township for use pursuant to this subsection.

APPLICATION FOR DUNE PLAN REVIEW: (Checklist) 400-77G

1. Give title and location of the development, and name and address of owner of record and/or applicant, name and address of site planner preparing the site development plan.
2. Indicate proposed use or uses of the land and buildings.
3. Site plans should be presented at a scale no smaller than 1" = 50', nor larger than 1" = 20'; size of sheets should not exceed 36" X 24".
4. Scale and graphic scale.
5. North arrow in same direction on all sheets.
6. Submit survey of the property prepared by a licensed surveyor of New Jersey, showing boundaries of properties, line of all existing streets and roads, easements, rights-of-way, and areas dedicated to public use within 200 feet of the development. Also indicated on this sheet will be the north arrow, scale feet and graphic scale, name and address and professional license number and seal of the surveyor who prepared the survey.
7. Give names of all owners of record of all adjacent properties with block and lot numbers, parcel number, tax map number, within 200 feet of the property.
8. Show existing and proposed buildings with dimensions showing with first floor elevation, present and finished grade elevations at all corners and entrances. Present buildings and structures to be removed are to be indicated.
9. Submit topographic map to delineate existing contours at 2 foot intervals, up to 10 feet beyond property lines, as well as proposed grading and contours, wooded areas, trees (where 6" or greater in diameter), flood plains, ponds, streams and drainage ditches, etc.
10. Indicate the location of all existing and proposed structures, i.e. walls, fences, culverts, bridges, roadways, etc., with grade elevations for each structure.
11. Indicate existing zones of the development site and of zones within 200 feet of the property.
12. Show all existing schools and special district boundaries within 200 feet of the property. This should be shown on a separate map, or as a key map on the site plan map itself.
13. Indicate the distance of the property line (measured along the centerline of existing streets abutting the property) to the nearest intersection.
14. Show the boundaries of the property, building and setback lines, lines of existing streets, lots, reservations, easements and areas dedicated to public use.
15. Indicate locations of all utility structures and lines, existing and proposed storm water drainage on-site and off-site and from buildings and structures, as well as telephone, power and light, water, hydrant locations, sewer, gas etc., whether privately or publicly owned, with manholes, inlets, pipe sizes, grades, inverts and directions of flow.
16. Show location, size and nature of the entire lot or lots in question, of contiguous lots owned by the applicant or owner of record, or in which the applicant has a direct interest, even though a portion of the entire property is involved in site plan development, provide on a key map, if necessary.
17. Show all proposed easements and public and community areas.
18. Indicate all means of vehicular ingress and egress to and from the site onto public streets, showing the size and location of driveways, curb cuts and curbing, and site lines.

19. Show location and design of off-street parking areas, showing their size, and the locations of internal circulation, traffic patterns, parking space, aisles, driveways, curbing, barriers, and wearing surface finishes and construction.
20. Show location, arrangement, and dimensions of truck loading and unloading platforms and docks.
21. Indicate provisions for refuse and garbage disposal. Insure areas not exposed to view are unpolluting, covered from weather and are secure from vandalism. Incineration or burning units will be of such design and construction as to be approvable by the State Department of Health and Environmental Protection. Compactor units will ensure completely sealed operation. Open dump areas for garbage or refuse should be prohibited, but where they are deemed necessary they must be enclosed and constructed with views to sight, fire protection, sanitation and security.
22. Show provisions for screening or storage of equipment, attached or separate from buildings.
23. Indicate all existing or proposed exterior lighting (free-standing and/or on building) for size, nature of construction, lumens, height, area and direction of illumination, foot candles produced, as well as time controls proposed for outdoor lighting and display.
24. Note all existing and proposed signs and their sizes, nature of construction and locations, height and orientation, including all identification signs, traffic and directional signs and arrows, free-standing and facade signs and time control for sign lighting.
25. Indicate locations, dimensions and constructions of off-site sidewalks, on-site exits, walks and sidewalks. Provision should be made for pedestrian safety, access ways and, where necessary, a bicycle system and racking.
26. Show proposed screening of green areas and landscaping and fencing including a planting plan and schedule, and trees, off-site and all roads, etc. Provision should be made for maintenance.
27. Show improvements to adjoining streets and roads, and traffic control devices necessary in streets or highways. Acceleration and deceleration lanes, paving, land dedication or acquisition for roads should be considered.
28. Copies of any covenants and deed restrictions intended to cover any of the development site should be submitted.
29. A detailed written description, sketch, rendering or picture of new buildings or structures be presented.
30. Preliminary architectural floor plans and elevations should be submitted, with the name, address, professional number and seal of the architect.
31. Supply appropriate places for signatures and date of approval of the Chairman and Secretary of the Board, and its Engineer.
32. In fire prevention, consideration must be shown for service lines, hydrants, siamese connections, automatic sprinkler systems, fire zones, "no parking" zones, and pavement and wall signs.
33. Flood zone and base flood elevation must be shown.
34. Final lot grading plan must be shown.
35. Show house numbers for each building lot on the final site plan.

TOWNSHIP OF LOWER

APPLICATION FOR DUNE PLAN REVIEW

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 _____ DATE: _____

or AGENT _____ DATE: _____

APPLICANT E-MAIL ADDRESS _____

SIGNATURE OF TAX COLLECTOR,

Certifying Taxes Paid to Date: _____ DATE: _____

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.

Social security number								

or

Employer identification number								

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

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,

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.

Submission not required for a single family dwelling.

-per David Perry, Fire Code Official
December 17, 1991

CAPE MAY COUNTY PLANNING BOARD
Status/Transmittal Sheet

(Check One) Site Plan: _____ Subdivision: _____

Date: _____ Cape May County Planning Board #: _____

Applicant's Name: _____

Municipality: _____ Block: _____ Lot: _____

Latest Revision Date: _____

INFORMATION SUBMITTED

- _____ New Plans
- _____ Revised Plans
- _____ Final Plans
- _____ Soil Boring Results
- _____ Traffic Analysis
- _____ CAFRA EIS
- _____ Other (Please List)

Date Received: _____

Applicant's Signature: _____