

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR
SUBDIVISION, SITE PLAN OR VARIANCE**

1. Obtain a letter of denial from the Zoning Officer if necessary (Variances Only).
2. Obtain Planning Board application from the Planning Board Secretary or from the Borough website under FORMS.
3. Obtain list of property owners within 200 feet from Tax Assessor.
4. **Prior to the application being deemed complete and for scheduling on the agenda the items on the attached checklist must be submitted to the Planning Board Secretary.**
5. Once the application is received and deemed complete by the Board Engineer you will be placed on the agenda. **Do not send notice or proceed further without being deemed complete and scheduled for a meeting date by the Secretary of the Planning Board.**
6. **No less than (10) days prior to hearing date the following must be done using the sample notice contained within this package:**
 - a. Publish notice in an official newspaper of the Borough, i.e., The Link News, the Atlanticville, Asbury Park Press, Star Ledger
 - b. Notify, by Certified Mail or personal service, property owners within 200 feet of property. (Please note: return receipt - green cards- are not necessary)
7. Submit the following to the Planning Board Secretary prior to the meeting:
 - a. Affidavit of Publication from the newspaper
 - b. Copy of notice served to those on Certified List of Property Owners.
 - c. Proof of Service to those on Certified List of Property Owners **OR**
 - d. **Postmarked white receipts** as proof of certified mailing to those on Certified List of Property Owners.
8. *If your application is granted*, a **NOTICE OF DECISION** must be published in an official newspaper of the Borough after the hearing at which the Board's decision is adopted by Resolution. (copy of notice form included in application package).
9. Notice to the Monmouth County Planning Board and Two Rivers Water Reclamation Authority and any and all authorities or utilities required are the responsibility of the Applicant.

IF YOU HAVE ANY QUESTIONS PLEASE CALL THE SECRETARY TO THE
PLANNING BOARD AT (732) 222-8221, MONDAY THRU FRIDAY, 9:00 A.M. TO 3:00 P.M.

GENERAL INFORMATION

Corporations and Partnerships require representation by a New Jersey Attorney as well as a corporate disclosure statement pursuant to statute.

REVISED 08-29-2014

Borough of Oceanport

Planning Board Checklist

- () 4 copies of the denial letter from Construction Official (variances only)
- () Certificate from Tax Collector as to taxes paid
- () Copy of Deed or Contract Purchaser, Tenant, Lienholder Agreement
- () 4 copies of the completed application
In the case of a Contract Purchaser as the Applicant, the application must be signed by the Property Owner
- () 14 copies of current property survey - one original signed & sealed by a Licensed Surveyor
- () 14 copies of the Site Plan (when applicable)
- () 14 copies of the architectural / engineering plans, reports, etc. (when applicable)
- () Application fee(s): See attached Fee Schedule
- () Escrow Deposit: See attached Fee Schedule
- () Completed ESCROW AGREEMENT
- () Completed W-9 Form for Creation of Escrow Account

Once agenda date has been assigned by Secretary, Applicant must perform the following:

- () Affidavit of Publication in the Newspaper (10 days prior to hearing)
- () Proof of Service of Notices (postmarked 10 days prior to hearing)
- () Tax List (people to notice within 200' of property)
- () Notification to utility companies

Planning Board Fees (§ 204-1. - § 204-3)

§ 204-1. Planning Board Application Fees

- | | |
|--|---|
| A. Minor subdivision | \$150 plus \$100 for each new lot |
| Consolidation/Lot Line Adjustment | \$100 |
| B. Major subdivision. | |
| (1) Preliminary major plat: | \$200, plus \$100 per lot, minimum fee of \$400. |
| (2) Final major plat: | \$200, plus \$50 per lot, minimum fee of \$300. |
| C. Site plan. | |
| (1) Preliminary major site plan: | |
| New construction, less than 5,000 ft ² | \$300, plus \$10 for each 10,000 ft ² of total lot area |
| New construction, in excess of 5,000 ft ² | \$300, plus \$10 for first 5,000 ft ² and \$20 for each 1,000 ft ² in excess of 5,000 ft ² |
| No new construction, | |
| Total floor area less than 2,500 ft ² | \$100. |
| Total floor area in excess of 2,500 ft ² | \$150. |
| (2) Final major site plan: | \$350. |
| (3) Preliminary minor site plan: | \$300. |
| (4) Final minor site plan: | \$175. |
| (5) Waiver of site plan approval: | \$150. |
- D. Amendment of preliminary or final plat or plan. An applicant seeking to amend an approved preliminary or final plat or plan shall pay a fee of \$250. If the approving authority determines that the proposed amendment will result in a substantial change of the previously approved plat or plan, the application shall be treated as a new application for preliminary or final approval and be processed accordingly, and the applicant shall pay a full fee in accordance with Subsections A through C above.
- E. Revision of plat or plan prior to hearing. An applicant seeking or required to revise or amend a preliminary or final plat or plan prior to a hearing with respect thereto shall pay a fee equal to 20% of the original site plan or subdivision plat fee for each occasion that such revised or amended plat or plan must be reviewed by the Borough Engineer.

§ 204-2. Variance and interpretation application fees.

- | | |
|--|---|
| (1) Hardship/bulk variances: | \$100 for one or two variances, plus \$15 for each variance in excess of two. |
| (2) Use variance: | \$250, plus \$100 for each acre or fraction thereof, with a maximum fee of \$4,000. |
| (3) Special use permit: | \$100. |
| (4) Interpretation of the Zoning Map: | \$100. |
| (5) Directions for issuance of a building permit: | \$100. |
| (6) Filing petition of appeal: | |
| (a) Single-family: | no fee |
| (b) Other: | \$25. |
| (7) Resubmission (application for extension of expired variance): | \$100. |
| (8) All other forms of variance applications, e.g., building to land percentage, square footage to building floor space: | \$100. |

§ 204-3. Review deposits

A. For every application for subdivision or site plan approval, the applicant shall pay to the Borough the following review deposits in addition to all other filing fees:

- (1) The applicant shall deposit with the Borough moneys to be utilized to pay the cost of any professional fees, including those of the Municipal Engineer, incurred for review of a submission for development. Said moneys shall be placed in an escrow account by the Borough's Chief Financial Officer in accordance with the provisions of N.J.S.A. 40:55D-53.1.
- (2) No submission shall be deemed complete until such time as the applicant shall have posted with the Borough, in cash, certified check or money order, the amount of escrow determined herein. The amount of fees to be posted shall be:

DEVELOPMENT APPLICATION

ESCROW TO BE POSTED

Residential (units and/or lots):

1 to 3 (minor subdivision)	\$ 800
Minor Site Plan	\$ 800
All other site plans	\$2,000
2 to 3 (major subdivision)	\$2,000
4 to 10	\$2,500
11 to 25	\$3,500
26 to 100	\$5,000
101 to 500	\$6,000
501 and over	\$7,500

Commercial/Industrial

(Proposed additional or expanded structures involving gross floor area (in square feet))

0 to 2,500	\$1,000
2,501 to 5,000	\$2,000
5,001 to 10,000	\$3,000
10,001 to 25,000	\$4,000
25,001 to 50,000	\$5,000
50,001 to 100,000	\$7,500
100,001 and over	\$10,000

CERTIFICATION OF TAXES

BLOCK(s): _____

LOT(s): _____

Street Address: _____

Owner of Property: _____

This is to certify that all taxes and assessments for local improvements have been paid, and that no taxes or assessments for local improvements are due or delinquent as to the premises which are the subject of the application for development as of the date indicated below.

Tax Collector or Authorized Signature

Date of Certification

Certification Expiration Date

SUBDIVISION, SITE PLAN REVIEW OR VARIANCE

**APPLICATION
OCEANPORT PLANNING BOARD**

FOR OFFICIAL USE ONLY

Date application complete: _____ Board Action Required By: _____

Fee Paid: _____ Date Fee Paid: _____

Escrow Deposited: _____ Date Escrow Deposited: _____

SECTION 1 – GENERAL INFORMATION

A. **APPLICANT:** Name: _____
Address: _____
Telephone Number: _____

B. The Applicant is a: Corporation _____ Partnership _____
Individual _____ Other (please specify) _____

C. If the applicant is a Corporation or a Partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the Corporation or Partnership.

D. The relationship of the Applicant to the property in question is:
Owner _____ Lessee _____ Contract Purchaser _____ Other (*please specify*) _____

E. **OWNER:** NAME _____
ADDRESS _____
PHONE: _____

F. **ENGINEER/SURVEYOR:** NAME _____
ADDRESS: _____
PHONE: _____

G. **ATTORNEY:** NAME _____
ADDRESS: _____
PHONE: _____

FOR SITE PLAN REVIEW ONLY:

5. Acreage of the entire site is: _____
6. Type of Proposal is:
- | | |
|------------------------------|-------------------------------|
| _____ New structure | _____ Expanded Area |
| _____ Improved Parking Area | _____ Alteration to Structure |
| _____ Expansion of Structure | _____ Change of Use |
| _____ Sign | |
7. The name of the business or activity (if any):
- _____

I. FOR VARIANCE REQUESTS ONLY:

1. Describe the variance requested: _____
- _____
- _____
2. Height of Building: _____ Existing _____ Proposed
- Front Setbacks _____ Existing _____ Proposed
- Rear Setbacks _____ Existing _____ Proposed
- Left Side Setbacks _____ Existing _____ Proposed
- Right Side Setbacks _____ Existing _____ Proposed
3. "Prevailing" Setback of Buildings within the Block:
- _____ Front _____ Rear

J. IMPROVEMENTS: List all proposed on site utilities and off-tract improvements:

K. PLAT SUBMISSION: List maps and other exhibits accompanying this application

**BOROUGH OF OCEANPORT
UNIFIED PLANNING/ZONING BOARD
APPLICANT(S) CERTIFICATION**

ESCROW AGREEMENT

THIS AGREEMENT, made and entered on this _____ day of _____, 20____, by and between the Borough of Oceanport, a Municipal Corporation of the State of New Jersey (hereinafter **BOROUGH**) and _____ (hereinafter **DEVELOPER**), is made upon the following terms and conditions:

PROJECT NAME: _____

PROJECT LOCATION: _____

BLOCK(S): _____ LOTS(S): _____

APPLICANT NAME: _____

APPLICANT MAILING

ADDRESS (if different): _____

I understand that the sum of \$ _____ will be deposited in an escrow account. ***IMPORTANT:** For creation of said escrow account, banking policies and applicable laws including federal law requires information to be obtained and verified that identifies each person for whom an account is established. Please provide the following additional information for all parties to be named on the escrow account:

1. Physical address, if different than address being used for escrow account: _____

2. Tax I.D./Social Security Number(s): _____
3. Date(s) of Birth: _____

In accordance with the Ordinances of the Borough of Oceanport, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal, and other expenses associated with the review of submitted materials. Sums not utilized in the review process shall be returned to the individual or business from which the checks were submitted. When 80% of the escrow amount has been expended and the municipal agency determines that additional sums are required, I understand that I will be notified by letter of the required additional amount and shall add that sum to the escrow account. In the event that I fail to post the additional escrow amount, the municipal agency shall have the power to deny the application on those grounds. Additionally, no building permit shall be issued until all application and professional fees have been paid.

I hereby agree that if and in the event the amounts required under this agreement are not paid, same shall be deemed to be a lien on the above-described property and shall be collectible as in the case of taxes by the adoption of a resolution of the Borough governing body upon receipt of a certification that the amounts are due and owing in contravention of this agreement.

DATE

Signature of Applicant/Owner/Representative

PRINT NAME HERE

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/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line 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									

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

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

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

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

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

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. 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 the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

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

² However, the following payments made to a corporation 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, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 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 the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ 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 Regulation 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 Regulation 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 1.

*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, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

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 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. 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.

DATE: _____

RE: REQUEST FOR 200' LIST

MAIL TO: TAX ASSESSOR
315 E. Main Street
OCEANPORT, NJ 07757

Kindly provide me with a list of property owners within 200 feet of

Block _____ Lot _____

more commonly known as: _____
(address of property)

Enclosed is my payment of \$10.00 for this list.

Sincerely,

Address: _____

Phone #: _____

Instructions for Completing Notice

1. In the Matter of the appeal of: *Place Applicants Name here*
2. To: *Each individual on the Property list and also the newspaper*
3. Date and Time: *Obtain this information from the Planning Board Secretary*
4. Application of: *Again, the name of the applicant.*
5. Lot and block: *self explanatory*
6. More Commonly known as: *Enter Street Address*
7. The Applicant requests the following: Be specific. List all variances requested. For example, if a rear yard setback is required stated as follows:

a rear yard setback of _____ feet where _____ feet is required.

Also please indicate what is being done, for instance: an addition, a deck, a minor subdivision, etc.

**IF YOU HAVE ANY QUESTIONS OR ARE UNCERTAIN HOW TO COMPLETE
PLEASE CHECK WITH THE PLANNING BOARD SECRETARY PRIOR TO
SENDING OUT NOTICE.**

NOTICE

In the matter of the appeal of _____
(Applicant(s) Name)

TO: _____

Please take notice that a public hearing will be held by the Planning Board of the Borough of Oceanport at Maple Place School, 2 Maple Place, Oceanport, NJ on _____ at 7:30 P.M.

The purpose of the hearing is to consider the application of: _____
_____, Lot _____, Block _____ as shown on the Borough Tax Map, more commonly known as _____.
(street address)

The application requests the following:

For such other variances, waivers or other relief as the Board shall deem necessary and appropriate.

You are hereby notified that you are privileged to be present at said hearing and present any and all objections you may have to the granting of said application.

Any maps and documents for which approval is being sought are or will be on file and available for public inspection in the office of the Borough Clerk, 315 E. Main Street, Oceanport, NJ, between the hours of 9:00 a.m. and 4:00 p.m. Monday thru Friday at least 10 days prior to the hearing.

Dated: _____

Applicant _____

INSTRUCTIONS FOR COMPLETING NOTICE OF DECISION:

The Notice of Decision is to be completed and then advertised in an official newspaper of the Borough of Oceanport, i.e., the Atlanticville, the Link News, the Asbury Park Press, the Star Ledger. The notice is to be published within 10 days *after* the Planning Board memorializes their decision by Resolution of which will be provided to the Applicant or the Applicant's Representative.

**NOTICE OF DECISION
OF THE OCEANPORT PLANNING BOARD**

PUBLIC NOTICE is hereby given to all persons that a public hearing was held on _____ at which hearing an application to _____
_____ on Block _____, Lot _____, commonly known as _____
_____, was heard.

Said application was granted, which decision is on file and available for inspection in the Municipal Clerk's Office, Borough of Oceanport, 315 E. Main Street, Oceanport, NJ between the hours of 9:00 a.m. and 4:00 p.m.

Signature:

Date of Publication: