

BOROUGH OF SOMERDALE
105 KENNEDY BOULEVARD
SOMERDALE, NEW JERSEY 08083

(856) 783-6320

**APPLICATION PACKET
FOR ZONING ISSUES**



105 Kennedy Boulevard
Somerdale New Jersey 08083
856 783-6320

INSTRUCTIONS FOR LAND USE/ZONING APPLICATIONS POSTING OF FEES/ESCROWS/BONDS

Attached is the fee schedule for Land Use Development in the Borough of Somerdale. If you are making application for a Subdivision, Site Plan or Variance, please contact Debra Reino, Planning/Zoning Board Recording Secretary x15 for assistance (we cannot complete the application for you, but will be glad to offer guidance).

The escrow posted with application submission is for initial Plan review by the Planning/Zoning Board Engineer, review/resolution by the Planning/Zoning Board Solicitor and publication of the Planning/Zoning Board Decision.

To continue the process, once you receive final approval by the Planning/Zoning Board, final plans must be submitted (these plans must show all changes recommended by the Planning/Zoning Board Engineer and Board that were agreed to at the hearing). They must be submitted to the Planning/Zoning Board Engineer for his approval, once he approves those plans the Board Chair and Secretary will also approve.

At this time, it is your responsibility to request an "Estimate of Costs" from the Planning/Zoning Board Engineer's Office. A Performance Bond/Letter of Credit in the total amount of the project must be submitted as well as 5% of the total cost as Inspection Escrow must also be posted.

If these items are not posted approvals will be rescinded and permits will not be issued.

**BOROUGH OF SOMERDALE
LAND USE AND DEVELOPMENT FEES**

SUBDIVISION

	MINOR	MAJOR PRELIMINARY APPROVAL	MAJOR FINAL APPROVAL
Application Fee	250.00	125.00 per lot	75.00 per lot
Professional Services Escrow	1,275.00	325.00 per lot 1,500.00 minimum	225.00 per lot

SITE PLAN

	WAIVER	MINOR PRELIMINARY/FINAL APPROVAL
Application Fee	250.00	250.00
Professional Services Escrow	700.00	1,275.00
	MAJOR PRELIMINARY	MAJOR FINAL
Application Fee	250.00	250.00
Professional Services Escrow	2,175.00	1,525.00

OTHER FEES

Zoning Permit	25.00
Appeal to Zoning Board	250.00
Zoning Interpretation	250.00
Variances	250.00
Legal Escrow	500.00
Conditional Use	250.00
Concept Design	250.00
Sign Permit	25.00
Sign Permit (temporary or banner)	15.00
Legal Fee (residential)	50.00
Permit Fee – Repair/Replace Sidewalks, Driveways (concrete or asphalt), and Aprons	25.00
Publication Fee (if necessary)	25.00

APPLICATION FEES ARE NOT REFUNDABLE

PUBLISHING A LEGAL AD IN THE COURIER POST WILL NEED TO BE PRE-PAID BEFORE THEY WILL PUBLISH YOUR NOTICE.
PLEASE CALL THE COURIER POST 486-2567 FOR INFORMATION.

PROPERTY SEARCH – 200 FT -\$10.00

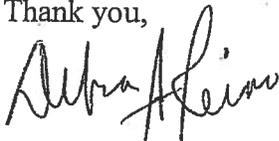


Borough of
SOMERDALE
The Crossroads of South Jersey
105 Kennedy Boulevard
Somerdale, New Jersey 08083
856.783.6320 phone
856.784.9377 fax

To Whom It May Concern:

Attached please find a copy of a W-9 Form. Any person or business making an application to the Planning/Zoning Board, must complete this form.

Thank you,



Debra A. Reino
Recording Secretary
Planning/Zoning Boards



DRAFT

ESCROW APPLICATION

Date of Application: _____ / _____ / _____

Name of Project: _____

Address of Project: _____

Name of Applicant: _____

Address of Applicant: _____

City, State, Zip _____

Telephone Number: _____

Fax Number: _____

Initial Deposit: \$ _____

Cash / Check / Money Order (Circle)

Check # _____

Received By: _____

TAX ID # _____

W-9 Received by: _____

<i>FOR OFFICE USE ONLY</i>	
<i>Date Activated:</i>	
<i>Vendor # B - C - G - L - N - P - PS - S - V -</i>	
<i>Sub-Account Number:</i>	
<i>Block & Lot Numbers:</i>	
<i>Memo:</i>	
<i>Other:</i>	
<i>Date Closed:</i>	
<i>Date of Check:</i>	
<i>Check Number:</i>	
<i>Date Sent:</i>	

Request for Taxpayer Identification Number and Certification

Give form requester send to t

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"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
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:

- 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
- 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 notified me that I am no longer subject to backup withholding, and
- 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 ▶

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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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, 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 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 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 foreign partner has not been received, a partnership is required to presume 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

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 chart below 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 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
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

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

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, 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 EIN, 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 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 entity is classified as a corporation or partnership, enter the entity's EIN. **Note.** See the chart on page 4 for further clarification of SSN 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 also 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 Form SS-4 from the IRS by visiting www.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 one, 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 real estate 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 TIN must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. citizen or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below do not otherwise apply.

For a joint account, only the person whose TIN is shown on Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

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

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

INSTRUCTIONS

1. After receiving the application packet from the Borough, the applicant must completely fill out each form.
2. Upon receipt of the application and required fee the Secretary of the Board will notify the applicant as to the day of the hearing.
3. At least ten (10) days prior to the time appointed for said hearing, the applicant shall advertise in a newspaper of general circulation within the municipality and give personal notice to all owners of property (200' SEARCH DISTANCE (within or without the municipality), and where required, counties, municipalities and the State by sending written notice thereof by certified mail to the last known address of the property owner(s), or by handing a copy thereof to the said property owner(s) or officials. All addresses shall be obtained by the applicant from the current tax records of the municipality(s), upon request of the applicant and payment of the required fee.
4. The applicant shall prepare, and sign before a notary public, one copy of an affidavit of proof of notice provided and submit it, together with a copy of the required notices to the Board at the time of the hearing.
5. At least 14 days prior to the hearing the applicant shall submit to the Zoning Board Secretary - 14 copies of a plot plan showing block and lot numbers, dimensions of the lot - dimensions of present and proposed structures - location of all structures and distances between the various structures and property lines - 14 copies of a map showing all properties within 200 feet of the subject property, approximate location of structures thereon, with the names of owners of all adjoining properties, and 14 copies of the variance application. If this plot plan is prepared by other than a licensed surveyor or architect, the applicant must furnish the Board with an affidavit stating that all the information shown is correct.
6. In order to ensure expeditious processing of the application you should be careful to comply fully and promptly with all requirements.

NOTICE OF APPEAL AND VARIANCE APPLICATION FORM
SOMERDALE, NEW JERSEY

APPLICANT: COMPLETE SECTION IN FULL FOR RELIEF REQUESTED

NOTICE OF APPEAL
OF
ZONING ENFORCEMENT OFFICER'S DECISION

The petition of _____ shows that on or about the
_____ day of _____, 20____, an application to the Zoning
Officer for the purpose of (describe intended action):

on the premises located at (street address) _____
Block _____ Lot _____, as shown on the Municipal Tax Maps and owned, or option
by the applicant was made; that after due consideration the Zoning Officer did
the ___ day of _____, 20____, decline to issue said permit for reasons
stated in the attached copy of the Zoning Officer's Refusal of Permit.

Applicant, feeling aggrieved at the action of the Zoning Officer, files this notice
of appeal with said Officer, together with the required fee, and requests that
action of the Zoning Officer be reversed or modified as the facts may be
determined, and applicant further requests that a day be fixed for hearing on
this appeal and stated that the proper notice will be given to all owners or
property situated within two hundred (200) feet of the property specified, and
others as required by statute.

APPLICATION FOR VARIANCE

TO THE BOARD OF ADJUSTMENT:

An application is hereby made for a (hardship) (use) variance from the terms of Article(s) and Section(s) _____ of the Zoning Ordinance so as to permit _____

DESCRIPTION OF PROPOSED STRUCTURE OR USE

PREMISES AFFECTED known as Block _____ Lot _____, (street address) _____ Somerdale, New Jersey

Applicant _____ Address _____

Owner _____ Address _____

Lessee _____ Address _____

Last previous occupancy _____

Size of Lot _____

Size of Building(s) (Present and/or proposed): (At street level) _____ ft front _____ ft deep

Percentage of lot occupied by building(s) _____%

Height of Building(s) _____ stories _____ feet

Set back from front property line _____ feet. From side (if corner lot) _____ feet

Zoning requirements frontage _____, side yards _____, set-back _____, rear yard _____

"Prevailing set-back" of adjoining buildings within one block _____ feet

Has there been any previous appeal involving these premises? _____

If so, state character of appeal and date of disposition _____

Proposed Use: _____

BOROUGH OF SOMERDALE
REQUEST FOR 200' PROPERTY SEARCH LIST

From _____

Address _____

Phone # _____

Fax # _____

Block _____

Lot _____

Street Address _____

Please Check preferred method of delivery

_____ Mail
_____ Fax
_____ Pick up

Fee \$10.00

NOTICE OF HEARING TO PROPERTY OWNERS

TO WHOM IT MAY CONCERN:

In compliance with Section _____ of the Zoning Ordinance of the Borough of Somerdale, notice is hereby served upon you to the effect and I/we _____

do hereby propose to (give detailed information) _____

Location _____

[The Zoning Officer of the Borough of Somerdale, refused this request by reason of it being in violation of Section _____ of the Zoning Ordinance, from which decision I/we hereby appeal.] [I/we have applied to the Board of Adjustment for a (hardship) (use) variance, (together with subdivision, site plan, conditional use approval)].

Any person or persons affected by this (appeal) (application) may have an opportunity to be heard at the meeting to be held ____ day of _____, 20____, at 7:00 P.M. in the Municipal Building, Somerdale, New Jersey.

All documents relating to this application may be inspected by the public between the hours of 9:00 A.M. and 3:30 P.M. in the office of the Secretary of the Board in the Municipal Building, 105 Kennedy Boulevard, Somerdale, New Jersey 08083.

Signature _____

NOTE: This notice must be personally served or sent by certified, return receipt mail at least 10 days before the day of the hearing, and proof of service given to the Secretary of the Board at least 2 days before the day of the hearing.

NOTICE OF HEARING TO COUNTY PLANNING BOARD

TO: CAMDEN COUNTY PLANNING BOARD

PLEASE TAKE NOTICE:

That _____, the undersigned, has applied to the Board of Adjustment of Somerdale for relief from _____

_____ to permit _____

at _____

Block _____ Lot _____, which property fronts upon a county road, or adjoins county owned property, or is within 200 feet of a municipal boundary. A hearing on this matter will be held on _____, 20____, at the Municipal Building in Somerdale. Applicant is seeking a hardship _____, use _____ variance, or subdivision _____, site plan _____, conditional use _____ approval. This notice is given pursuant to the provisions of N.J.S.A. 40:55D-12.

Signature _____

NOTE: This notice must be personally served or sent by certified, return receipt mail at least 10 days before the day of the hearing, and proof of service given to the Secretary of the Board of Adjustment at least 2 days before the day of the hearing.

NOTICE OF HEARING TO CLERK OF ADJACENT MUNICIPALITY

DATE: _____

To: Municipal Clerk _____
of _____, New Jersey

PLEASE TAKE NOTICE:

That _____, the undersigned, has applied to the Board of Adjustment of Somerdale for relief from _____

_____ to permit _____

_____ at _____

Block _____ Lot _____, which property fronts upon a county road, or adjoin county owned property, or is within two hundred (200) feet of a municipal boundary. A hearing on this matter will be held on _____, 20____, at the Municipal Building in Somerdale. Applicant is seeking a hardship _____, use _____, variance, and subdivision _____, site plan _____, conditional use _____ approval. This notice is given pursuant to N.J.S.A. 40:55D-12d.

Signature _____

Note: This notice must be personally served or sent by certified mail at least 10 days before the day of the hearing, and proof of service given to the Secretary of the Board of Adjustment at least 2 days before the hearing.

AFFIDAVIT OF PROOF OF SERVICE
BOARD OF ADJUSTMENT
OF SOMERDALE

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED
AND VARIFIED WITH BOARD SECRETARY AT LEAST 2 DAYS PRIOR TO
MEETING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY
COUNTY OF _____}ss.

_____, of full age being duly sworn
according to law, deposes and says, that he/she resides at _____
in the municipality of Somerdale, County of Camden, and the State of New Jersey
being an appeal or application under the Zoning Ordinance, and relates to premises
_____; that on _____, 20____, he/s
gave written notice of the hearing on this application to each and all of the
persons upon whom service must be had, in the required form and according to
attached lists, and in the manner indicated thereon.

Signature _____

Sworn to and Subscribed before me
this _____ day of _____
20_____.

NOTE: Attach list of all persons served.

TAX AND ASSESSMENT PAYMENT REPORT

APPLICATION # _____

SECTION I (TO BE COMPLETED BY APPLICANT)

NAME OF APPLICANT _____

ADDRESS _____

HAS MADE APPLICATION TO THE ZONING BOARD FOR BLOCK ____ LOT ____
LOCATED AT _____

WHOSE OWNER OF RECORD IS _____

OWNERS ADDRESS _____

I REQUEST THE TAX COLLECTOR TO DETERMINE WHETHER THERE ARE
ANY DELIQUENT TAXES AND/OR ASSESSMENTS DUE.

DATE _____ APPLICANT'S SIGNATURE _____

SECTION II (TO BE COMPLETED BY TAX COLLECTOR)

I FIND THAT: () ALL TAXES DUE HAVE BEEN PAID.

() ALL ASSESSMENTS DUE HAVE BEEN PAID.

() THE FOLLOWING ARE DELIQUENT AND PAST DUE.

TAX COLLECTOR

**ADVERTISEMENT TO BE PLACED
IN LOCAL NEWSPAPER
(SUCH AS THE RECORD BREEZE)**

**ADVERTISEMENT MUST APPEAR AT LEAST 10 DAYS
BEFORE THE SCHEDULED MEETING**

TAKE NOTICE that the undersigned has applied to the Somerdale Planning/Zoning Board for a _____ subdivision, _____ variance, _____ site plan, _____ site plan waiver as follows:

regarding application concerning: _____

Address: _____

Block: _____ Lot: _____

A public hearing regarding this application will be held on _____ 200_, at 7:00 p.m. at the Borough Hall, 105 Kennedy Boulevard, Somerdale New Jersey, at which time you may appear either in person or by attorney and present any objections you may have to this application. The application is available for examination at the Borough Hall Planning/Zoning Office 9:00 a.m. to 3:30 p.m. Monday to Friday.

Applicant Name: _____

Applicant Address: _____