



# Borough of Brielle

MUNICIPAL BUILDING

601 UNION LANE • P.O. BOX 445 • BRIELLE, NEW JERSEY 08730

(732) 528-6600 or 528-6262 • FAX (732) 528-7186

## **INSTRUCTIONS FOR FILING A PLANNING/ZONING BOARD APPLICATION**

**732-528-6600, EXT. 5114 (KAREN) OR 5113 (DENISE)**

1. Complete the application & submit 18 copies with 18 site plans/subdivision/variance plans and survey (all applications require a survey) to the Planning Board Secretary. Don't forget to include copies of the proper addendum (Zoning, Site Plan or Subdivision). Please submit in sets, not individual piles of pages; plans must be folded (rolled plans will not be accepted). Please MEET WITH THE ASSESSOR for proper Block and Lot numbers if you are subdividing and include his Letter confirming the correct information, including the new addresses. At least 3 of the plans and survey MUST be sealed (the rest can be copies).
2. Other than Subdivisions, include in each set a copy of a Letter of Denial, obtained from the Zoning Officer Elissa Commins, certifying the variances that you are requesting, if any, as well as design waivers. Plans will not be accepted if this is not included.
3. The application fees, payable to "The Borough of Brielle", must accompany the application in accordance with the fee schedule attached. Two checks are needed, one for the base filing fees & one for an escrow account (complete attached W-9 form).
4. All site plan, variance and subdivision applications require publication and notice to property owners within 200 feet of the subject property. Notice must be given at least 10 days before the public hearing date, on the form provided. The fee for this list of property owners is \$10 and the application is enclosed in this package. Where subject property is within 200 feet of properties in another municipality, a similar list shall be obtained from that municipality and official notice must be served on those property owners as well.
5. Notice of Public Hearing shall be serviced in the following manner: (a) by personally serving the Notice to the homeowner or his agent or (b) by Certified Mail, Return Receipt. Public notice of the hearing must also be published (once) in an official newspaper of Brielle Planning Board (either the Coast Star or Asbury Park Press) at least 10 days prior to the hearing date (not counting the date of publication) using the same form as the one for noticing the property owners.
6. The Affidavit of Service must be submitted to the Board after notice is given, with signature notarized (form enclosed) along with an Affidavit of Publication from the newspaper & proofs of mailing/certified receipts. These forms must be submitted by the afternoon of the hearing.
7. All corporations and LLCs MUST be represented by an attorney. An individual applicant may represent himself/herself if they so desire.
8. Email contacts: Karen Brisben ([kbrisben@brielleboro.com](mailto:kbrisben@brielleboro.com)) or Denise Murphy ([dmurphy@brielleboro.com](mailto:dmurphy@brielleboro.com)).

## MEETING PROCEDURES OF THE BRIELLE PLANNING/ZONING BOARD

The following are basic procedures that the Board adheres to for all applications regardless of the relief being sought:

At the time of hearing, the applicant and any other party shall appear in person or be represented by an attorney. A corporation must be represented by an attorney. When a case is called, the applicant or applicant's attorney shall identify oneself and generally indicate the relief being sought. The applicant or applicant's attorney shall then present testimony by way of witnesses, documentary evidence and exhibits which the applicant intends to rely upon to establish a right to the relief sought.

All documentary evidence or exhibits will be marked for identification or evidence prior to any direct testimony relating to the documents. These documents are retained by the Board and will become part of the public record.

All persons shall be sworn before giving testimony. At the end of testimony of each witness, the Chairperson will permit reasonable cross-examination by any attorney representing an objector or allow any member of the public to ask questions relating to the testimony if they are not represented by an attorney.

After the applicant has completed presenting the application, the attorney for any objector may then present objections by calling witnesses and introducing documentary evidence. Each witness shall be subject to reasonable cross-examination by the applicant or applicant's attorney and the Chairperson shall allow members of the public to ask questions relating to the testimony.

After all of the evidence has been presented to the Board in support of or in opposition to the relief sought by the applicant, the Chairperson shall open the meeting to the public to allow any member of the public to testify concerning the application. Any person testifying shall first be sworn and be subject to cross-examination by the applicant or the applicant's attorney. Rebuttal testimony or evidence shall be admitted in such order as the Chairperson shall designate. All witnesses may be cross-examined by any member of the Board, the Board Attorney, Board Engineer or any interested party.

Any member of the Board may place relevant evidence before the Board relating to their personal or official knowledge, strictly for the purpose of amplifying the record, including facts as ascertained from the viewing of the property and the general area. The board may also take testimony from any expert witness employed by it and such expert shall be subject to cross-examination by the applicant or applicant's attorney.

At the conclusion of the above, the Chairperson shall declare the hearing closed and further evidence will not be received. The Board will deliberate on the application and later adopt a written Resolution approving or denying the development application.

**BOROUGH OF BRIELLE PLANNING/ZONING BOARD APPLICATION**

Filing Fee Paid \_\_\_\_\_ Date Filed \_\_\_\_\_

1. Applicant's Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Phone \_\_\_\_\_  
Email: \_\_\_\_\_

2. Present Owner (if other than applicant) \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Phone \_\_\_\_\_  
Email: \_\_\_\_\_

3. Attorney Representing Applicant (NOTE: Corporations must be represented by a NJ Attorney): Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Licensed New Jersey Professional preparing plan:

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

5. Interest of applicant (if other than owner): \_\_\_\_\_

6. Property Location \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_  
Size of Property \_\_\_\_\_

7. Application for (Check as appropriate): Zoning Variance \_\_\_\_\_

SITE PLAN – Preliminary: _____	Conditional Use _____
Final: _____	Section 89-9 "Q" _____
Minor: _____	Amended _____

SUBDIVISION – Classification:  
Minor: \_\_\_\_\_  
Major - Preliminary \_\_\_\_\_ Final \_\_\_\_\_

8. Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

9. Permission requested to: Erect \_\_\_\_\_ Alter \_\_\_\_\_  
Move \_\_\_\_\_ Use \_\_\_\_\_ Subdivide \_\_\_\_\_  
Other \_\_\_\_\_

10. Describe explanation of request:

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11. Has there been any previous application involving these premises? If so, state date of application, nature of application and disposition:

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12. Have all real estate taxes applicable to premises been paid to date? Yes \_\_\_\_ No \_\_\_\_

13. Attach and circle the following addenda (as appropriate):

ZONING VARIANCE

SITE PLAN

SUBDIVISION

14. If this is a subdivision, will it be filed by deed or by map? \_\_\_\_\_

15. Impervious Coverage % – Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

## PARTNERSHIP/CORPORATE APPLICANTS

Pursuant to N.J.S.A. 40:55D-48.1 to 48.3, corporations or partnerships applying for certain subdivisions and variances must disclose:

1. If partnership, names & addresses of all individual parties having at least a 10% interest in the partnership:  

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2. If corporation, names & address of all stockholders who own at least 10% of its stock of any class:  

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3. If a 10% owner listed in (1) or (2) above is itself a corporation or partnership, please specify and disclose a list of names & addresses of all 10% or greater owners in this corporation or partnership:  

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Authorization of Application:

It is hereby certified that \_\_\_\_\_ (name of applicant) \_\_\_\_\_  
(title) of \_\_\_\_\_ (corporation name & address)  
who has made application to the Brielle Planning Board has been authorized by this corporation to do so.

\_\_\_\_\_  
Secretary (Corporate Seal)

\_\_\_\_\_  
Corporate Name

\_\_\_\_\_  
President

## **CERTIFICATION**

Certification is hereby made by \_\_\_\_\_ that the plans included in this Planning/Zoning Board package agree with the Letter of Denial given by the Zoning Officer and they have not been revised in any manner.

I realize that if they have been revised, a new Letter of Denial must be applied for, so all documents match with the variances requested. The Board will NOT hear an application that is not in complete agreement with the Zoning Officer's findings.

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_

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

**ADDENDUM FOR ZONING VARIANCE**

Section	Subject	Requirement	Variance requested
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1. Applicant (does) (does not) own adjoining property? \_\_\_\_\_
2. Size of Lot(s) \_\_\_\_\_ Depth of Lot(s) \_\_\_\_\_  
Width of Lot \_\_\_\_\_
3. Size of Proposed Structure(s) \_\_\_\_\_
4. Percentage of Lot Occupied by Building(s) \_\_\_\_\_
5. Height of Building \_\_\_\_\_ Stories \_\_\_\_\_ Feet \_\_\_\_\_
6. Setback or proposed setback from: front property line \_\_\_\_\_  
Rear property line \_\_\_\_\_  
Side lines Left \_\_\_\_\_, Right \_\_\_\_\_
7. Please give reason why this variance should be granted without detriment to the public good:

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### **ADDENDUM FOR SITE PLAN APPROVAL**

Complete 1 through 5 only for Preliminary Site Plan & Minor Site Plan:

1. Have you read all of the Site Plan requirements: Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you been given a checklist? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you complied with all the requirements? Yes \_\_\_\_\_ No \_\_\_\_\_
4. If not, where does it differ and state reasons why you cannot comply:

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5. Estimated cost of improvement \_\_\_\_\_

If a Minor Site Plan application, the plan may be prepared by someone other than a licensed professional and the applicant may request waivers from the Site Plan requirements if agreed to by the Board/Board Engineer. Please list waivers requested and state reasons on separate sheet.

Complete 6 and 7 only for Final Site Plan or amended Site Plan:

6. Does this differ in any way from Preliminary Approval: Yes \_\_\_\_\_ No \_\_\_\_\_
7. If it does differ, please indicate where it differs and state the reasons why:

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## **REQUIREMENTS FOR SUBMISSION OF PRELIMINARY SITE PLAN**

1. Give title, key map location of development & the name & address of record owner and/or development applicant and site planner preparing the site development plan.
2. Indicate proposed use or uses of the land & buildings.
3. Site plans should be presented at a scale no smaller than 1" = 50 feet, nor larger than 1" = 20 feet; size of sheets should not exceed 36"x24".
4. Scale & 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 & roads, easements, right-of-way & areas dedicated to public use within two hundred (200) feet of the development. Also indicate on this sheet the north arrow, scale feet & graphic scale, name, address, professional license number, signature & seal of the person who prepared the survey.
7. Give names of all owners of record of all adjacent properties with lot and block numbers, within 200 feet of the property.
8. Show existing & proposed buildings with dimensions showing, with first floor elevation, present & finished grade elevations at all corners & entrances. Present buildings & structures to be removed are to be indicated.
9. Submit topographic map to delineate existing contours at two (2) foot intervals, up to 10 (10) feet beyond property lines, as well as proposed grading and contours, wooded areas, trees (where six (6) inches or greater in diameter for the area to be disturbed), flood plains, ponds, streams & drainage ditches, etc.
10. Indicate the location of all existing & 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 any different zones within two hundred (200) feet of the property.
12. The distance of the property line (measured along the centerline of existing streets abutting the property) to the nearest intersection.
13. Show the boundaries of the property, building & setback lines, lines of existing streets, lots, reservations, easements & areas dedicated to public use.
14. Indicate locations of all utility structures and lines, existing & proposed storm water drainage on-site and on-tract and for buildings & structures, as well as telephone, power & light, water, hydrant locations, sewer, gas, etc., whether privately or publicly owned, with manholes, inlets, pipe sized, grades, inverts & directions of flow.
15. Show location, size and nature of the entire lot or lots in questions, of contiguous lots owned by the applicant or owner of records or in which the applicant has a direct interest even though only a portion of the entire property is involved in site plan development. Provide on a key map if necessary.
16. Show all proposed easements & public & community areas.
17. Indicate all means of vehicular ingress & egress to and from the site onto public streets, showing the size & location of driveways, curb cuts & curbing, sight lines, and radii.

18. 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 & wearing surface finishes & construction.
19. Show location, arrangement & dimensions of truck loading & unloading platforms & docks.
20. Indicate provisions for refuse & garbage disposal. Ensure that areas are not exposed to view, are not polluting, covered from weather & are secure from vandalism.
21. Show provisions for screening storage of equipment, attached or separate from buildings.
22. Indicate all existing or proposed exterior lighting (free-standing and/or on building) for size, nature of construction, lumens, heights, area & direction of illumination, foot candles produced, as well as time controls proposed for outdoor lighting and display.
23. Note all existing & proposed signs & their sizes; nature of construction and location, height and orientation, including all identification signs, traffic directional signs & arrows, free-standing and façade signs and time control for sign lighting, if any.
24. Indicate locations, dimensions and construction of off-site sidewalks, on-site exits, walks & sidewalks. Provision should be made for pedestrian safety, access ways &, where necessary, a bicycle system & racking.
25. Show proposed screening, green areas, landscaping & fencing, including a planting plan & schedule (sizes, types, number).
26. Show improvements to adjoining streets and roads, and traffic control devices necessary in streets or highways. Acceleration & deceleration lanes, paving, land dedication or acquisition for roads should be shown.
27. Copies of any covenants & deed restrictions intended to cover any of the development site should be submitted.
28. Submit elevations, sketches, renderings, or pictures of any new buildings or structures.
29. Preliminary architectural floor plans & elevations should be submitted, with the name, address, professional number, signature & seal of the architect.
30. Supply appropriate places for signatures & date approval of the Chairman and Secretary of the Board.
31. In fire prevention, consideration must be shown for service lines, hydrants, Siamese connections, automatic sprinkler systems, fire zones, "no parking" fire zones & pavement & wall signs.
32. Show dimensions of all of the above on the site plan so that scaling will not be necessary.

## **FINAL SITE PLAN DETAILS**

Final Site Plan details are primarily a refinement of the preliminary details by providing final engineering & architectural information which will be classified as Site Plan Construction Details. The final data shall be accurate.

1. All the data required on the preliminary site plan with complete accuracy.
2. If any changes from the preliminary Site Plan have been made, submit an approved preliminary Site Plan showing those changes marked in RED.

### **ADDENDUM FOR SUBDIVISION APPROVAL**

33. Area of entire tract: \_\_\_\_\_ sq. feet. \_\_\_\_\_ acres
34. Number of proposed lots: \_\_\_\_\_
35. Are all lots conforming? Yes \_\_\_\_\_ No \_\_\_\_\_
36. If not, please indicate how many lots and their sizes:
37. \_\_\_\_\_
38. Indicate intention to sell lots only; construct houses for sale or specify other plans. \_\_\_\_\_
39. Locate of nearest sanitary sewer \_\_\_\_\_
40. Location of nearest public water supply \_\_\_\_\_
41. Type of existing surface of street \_\_\_\_\_
42. Does subdivision abut or affect any County, State or Federal properties? \_\_\_\_\_
43. Are any new streets, extension or municipal facilities involved? \_\_\_\_\_
44. Are any other variances involved? \_\_\_\_\_
45. Are any easements or special covenants by deed involved in this subdivision?  
(if yes attach copy)
46. Are any drainage ditches, streams or other water courses involved? \_\_\_\_\_
47. Name, address, Block & Lot numbers of all property owners within 200 feet of the tract to be subdivided must be shown on the plat.
48. If a Minor Subdivision and you request the Board waive any requirements, please list on separate sheet and state reasons.

## SUBDIVISION PLAT DETAILS CHECKLIST

<u>Requirements</u>	<u>Information Provided</u>	<u>NA</u>	<u>Comments</u>
18 copies of application, forms, subdivision plat & required fee			
Title block showing name of subdivision, owners name & address, block & lot number			
Engineer's scale in feet, north arrow, key map at a scale of 1" = 100 feet, acreage of tract to 10 <sup>th</sup> of acre, schedule of Zoning requirements and Zoning district.			
Names, signatures, addresses, Seal & License number of Engineer or Surveyor. Names of all adjoining property owners & property.			
Certification block for signature of Chairman, Secretary & Board Engineer.			
Proof of payment of real estate taxes signed by Borough Tax Collector			
All existing & proposed property lines with lot dimensions in feet, lot areas in square feet, existing & proposed structures with setbacks & existing & proposed water, sewer & drainage facilities			
First floor elevations of proposed structures, spot elevations & all topographical data per Article VII of Land Subdivision Ordinance.			

### SUBDIVISION CHECKLIST (Cont'd.)

<u>Requirements</u>	<u>Information Provided</u>	<u>NA</u>	<u>Comments</u>
All existing streets, water courses, flood plains, right-of-way, easements, drainage structures, utility lines, wooded area within 500 feet.			
Proposed system of drainage showing the size & direction of flow of any ponds, streams, swales, culverts, pipes on site & within 500 feet.			
Proof of submission to the Freehold Soil Conservation District & County Planning Board.			
Legal notice, proof of service, certified list of property owners within 200 feet & affidavit of service.			

NOTE: This is a checklist and not a detailed list of requirements. All Minor Subdivision plats must be submitted in compliance with Article VII, Subdivision Plat details of the Borough of Brielle, Land Subdivision Ordinance.

PUBLIC NOTICE  
FOR BRIELLE PLANNING/ZONING BOARD

Take notice that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at 7:00 p.m. at the Brielle Borough Hall, 601 Union Lane, Brielle, NJ, a hearing will be held before the Brielle Planning/Zoning Board on the application of the undersigned so as to permit

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on premises located at \_\_\_\_\_ and designated as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the Borough of Brielle Tax Map and located in the \_\_\_\_\_ Zone.

Variances requested are as follows:

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And any other variances that may come up before the Board.

The maps and documents pertaining to this application are on file in the office of the Planning Board and are available for inspection during normal business hours. Any interested party may attend the public hearing and participate in accordance with the rules of the Planning Board.

\_\_\_\_\_  
Applicant

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

NOTE: If a variance is required, also include the information contained in the Zoning Officer's report, stating the Statute(s) and explanations of Statute(s). Your notice will not be valid if this information is not in the newspaper.

This notice MUST be in an official newspaper (The Coast Star or Asbury Park Press) at least 10 days before the hearing date, as well as to property owners within 200 feet.



**CERTIFICATION OF TAXES PAID**

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

Applicant's Name \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

For Tax Collector:

Taxes paid through \_\_\_\_\_

\_\_\_\_\_  
Tax Collector, Borough of Brielle

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

**APPLICATION FOR CERTIFIED LIST OF PROPERTY OWNERS**  
**WITHIN 200 FEET**

Property:

Block \_\_\_\_\_ Lot \_\_\_\_\_

Street address \_\_\_\_\_

Presently assessed to: \_\_\_\_\_

Person to receive list \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Mail list ( )

Call ( )

Email list ( )

\_\_\_\_\_  
Applicant's signature

Fee of \$10.00 submitted on \_\_\_\_\_

\_\_\_\_\_  
Signature of Clerk receiving request

## **AFFIDAVIT OF SERVICE TO PROPERTY OWNERS**

\_\_\_\_\_ of full age, being duly sworn according to law, deposes and says that notice to the following property owners affected by this application has been served in the manner set forth below at least 10 days before the hearing date:

Name of person served	Manner of Service	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(photocopy this page to continue names if necessary)

Signature of Person who served Notice:

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Note: Please complete the Manner of Service as either "by hand" or "certified mail". If Certified Mail, please submit proof of mailings & green receipt cards if you have received any back. (Certified Mail must be done by "Certified Mail, Return Receipt").

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* 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 has 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); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Borough of Brielle Ordinance 1034

An Ordinance to amend Chapter Twenty, Section Six, Sub-Section Seven (20-6.7) Of the Code of the Borough of Brielle entitled "LAND USE FEES".

20-6.7 Fees

The Municipal Agency shall charge fees for administration of its functions, powers and duties as follows:

- a. Base Fees. The following non-refundable fees shall be payable in connection with the following schedule of land use development applications to the Planning Board. The base fees provided for herein have been established to cover the cost of the administrative scheduling and coordination in conjunction with normal applications. Applicants will be required to post escrow fees, as provided for under subsection 20- 6.7e, to cover all billings submitted by Board Professionals associated with services rendered in conjunction with individual applications.

1. Site Plans

Minor Site Plan	\$500.00
Preliminary Major Site Plan Final	\$500.00
Major Site Plan	\$250.00

2. Subdivisions

Minor Subdivisions	\$500.00
Major Subdivisions Sketch Plat	\$500.00
Preliminary Major Subdivision	\$1000.00
Final Major Subdivisions	\$350.00

3. Variance and Design Waiver Applications

Bulk Variance	\$100.00
Use Variance	\$500.00
Special Permit, permit to construct on a mapped street or public drainage way, flood control basin or public area reserved as described in N.J.S.A. 40:550-76	\$500.00
Appeals (Pursuant to 40:55D-70(a))	\$300.00
Design Waivers (1)	\$300.00
Design Waiver- Each Additional	\$100.00

4. Special Meetings (requested by Applicant) \$1200.00

5. Pre-application Review for Subdivisions \$500.00  
or Site Plans

6.	Re-Zone application	\$1000.00
7.	Abridged Site Plan	\$500.00
8.	Informal Hearing Concept Plan for Development Pursuant to N.J.S.A. 40:55D-10.1 And subsection 20-7.15	\$300.00 towards fee for review of an application, if any

b. Fees for Revisions Submitted After Initial Meeting: In the event applicant submits a revision subsequent to the initial meeting in which an application shall be heard, the applicant shall tender an additional fee of one-half (1/2) of the application fee set forth above for each such revision.

c. Consultation with Planning Board Professional Staff, Reimbursement of Costs: The applicant is hereby advised that he may consult with any member of the Brielle Planning Board Professional Staff prior to any meeting with the provision that the applicant submit a letter indicating that he will reimburse the Board for any costs incurred by the Board due to such consultation.

d. Costs of Multiple Forms of Relief: In the event an applicant is seeking multiple forms of relief, such applicant shall pay the fee for each such form of relief. For example, in the event the applicant is seeking a preliminary and final site plan approval of a project, including a single variance, the applicant shall pay:

\$500.00	- Preliminary Site Plan
\$250.00	- Final Site Plan
<u>\$100.00</u>	- Variance
\$850.00	- Total Base Fee

e. Refundable Escrow Fees: These fees, in the amounts listed below, are to be known as Refundable Escrow Account, to be maintained by the Borough Treasurer. Such amounts shall be paid, at the request of the Board, in cash, certified check or money order and no further action will be taken until such fee is received.

All costs, expenses and fees incurred by the board, for the services of a planner, engineer, attorney or other professional consultant or expert during the application review process shall be paid by the board from the escrow funds. When the escrow balance has become depleted, to twenty (20%) percent of the original amount, the Board may require the deposit of such additional amounts as are deemed necessary.

Unit charges of experts, consultants and other professionals, shall be in accordance with rates normally charged the municipality or board for similar work.

Upon final action with regard to the application (including withdrawal or dismissal), the Borough Treasurer shall provide the applicant with an accounting of the escrow funds, itemizing each individual disbursement.



ORDINANCE NO. 1052, 1123 & 1131

AN ORDINANCE TO AMEND CHAPTER TWENTY, SECTION SIX, SUB-SECTION SEVEN (20-6.7) OF THE CODE OF THE BOROUGH OF BRIELLE ENTITLED "LAND USE FEES"

BE IT ORDAINED, By the Governing Body of the Borough of Brielle that Section 20-6.7 entitled "fees" be amended as follows:

Section 20-6.7 (e) **ESCROW** shall now read:

1. Site Plans:

Minor Site Plan	\$ 6,000.00
Preliminary Major Site Plan	\$10,000.00
Final Major Site Plan	\$ 5,000.00
2. Subdivisions:

Minor Subdivision	\$ 4,000.00
Major Subdivision Sketch Plat	\$ 3,500.00
Preliminary Major Subdivision	\$10,000.00
Final Major Subdivision	\$ 5,000.00
3. Variance & Design Waiver:

Variance	\$ 4,000.00
Use Variance	\$ 4,000.00
Interpretation of Ordinance/Map	\$ 1,000.00
Special Permit	\$ 2,000.00
Appeals	\$ 2,500.00
4. Special Meetings:

Special Meeting (Applicant request)	\$ 4,000.00
Design Waivers (each)	\$ 300.00
5. Pre-Application Review: \$ 1,500.00
6. Re-Zone Application: \$ 3,500.00
7. Abridged Site Plan: \$ 2,000.00
8. Informal Review of Concept Plan \$ 750.00  
For Development pursuant to  
N.J.S.A. 40:55D-10.1 and sub-section 20-7.15

BE IT FURTHER ORDAINED that all Ordinances or parts of Ordinances inconsistent with the foregoing are hereby repealed, but only to the extent of the inconsistency.