

TOWNSHIP OF HOWELL

DEPARTMENT OF COMMUNITY DEVELOPMENT & LAND USE

DIVISION OF LAND USE AND PLANNING

4567 Route 9 North, 2nd Floor

Post Office Box 580

Howell, NJ 07731-0580

Phone: (732) 938-4500 x2300

Fax: (732) 414-3243

Web: www.twp.howell.nj.us

CONCEPT PLAN REVIEW APPLICATION

INSTRUCTIONS AND GENERAL PROCEDURES

Welcome to the application packet for a Concept Plan Review Meeting with the Planning or Zoning Board professionals and Township Staff.

What is a Concept Plan Review Meeting

A Concept Plan Review Meeting is used to go over a concept plan prior to a formal submission to either the Planning Board or Zoning Board of Adjustment. By meeting with Township professionals and staff prior to submitting your formal application you may be able to revise the plans so you encounter less difficulty in getting through the formal process.

Instructions on Applying for a Concept Plan Review Meeting

The application consists of various documents that must be completed and submitted in order for your application to proceed. The following items must be submitted:

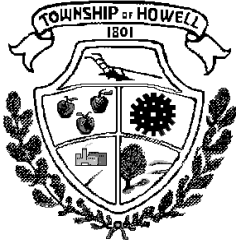
- 1) **Concept Plan Review Application** – Three (3) sheets that provide the staff/professionals with contact information for the applicant and owner and the consents required for the application review and approval.
- 2) **Application & Escrow Fees** – Application fees for this type of meeting at \$500 and the escrow fee is \$1,000. If you have any questions the fee schedule can be found in Chapter 139 – Fees of the Township Code. Each fee shall be submitted via cash or check made out to the Township of Howell.
- 3) **Request for Taxpayer Identification (W-9 Form)** – All applicants must fill out the W-9 form in order to properly identify the entity/applicant with regard to the Internal Revenue Service (IRS). This will allow the Township to set up an escrow account on behalf of the applicant and properly hold funds in escrow for the review of the application.
- 4) **Package Completeness / Scheduling** – Once the package is received, the Board Secretary will determine if any additional information is required. If complete, she will set up the escrow account number and schedule the review meeting with the appropriate Board professionals.

If you have any questions or need additional information, please contact Ms. Eileen Rubano, Board Secretary, at extension 2342.

All applicants shall provide one (1) copy of the application and two (2) full size concept plans along with an electronic submission of the entire package.

Thank you.

Latest revision by JRH on 2019-07-01



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CONCEPT PLAN REVIEW APPLICATION

DATE RECEIVED: _____ APPLICATION NO: _____

RECEIVED BY: _____ FEE AMOUNT PAID: _____

(Items above to be filled out by the Township)

(Please Print)
Date Prepared: _____ Zone: _____

Block(s): _____ Lot(s): _____

Site Address: _____

Name of Owner(s): _____

Owner Address: _____

Phone #: _____ Email: _____

Name of Applicant: _____

Applicant Address: _____

Phone #: _____ Email: _____

Name of Professional Preparing Plan: _____ License #: _____

Name of Firm: _____

Firm Address: _____

Phone #: _____ Email: _____

Name of Attorney Representing Applicant: _____

Name of Firm: _____

Firm Address: _____

Phone #: _____ Email: _____

1. Items of Proposed Development

- a. Title of Plat: _____
- b. Zoning District: _____ Area of Tract: _____
- c. Number of Existing Lots: _____ Number of Proposed Lots: _____
- d. For the construction of: (check all that apply and provide # of each type)
- Single Family Dwellings _____ Aged Restricted Units _____
- Townhomes _____ Apartments _____
- Other Residential _____ Commercial Structure(s) _____
- Other (Describe) _____
- Number of units that will qualify as Affordable Units _____ for sale and _____ for rent.

2. Brief Description of Property & Use

3. Escrow Agreement

- a. The ordinances of the Township of Howell require the Applicant to pay certain sums into an escrow account for review of said application for development and for the Owner of said property to agree to the charges against same or become a lien on its property.
- b. The Applicant shall submit an escrow payment to the Township of Howell in the amount of \$_____. to be held by the Township in an interest bearing account pursuant to N.J.S.A. 40:55D-53.1.
- c. The Township has the right to withdraw funds from said escrow account for payment of all invoices submitted by the professionals reviewing the application on behalf of the Township pursuant to N.J.S.A. 40:55D-53.2.
- d. If the escrow account is reduced to 25% of its original amount or if additional payments are deemed necessary by the Zoning Board of Adjustment / Township, the Applicant shall be notified of such and agrees to make an additional payment within twenty-one (21) days of receipt of request pursuant to Chapter 188, Section 168 - Escrow Funds for Professional Services of the Township Code.

- e. Upon submission of revised plans, applicants shall pay an additional 20% of the original escrow amount pursuant to Chapter 139, Section 41 – Escrow Amounts for Professional Services of the Township Code.

Owner Initials

Date

Applicant Initials

Date

4. Final Certification

Owner

Applicant

Name: _____

Address: _____

Signature: _____

Notary Public

Attorney Representing Applicant

Name: _____

Address: _____

Signature: _____

Stamp:

Seal:

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.