

# **TOWNSHIP OF HOWELL**

**DEPARTMENT OF COMMUNITY DEVELOPMENT & LAND USE**

**DIVISION OF LAND USE AND PLANNING**

4567 Route 9 North, 2<sup>nd</sup> Floor

Post Office Box 580

Howell, NJ 07731-0580

Phone: (732) 938-4500 x2300

Fax: (732) 414-3243

Web: [www.twp.howell.nj.us](http://www.twp.howell.nj.us)

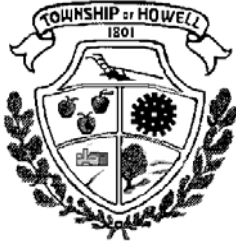
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## **PLANNING BOARD**

APPLICATION FORMS

DEPARTMENT OF COMMUNITY DEVELOPMENT

DIVISION OF LAND USE AND PLANNING



# TOWNSHIP OF HOWELL

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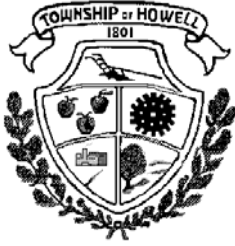
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## **PLANNING BOARD**

### **INSTRUCTIONS AND GENERAL PROCEDURES**

Welcome to the application packet for the Howell Township Planning Board. The following description provides a general overview of the Planning Board, the reason for Planning and the instructions for making an application to the Board.

#### **What is Planning?**

Planning is a set of guidelines drawn up by the Planning Board to ensure the proper development, growth and preservation of the Township. It involves the analysis of land use, infrastructure, historic and cultural assets and other economic factors that determine areas best suited for growth or preservation.

#### **What does the Planning Board do?**

The Planning Board of the Township has two main functions:

- 1) Prepare the Township Master Plan as required by the Municipal Land Use Law (MLUL) of 1975, N.J.S.A. 40:55D-1, and update said plan at least every six (6) years;
- 2) Review every proposed subdivision, site plan, development or other building project to ensure that it complies with the Township Master Plan and Township Ordinance.

In reference to this document, applicants will make an application to the Planning Board for one of the items listed in #2 shown above. Subdivisions are the division of a lot, tract or parcel of land into two (2) or more lots for development. Subdivisions can be broken down into two (2) categories, minor and major. Minor subdivisions include three (3) lots or less and do not require any street improvements. Major subdivisions include more than three (3) lots or anything that requires a new street or roadway.

Applications for Site Plans shall also be made to the Planning Board. Site Plans fall into four (4) separate and distinct categories: Conditionally Exempt, Minor, Preliminary Major and Final Major. Conditionally Exempt Site Plans must meet the requirements set forth in the Township Code, Chapter 188-110. This is generally reserved for very minor changes to an existing site that conforms to all other township ordinances. The application will be made to the Community Development Site Plan Review Committee through the Planning Board Secretary. This Committee has the power to grant the approval without the applicant going before the Planning Board. However if the Committee feels that the application does not meet the specific requirements for a Conditional Exemption, the application will be forwarded to the Planning Board and the applicant must follow the formal process.

Minor Site Plans do not meet the specific requirements of Conditionally Exempt Site Plans, however do fall below certain thresholds that would require Major Site Plan approval. Minor Site Plan applications must be made to the Planning Board. Major Site Plans are anything above the limits of Minor Site Plans. All Major Site Plan applications will be heard by the Planning Board.

In addition, the Planning Board has the power to grant certain types of variances called “bulk variances” otherwise known as “C” variances. These variances are related to shape, size and setbacks of the lots, size of the buildings and other similar issues. This prevents the applicant from having to apply to the Zoning Board as well as the Planning Board. However if the applicant requires a “use” variance related to the site plan or subdivision, the application must be made to the Zoning Board.

Depending on the schedule of the Planning Board and complexity of the application, the period to complete the process is generally between two (2) and twenty-four (24) months.

### **Instructions on Applying to the Planning Board**

Applicants are encouraged to meet with the Township Land Use Officer prior to filling out any forms to ensure that no variances are required for the proposed work. Once the Land Use Officer has determined that the applicant can appear before the Planning Board, the application process may begin. The applicant should familiarize themselves with Chapter 188 – Land Use of the Township Code which is available on the website at [www.twp.howell.nj.us](http://www.twp.howell.nj.us) . The applicant should consider hiring professionals to represent them and make their case to the Board.

The application consists of various documents that all must be filled out and submitted in order for your application to be deemed complete. The following items must be submitted:

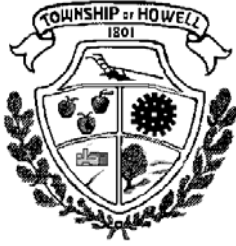
- 1) **Development Application** – Four (4) sheets that provide the Board with contact information for the applicant and all professionals, the type of application, the items of the proposed development, an overview of the project and the consents required for the application review and approval.
- 2) **Application Checklist** – Nine (9) sheets of checklist that the applicant must complete. The checklist provides a line by line list of items that must be addressed by the applicant for completeness, plat configuration and plan requirements. Based on the type of development, the applicant will only have to address those items that correspond to that type of development and are checked off on the checklist.
  - a. The applicant shall notice that all items listed under Section 1 – Administrative Completeness Requirements of the checklist must be submitted for the application to be accepted. Failure to submit a requested item may be cause for your application to be rejected. The Board Professionals will not begin to review your application until these items are received.
  - b. Applications will typically require the applicant to hire a professional engineer to prepare a plan to present to the Board. The Application Checklist should be filled out and signed and sealed by the Engineer.

- 3) **Escrow Fee** – Based on the type of application and/or variance required, the applicant shall calculate the escrow fee required for the Board Professionals to review the application. All fees can be calculated based on Chapter 139 – Fees of the Township Code. The fee shall be submitted via cash or check made out to the Township of Howell.
- 4) **Fire Bureau Review Fee** – Based on the type of application and/or variance required, the applicant shall calculate the Fire Bureau Review fee required for the Fire Bureau to review the application. All fees can be calculated based on Chapter 139 – Fees of the Township Code. The fee shall be submitted via cash or check made out to the Township of Howell.
- 5) **Howell Township Utilities Department Filing & Review Fee** – Based on the type of development and/or number of units, the applicant shall calculate separate fees for water and sewer filing and review. All fees can be calculated based on Chapter 139 – Fees of the Township Code. The fees shall be submitted via cash or check made out to the Township of Howell.
- 6) **Statement of Corporate or Other Ownership** – This form is required for all applications and allows the Board to determine true ownership of the corporation, partnership or individual applying for the development / variance.
- 7) **Certified List of Property Owners** – The Municipal Land Use Law (MLUL) requires that notice be served on all property owners within two hundred feet (200’) of the parcel that is the subject of the application. This notice alerts the neighbors that a development/variance is being requested and assures them an opportunity to witness the presentation and support or object to the application. The applicant should request a certified list of property owners from the Township Tax Assessor by utilizing the sample request letter provided. Copy of this list must be submitted as part of the application package.
- 8) **Notice to Owners** - Once the application has been deemed preliminary complete by the Board Secretary, reviewed by the Board Engineer and the application fee paid by the applicant, the Board Secretary will notify the applicant of the assigned hearing date. The applicant shall fill out the “Notice to Owners” as provided in the package and send a copy to all owners on the list via certified mail, return receipt requested, at least ten (10) days prior to the hearing. Copies of the notice and the certified receipts must be submitted to the Board Secretary at least three (3) days prior to the hearing or the application may be removed from the agenda.
- 9) **Public Notice** - The MLUL requires that an applicant provide a public notice which shall appear in a local newspaper designated by the Township. This notice alerts the public that a development/variance is being requested and assures that anyone who wants the opportunity to witness the presentation and support or object to the application may do so. The public notice shall appear in the newspaper at least ten (10) days prior to the hearing. Copies of the public notice and an Affidavit of Publication must be submitted to the Board Secretary at least three (3) days prior to the hearing or the application may be removed from the agenda. The Asbury Park Press (APP) is the local newspaper designated by the Township. Notice should be sent to the APP a few days ahead of time to meet their internal deadline for publication.

- 10) **Affidavit of Proof of Service** – This form must be filled out, signed and notarized for all applications to the Board. The applicant should check off all parties that were served notices and swear to it to ensure compliance with the MLUL. The applicant should attach copies of all notices that were sent out.
- 11) **Municipal Tax Status Request** – The applicant shall fill out the top portion of this form and submit it along with the entire package to the Board Secretary. The Board Secretary will endorse the request and give it to the Tax Collector for certification that all taxes are paid and up to date. Applicants should not contact the Tax Collector directly.
- 12) **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) and allow the Township to set up an escrow account on behalf of the applicant, to properly hold funds in escrow for the review of the application.
- 13) **Package Completeness** – In order for your application to be deemed preliminarily complete by the Board Secretary, all items listed above must be addressed and anything checked off on the checklist must be provided. If the applicant is requesting a waiver for an item on the checklist, a written explanation for the request must be submitted.
  - a. Once the package is preliminarily complete, the Board Secretary will send everything to the Board Engineer for an initial review. During this review the engineer will determine if the applicant has satisfied the requirements of the Township Land Use Code, the application checklist and best engineering practices. The Board Engineer will calculate the exact application fee based on the type of development/variances requested, and send the review letter to the Board Secretary and applicant. The Board Secretary will then send a letter to the applicant requesting that the application fee be paid.
  - b. Once the applicant has paid the fee, the Board Secretary will assign a hearing date for the application. When the hearing date has been assigned, the applicant shall notice all parties as listed above and on the attached checklist, and provide copies of the notice, receipts, and affidavits at least three (3) days prior to the hearing. Failure to provide these documents may cause the application to be removed from the hearing agenda.
  - c. After all of the items listed above have been addressed and the package is deemed administratively complete, the application will be heard at the assigned hearing. The applicant should be prepared to provide testimony on their behalf in support of the application which should include exhibits, professionals, etc.

This is a general overview of the process to apply to the Howell Township Planning Board. This overview should not be considered all-inclusive and it is the responsibility of the applicant to follow all rules and regulations of the Board and the MLUL. If you have any questions or need additional information, please contact Ms. Barbara Capitan, Board Secretary, at the numbers listed above.

Keep in mind that we cannot offer you legal advice or information as to presenting the merits of your case. All applicants should consider seeking outside professional assistance in preparation of their case.



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## DEVELOPMENT APPLICATION

DATE RECEIVED: \_\_\_\_\_ APPLICATION NO: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ FEE AMOUNT PAID: \_\_\_\_\_

(Items above to be filled out by the Township)

Date Prepared: \_\_\_\_\_ (Please Print) 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. Application Request**

a. The applicant is hereby requesting an application for the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Minor Subdivision                               | <input type="checkbox"/> Final Major Site Plan                     |
| <input type="checkbox"/> Preliminary Major Subdivision                   | <input type="checkbox"/> Appeal of Zoning Officer's Decision ("A") |
| <input type="checkbox"/> Final Major Subdivision                         | <input type="checkbox"/> Interpretation of Zoning Ordinance ("B")  |
| <input type="checkbox"/> Conditionally Exempt Site Plan                  | <input type="checkbox"/> Hardship or Flexible Bulk Variance ("C")  |
| <input type="checkbox"/> Minor Site Plan                                 | <input type="checkbox"/> Use Variance ("D")                        |
| <input type="checkbox"/> Preliminary Major Site Plan                     | <input type="checkbox"/> Building On Unimproved Street             |
| <input type="checkbox"/> Amended Preliminary, Final or Minor Subdivision |  |
| <input type="checkbox"/> Amended Preliminary, Final or Minor Site Plan   |  |
| <input type="checkbox"/> Extension of Time                               |  |

Is a variance or conditional use approval required? \_\_\_\_\_ If so, please specify the section of the Ordinance: \_\_\_\_\_ and provide a detailed explanation of the variances needed and attach explanation hereto.

**2. 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)

- |  |  |
|--|--|
| <input type="checkbox"/> Single Family Dwellings _____ | <input type="checkbox"/> Aged Restricted Units _____   |
| <input type="checkbox"/> Townhomes _____               | <input type="checkbox"/> Apartments _____              |
| <input type="checkbox"/> Other Residential _____       | <input type="checkbox"/> Commercial Structure(s) _____ |
| <input type="checkbox"/> Other (Describe) _____        |  |

Number of units that will qualify as Affordable Units \_\_\_\_\_ for sale and \_\_\_\_\_ for rent.

e. Provide brief description of proposed development: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**3. Overview of Proposed Facilities**

a. Streets:

- |   | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| i. All lots served by an existing street: | _____      | _____     | _____      |
| ii. Existing streets will be widened:     | _____      | _____     | _____      |
| iii. New streets will be constructed:     | _____      | _____     | _____      |



**Overview of Proposed Facilities (continued)**

	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
b. Water Systems:			
i. Existing public water service available to tract:	_____	_____	_____
ii. Public water service will be extended to tract:	_____	_____	_____
iii. Potable wells will be drilled or other method:	_____	_____	_____
c. Sewerage Systems:			
i. Existing off-tract sewerage treatment is available:	_____	_____	_____
ii. Off-tract sewerage treatment will be extended to tract:	_____	_____	_____
iii. Septic systems will be constructed or other method:	_____	_____	_____
d. Miscellaneous:			
i. Will all utilities be located underground:	_____	_____	_____
ii. Will any easements be required for the tract:	_____	_____	_____
iii. Are any streams located within the tract:	_____	_____	_____
iv. Are any wetlands located within the tract:	_____	_____	_____
v. Is there an Active Recreation aspect of the project:	_____	_____	_____
vi. Is there an Open Space aspect of the project:	_____	_____	_____
vii. Is a woodlands management plan required:	_____	_____	_____

**4. Consent for Site Review**

a. The applicant and owner realize that as part of the Planning Board / Zoning Board of Adjustment review of its application, that the Board may determine it necessary or advisable to visit the subject premises for the purposes of performing a site inspection and review. The applicant and owner do hereby give permission to any member of the Township of Howell's Planning Board, Zoning Board of Adjustment, Environmental Commission and Monmouth County Board of Health as well as any other Township employee or officer to enter the subject premises for the purpose of performing a site inspection and review.

_____	_____	_____	_____
Owner Initials	Date	Applicant Initials	Date

**5. Certificate of Concurrence & Statement of the Landowner**

- a. I hereby certify that I am the Owner of Record of the site depicted and that I concur with the plans presented to the Planning Board / Zoning Board of Adjustment.
- b. Application is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.
- c. Permission is hereby granted to: \_\_\_\_\_, otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant or Contract Purchaser): \_\_\_\_\_.

_____	_____	_____	_____
Owner Initials	Date	Applicant Initials	Date

**6. 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 Planning Board / 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

**7. Final Certification**

Owner

Applicant

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Notary Public

Professional Preparing Plan

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Stamp:

Seal:

**TOWNSHIP OF HOWELL**  
**APPLICATION CHECKLIST**  
**SUBDIVISIONS, SITE PLANS AND VARIANCE APPLICATIONS**

Application No.: \_\_\_\_\_  
(Filled in by Township)

Name of Applicant: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Street Address of Property: \_\_\_\_\_ Date Filed: \_\_\_\_\_

**Type of Application**

(Check all that apply)

<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Final Major Site Plan	<input type="checkbox"/> Amended Preliminary, Final or Minor Subdivision
<input type="checkbox"/> Preliminary Major Subdivision	<input type="checkbox"/> Appeal of Zoning Officer's Decision ("A" Variance)	<input type="checkbox"/> Amended Preliminary, Final or Minor Site Plan
<input type="checkbox"/> Final Major Subdivision	<input type="checkbox"/> Interpretation of Zoning Ordinance ("B" Variance)	<input type="checkbox"/> Extension of Time
<input type="checkbox"/> Conditionally Exempt Site Plan	<input type="checkbox"/> Hardship or Flexible Bulk Variance ("C" Variance)	
<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> Use Variance ("D" Variance)	
<input type="checkbox"/> Preliminary Major Site Plan	<input type="checkbox"/> Building of an Unimproved Road or No Street Frontage (40:55D-35 & 36)	

Notes:

- 1) An application shall not be considered complete until all applicable materials and information specified below have either been submitted, or a WRITTEN "Waiver Request" is made by the applicant for the non-submitted applicable item. Failure to submit a properly completed application checklist is reason for application incompleteness. Items denoted with an "X" are applicable for the type of application being submitted.
- 2) Applications for amended site plans and subdivisions shall comply with all checklist items below for site plans and subdivisions. Applications for extensions of time shall not be subject to the application checklist requirements below.

Item #	Item Description	Subdivision				Site Plan			Variances					Applicant Mark			Township Mark		
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A

**Section 1 - Administrative Completeness Requirements**

1	Five (5) copies of the completed Howell Township "Development Application" forms.	X	X	X	X	X	X	X	X	X	X	X	X						
2	Five (5) copies of the completed Howell Township "Application Checklist" forms.	X	X	X	X	X	X	X	X	X	X	X	X						
3	Properly calculated escrow review fee with payment submitted via cash or individual check made out to the Township of Howell (Chapter 139).	X	X	X	X	X	X	X	X	X	X	X	X						
4	Properly calculated Fire Bureau review fee with payment submitted via cash or individual check made out to the Township of Howell (Chapter 139).	X	X	X	X	X	X	X					X						
5	Properly calculated Utilities Department filing fee and review fee with payment submitted via cash or individual check made out to the Township of Howell (Chapter 139).	X	X	X	X	X	X	X					X						
6	Statement of Corporate or other Ownership on the form provided.	X	X	X	X	X	X	X	X	X	X	X	X						

Item #	Item Description	Subdivision			Site Plan			Variances					Applicant Mark			Township Mark			
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
7	Certified list of property owners within 200 feet of the property as prepared by the Township Tax Assessor.	X	X	X	X	X	X	X	X	X	X	X	X						
8	Municipal Tax Status Request form filled out and submitted as part of the package. Form will be endorsed by the Board Secretary and sent to the Tax Collector for Certification.	X	X	X	X	X	X	X	X	X	X	X	X						
9	Properly completed W-9 Taxpayer Identification Form to be utilized to hold the funds in escrow.	X	X	X	X	X	X	X	X	X	X	X	X						
10	Three (3) copies of the application submitted to the Monmouth County Planning Board.	X	X	X		X	X	X											
11	Three (3) copies of the application submitted to the Freehold Soil Conservation District (FSCD).		X	X	X	X	X	X											
12	Five (5) copies of the plans, signed and sealed by an engineer licensed in the State of New Jersey. Once the application is deemed complete by Board Engineer, applicant will be required to submit ten (10) copies of the plans reduced down to 11" x 17".	X	X	X	X <sup>1</sup>	X	X	X			X	X	X						
13	Five (5) copies of the full Environmental Impact Report (Section 188-6). If applicant is requesting a waiver, then report shall only address the twelve (12) conditions listed in Section 188-6E.		X	X				X	X										
14	Five (5) copies of a National Resource Inventory (NRI) report that identifies natural resources that exist on the subject site or adjacent properties.		X	X				X	X										
15	Five (5) copies of the Stormwater Management Report and Plans.		X	X				X	X										
16	Five (5) copies of the Traffic Report.		X	X				X	X										
17	Five (5) copies of all proposed written descriptions including metes and bounds for all easements, covenants and deed restrictions affecting the property in question.	X	X	X		X	X	X			X	X	X						
18	Five (5) copies of all written explanations for waiver requests documenting the section and paragraph of the Township Code the applicant is requesting a waiver for and the corresponding item number on the checklist.	X	X	X	X	X	X	X	X	X	X	X	X						
19	An affirmative statement in writing indicating how all applicable conditional use standards are met (See Article XI of Chapter 188).					X	X	X											

Item #	Item Description	Subdivision			Site Plan			Variances					Applicant Mark			Township Mark			
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
20	Five (5) copies of the preliminary Architectural Plans for all proposed building or structures, including floor plans and elevations.				X	X	X	X			X	X							
21	Two (2) electronic devices containing PDF versions of all application forms, plats, plans, reports, explanations, exhibits, renderings and other documents relating to the application pursuant to Section 188-116.	X	X	X	X	X	X	X				X	X						
22	The final application fee will be calculated by the Board Professional based on the initial application prior to the hearing date. Payment shall be submitted via cash or individual check made out to the Township of Howell (Chapter 139) prior to the application being deemed complete and assigned a hearing date.	X	X	X	X	X	X	X	X	X	X	X	X						
23	The Board Secretary will notify the applicant of the hearing date once the application is deemed complete by the Board Professional. The Applicant shall then provide the public notice of the hearing. Affidavit of Proof of Service including all attachments documenting that notice has been given in accordance with the Municipal Land Use Law must be submitted to the Board Secretary at least three (3) days prior to the hearing.	X	X	X	X	X	X	X	X	X	X	X	X						

**Section 2 - Plat Requirements**

24	Plat drawn to scale not smaller than 1 inch = 100 feet or larger than 1 inch = 20 feet.	X	X	X		X	X	X											
25	Sheet size shall be 11" x 17", 24" x 36" or 30" x 42".	X	X	X		X	X	X											
26	Scale, north arrow and reference meridian both written and graphic. The reference source (i.e. deed, Filed Map, etc.) of the meridian shall be identified.	X	X	X		X	X	X											
27	Key map depicting the entire site plus 2,000 feet in all directions shall be provided on the plat.	X	X	X		X	X	X											
28	Title block containing contact information of professional, lot and block number, site or subdivision name, date prepared and date of last revision by revision block.	X	X	X		X	X	X											
29	Provide Zoning Schedule Tables for parcel indicating all setbacks, lot coverage, height, floor area ratio and density; both required and proposed. Include State Planning Area (PA) designation.	X	X	X		X	X	X											

Item #	Item Description	Subdivision			Site Plan			Variances					Applicant Mark			Township Mark			
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
30	Property lines shown, length in feet and hundredths, bearings in degrees, minutes and seconds.	X	X	X		X	X	X											
31	Area of parcel in square feet and acres, both to the nearest hundredth.	X	X	X		X	X	X											
32	Name, address, phone number and email of the Owner of the property.	X	X	X		X	X	X											
33	Name, address, phone number and email of the Applicant.	X	X	X		X	X	X											
34	Location and description of monuments whether set or to be set (if applicable) in accordance with Map Filing Law.	X	X	X		X	X	X											
35	Approval signature blocks for the Board Chairman & Secretary, Township Engineer, Township Clerk and certification of the Professional Land Surveyor and any other signature blocks required by the Map Filing Law.	X	X	X		X	X	X											
36	Overall preparation of plat has been completed in full accordance with the Map Filing Law and Chapter 188 of the Township Code.	X	X	X		X	X	X											

**Section 3 - General Plan Information Requirements**

37	Plans drawn to scale not smaller than 1 inch = 50 feet or larger than 1 inch = 20 feet.	X	X	X	X	X	X	X	X	X	X	X							
38	Sheet size shall be 11" x 17", 24" x 36" or 30" x 42".	X	X	X	X	X	X	X	X	X	X	X							
39	Scale, north arrow and reference meridian both written and graphic. The reference source (i.e. deed, Filed Map, etc.) of the meridian shall be identified.	X	X	X	X	X	X	X	X	X	X	X							
40	Key map showing location of parcel to be considered in relation to surrounding area, with two hundred foot (200') offset shown and block and lots labeled.	X	X	X	X	X	X	X	X	X	X	X							
41	Title block containing contact information of professional, lot and block number, site or subdivision name, date prepared and date of last revision by revision block.	X	X	X	X	X	X	X	X	X	X	X							
42	Provide Zoning Schedule Tables for parcel indicating all setbacks, lot coverage, height, floor area ratio and density; both required and proposed. Include State Planning Area (PA) designation.	X	X	X	X	X	X	X	X	X	X	X							
43	Property lines shown, length in feet and hundredths, bearings in degrees, minutes and seconds.	X	X	X		X	X	X											

Item #	Item Description	Subdivision			Site Plan			Variances					Applicant Mark			Township Mark			
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
44	Area of parcel in square feet and acres, both to the nearest hundredth.	X	X	X		X	X	X											
45	Name, address, phone number and email of the Owner of the property.	X	X	X		X	X	X											
46	Name, address, phone number and email of the Applicant.	X	X	X	X	X	X	X											
47	Location and description of monuments whether set or to be set (if applicable) in accordance with Map Filing Law.	X	X	X		X	X	X											
48	Provide conceptual development plan (yield plan) of the tract utilizing "conventional lot" requirements shown in Schedule III of Chapter 188.		X	X															
49	Provide conceptual development plan (yield plan) of the tract utilizing "cluster" requirements shown in Schedule III of Chapter 188 if applicant is proposing to cluster the tract.		X	X															
50	Provide details and descriptions of common facilities, open space and the organization to be established for the ownership and maintenance of said items.	X	X	X		X	X	X											
51	A Site Plan for any manufacturing or industrial use as permitted in the SED Zones shall be accompanied by the following:																		
a	A description of any proposed machinery operations, products, by-products and processes to be contained on the site, including a description of raw materials from					X	X	X											
b	A statement containing estimates of daily water consumption, volume and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities.					X	X	X											
c	A statement on the anticipated number of shifts and number of employees per shift.					X	X	X											

**Section 4 - Natural and Man-Made Features to be shown and Specific Plan Requirements**

The following items shall be shown for the parcel-in-question and all properties within two hundred feet (200') of the parcel unless otherwise noted.																			
52	Names of all property owners and use designation of all lots.	X	X	X	X	X	X	X	X	X	X	X	X	X					
53	Topography of the parcel and surrounding area. All elevations based on NAVD 1988 with source noted.	X	X	X	X	X	X	X			X	X	X						

Item #	Item Description	Subdivision			Site Plan			Variances					Applicant Mark			Township Mark			
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
54	Existing contours depicting the natural drainage course of the land. Proposed contours demonstrating there are no impacts to adjacent parcels when complete. Flow arrows shall be provided to help depict the direction of storm water runoff.	X	X	X	X	X	X	X			X	X	X						
55	Spot grades to supplement contours. Any high or low points must be shown. Include spot elevations at property corners, building corners, septic systems, etc. Provide basement, garage and finished floor elevations.	X	X	X	X	X	X	X			X	X	X						
56	Existing and proposed drainage swales, structures, downspouts, basins, outfalls and pipes must be shown including pipe size, type and slope. Depict all contributory drainage areas on the plans.	X	X	X	X	X	X	X			X	X	X						
57	Location of wetlands, wetland buffers, floodplains, threatened and endangered species habitat and any other environmentally constrained areas with backup documentation from the approving agency.	X	X	X	X	X	X	X			X	X	X						
58	Location of flood hazard area including flood fringe and floodway, riparian zone and any other waterway channels as defined by NJDEP within 500' of the property edges.	X	X	X	X	X	X	X			X	X	X						
59	Location of any wooded areas, stone rows, tree rows, railroads, isolated trees >4" diameter and any other natural or man-made features.	X	X	X	X	X	X	X			X	X	X						
60	All overland and underground drainage conveyances within 2,000 feet that are down flow of the point of discharge and/or overflow of any on-site drainage system shall require a downstream analysis assuming failure of the on-site drainage system.	X	X	X		X	X	X			X	X	X						
61	Location of existing and proposed structures and their dimensions from existing and proposed property lines. Overall limit of disturbance.	X	X	X	X	X	X	X			X	X	X						
62	Existing and proposed zoning setbacks and dimensions depicted graphically on plan.	X	X	X	X	X	X	X			X	X	X						
63	Location of tract boundary lines, easements and rights of way including utility access and easements.	X	X	X	X	X	X	X			X	X	X						
64	Location of existing and proposed water and sewer mains. Provide table showing estimated sewerage disposal rate (GPD) using NJDEP criteria.	X	X	X	X	X	X	X			X	X	X						



Item #	Item Description	Subdivision			Site Plan			Variances					Applicant Mark			Township Mark			
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
65	Location of existing and proposed wells and septic systems. Include County Board of Health application.	X	X	X	X	X	X	X			X	X	X						
66	Location of other existing and proposed utility lines including connection points.	X	X	X	X	X	X	X			X	X	X						
67	Location, names, widths and composition of all existing and proposed streets.	X	X	X	X	X	X	X			X	X	X						
68	Existing and proposed centerline, gutter and top of curb elevations along the roadway at a minimum of 50' increments. Include construction access point from Township right-of-way.		X	X			X	X					X						

**Section 5 - Miscellaneous Items Required on the Plans or in the Submission Package**

69	Soil borings documenting the permeability and seasonal high water table sufficiently enough to design the stormwater system, any septic systems and basement floor elevations.		X	X			X	X											
70	Use of existing and proposed buildings by floor area. Floor area and ground area of existing and proposed building in square feet.				X	X	X	X			X	X							
71	Locations of any solid waste and recyclable storage facilities.				X	X	X	X											
72	Details for the construction of any on-site improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.).	X	X	X	X	X	X	X					X						
73	For Telecommunications Facilities: An inventory of existing sites in compliance with Section 188-98C3 of the Ordinance.					X	X	X				X							

**Section 6 - Sheets Required in Plan Set**

74	Title Sheet & Location Map.		X	X			X	X											
75	Outbound Survey.	X	X	X	X	X	X	X			X	X							
76	Existing Conditions & Demolition Plan.	X	X	X	X	X	X	X			X	X							
77	Site Plan.	X	X	X	X	X	X	X			X	X							
78	Grading Plan (Section 188-23).		X	X	X	X	X	X											

Item #	Item Description	Subdivision				Site Plan			Variances					Applicant Mark			Township Mark		
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
79	Drainage Plan (Section 188-27, 34).		X	X	X	X	X	X											
80	Utility Plan.		X	X	X	X	X	X											
81	Lighting Plan including luminaire calculations, specifications and details (Section 188-22).		X	X	X	X	X	X											
82	Signing and Striping Plan including location and dimensions of all off street loading areas, parking requirement calculations and actual number of spaces provided pre- vs. post construction. Graphically depict all and dimension (Section 188 - 106 & 107).		X	X	X	X	X	X											
83	Traffic Signal Plan & Public Entrance Plan (if any).		X	X			X	X											
84	A Landscaping Plan.		X	X	X	X	X	X											
85	A Woodlands Management Plan (Section 188-187).		X	X		X	X	X											
86	Maintenance & Protection of Traffic Plan during construction (Chapter 277).		X	X			X	X											
87	Profiles and cross sections of all streets, common driveways or private roads.		X	X			X	X											
88	Profiles of utility layouts (i.e. sanitary sewers, storm sewers, water mains, gas and electric).		X	X			X	X											
89	Construction Details.		X	X	X	X	X	X											
90	A Soil Erosion and Sediment Control Plan and Details in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.		X	X	X	X	X	X											

Note 1. - Ten (10) copies of reduced size plans are not required to be submitted for Conditionally Exempt Site Plans.

Name of Applicant: \_\_\_\_\_

Application No.: \_\_\_\_\_  
(Filled in by Township)

Item #	Item Description	Subdivision			Site Plan			Variances					Applicant Mark			Township Mark			
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A

Applicant

Professional Engineer

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_

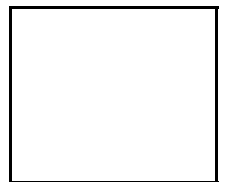
Signature: \_\_\_\_\_

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

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

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

License No.: \_\_\_\_\_



Seal

Street Address of Property: \_\_\_\_\_

**STATEMENT OF CORPORATE OR OTHER OWNERSHIP**

1. Please indicate if the applicant is a(an):

a. Individual \_\_\_\_\_

b. Corporation \_\_\_\_\_

c. Partnership \_\_\_\_\_

2. If the applicant is a Corporation or a Partnership, the following shall be provided:

a. The names and addresses of all stockholders owning 10% or more of its stock of any class;

b. The names and addresses of all individual partners who own 10% or greater interest therein.

3. If one or more such stockholders or partners is itself a corporation or partnership, the stockholders holding 10% or more of that corporations stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed.

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Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Percentage Ownership: \_\_\_\_\_

Percentage Ownership: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Percentage Ownership: \_\_\_\_\_

Percentage Ownership: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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

Township of Howell  
4567 Route 9 North, 2<sup>nd</sup> Floor  
P.O. Box 580  
Howell, New Jersey 07731

Attn: Gregory T. Hutchinson, C.T.A., C.P.E., Tax Assessor

**Re: Certified List of Property Owners  
Howell Township Development Application**

Dear Mr. Hutchinson:

I hereby request a certified list of property owners within two-hundred (200') feet of the property listed below:

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

I have enclosed my check in the amount of \$10.00 which is the fee for this certification.

Should you have any questions, I can be reached at \_\_\_\_\_.

Thank you.

Very truly yours,

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**HOWELL TOWNSHIP PLANNING BOARD**

**NOTICE TO OWNERS**

TO: \_\_\_\_\_  
(Owner and address of property located within 200 feet of the tract in question)

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Planning Board of the Township of Howell for a \_\_\_\_\_ variance(s) from the requirements of the Land Use Ordinance so as to permit the applicant to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on his premises located at: \_\_\_\_\_,  
(physical address of the property)

and designated as Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_ on the Township Tax Maps, and this notice is sent to you as an owner of property within two hundred (200') feet of the applicant's property.

This appeal / application has been assigned Docket Number: \_\_\_\_\_ by the Planning Board and a public hearing has been ordered for:

\_\_\_\_\_, \_\_\_\_\_ at 7:00 p.m.,  
(Month) (Day) (Year)

at the Howell Township Municipal Building located at 4567 Route 9 North, 2<sup>nd</sup> Floor, Main Meeting Room, Howell, New Jersey, 07731. When the case is called, you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

All documents relating to the to this appeal / application that are on file may be reviewed by the public in the office of the Board Secretary at the Department of Community Development located in the municipal building at 4567 Route 9 North, 2<sup>nd</sup> Floor, Howell, New Jersey.

This notice is sent to you by the applicant, by the order of the Planning Board.

Respectfully,

\_\_\_\_\_  
(Name of Applicant) (Signature of Applicant) (Date)

**HOWELL TOWNSHIP PLANNING BOARD**

**PUBLIC NOTICE**

TAKE NOTICE that a public hearing will be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 7:00 p.m. at the Howell Township Municipal Building located at 4567 Route 9 North, 2<sup>nd</sup> Floor, Main Meeting Room, Howell, New Jersey, 07731, for the appeal / application of the undersigned for a variance or other relief so as to permit the applicant to:

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on his premises located at: \_\_\_\_\_,  
(physical address of the property)

and designated as Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_ in the \_\_\_\_\_ Zone on the Township Tax Maps. When the case is called, any interested party may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the appeal / application.

All documents relating to the to this appeal / application that are on file may be reviewed by the public in the office of the Board Secretary at the Department of Community Development located in the municipal building at 4567 Route 9 North, 2<sup>nd</sup> Floor, Howell, New Jersey.

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Date)





**HOWELL TOWNSHIP PLANNING BOARD**  
**MUNICIPAL TAX STATUS REQUEST**

**Note:** Applicant shall fill out the information listed below on the top portion of this form only. The form shall be submitted to the Board Secretary along with the entire completed application package. The Board Secretary must endorse the request prior to the Tax Collector researching the request.

Date Prepared: \_\_\_\_\_ Zone: \_\_\_\_\_

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Qualifier: \_\_\_\_\_

Site Address: \_\_\_\_\_

APPLICANT

OWNER

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\*\*\*\*  
 (Information listed below to be filled out by the Board Secretary)

Requesting Department: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Application #: \_\_\_\_\_

\*\*\*\*\*  
 (Information listed below to be filled out by the Tax Collector)

	<u>Taxes Paid</u>	<u>Taxes Delinquent</u>
Current Year Taxes	_____	_____
Prior Year Taxes	_____	_____
Township Tax Lien	No _____	Yes _____

I certify that the above information is a true statement pertaining to the status of the taxes on the above listed property. The Collector is not responsible for assessments not yet received from the Tax Assessors Office.

Respectfully,

\_\_\_\_\_  
 (Name of Tax Collector)                      (Signature of Tax Collector)                      (Date)

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	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.

<b>Sign Here</b>	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:

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.