INSTRUCTIONS TO APPLICANT

1. All business entities - corporation, companies, limited liability company, etc. - MUST be represented by an attorney.

2. ALL APPLICANTS must complete pages 1 through 10.

3. **Certified List of Property Owners Request** (page 11) – is required to be completed and submitted to the Tax Assessor along with payment of $10 (cash or check made payable to Borough of South Plainfield). The Certified List of Property Owners list is to be submitted along with the completed application (pages 1-10). The list cannot be older than six (6) months.

4. **Certification of Paid Taxes** (page 13) – is required to be completed and submitted to the Tax Collector along with payment of $10 (cash or check made payable to Borough of South Plainfield). The Certification of Paid Taxes showing that taxes are paid to date is to be submitted along with the completed application (pages 1-10).

5. Request for Taxpayer Identification Number and Certification (W-9) – is required to be completed, signed and submitted along with the completed application (pages 1–10).

6. Depending on the purpose of application, the following Appendices may be required:
   a. APPENDIX A - Subdivision Checklist.
   b. APPENDIX B - Site Plan Checklist. *(Required for Use Variance.)*
   c. APPENDIX C - Variance Checklist. *(Required for Use Variance.)*

7. Once the application is received including items listed (plans, survey, deeds, easements, etc.), within the application and checklist(s), fees and escrow will be calculated. The person(s) indicated on the application to receive all related correspondence will be notified of the amounts. The fees and escrow are established by ordinance which may be viewed on the eCode link on the Borough’s website. If the applicant chooses to calculate fees and escrow and the amounts are incorrect, the person(s) indicated on the application will be notified with the correct amount.

**Please Note: Fees are NOT refundable. Unused escrow will be returned.**
INSTRUCTIONS TO APPLICANT

8. Once the fees and escrow are received, the entire application will be forwarded to the Borough’s seven (7) professionals (Board Engineer, Board Planner, Board Attorney, Traffic Safety Advisory Committee, Bureau of Fire Prevention, Environmental Commission and Middlesex County Health Department) for review.

Upon the Board Engineers’ review, the person(s) indicated on the application to receive all related correspondence will receive a ‘Letter of Completeness’. This letter will indicate if any modifications or additional information is required by Engineering. Once the Engineer is satisfied, the application is deemed COMPLETE and all Professional Reviews have been received, the person(s) indicated to receive all related correspondence will receive a copy of the Professional Reviews along with a list of dates for upcoming public hearing.
(Board Attorney does not write a review)

**Please note: There may be items on the Professional Reviews that may need to be addressed prior to the public hearing or during the public hearing.

9. Once a hearing date is established, the applicant is required to place a:

   a. NOTICE OF HEARING in one (1) of the Borough’s official newspapers (South Plainfield Observer, The Star Ledger, The Courier News) at least ten (10) days prior to the scheduled hearing date pursuant to N.J.S.A. 40:55D-12. There will be separate fee established by the newspaper.

   b. A NOTICE OF HEARING FOR OWNERS WITHIN 200 FEET is required to be mailed at least ten (10) days prior to your scheduled hearing (pursuant to N.J.S.A. 40:55D-12) by Certified Mail (white slips) to all property owners within 200 feet of the subject property that is listed on the signed and dated copy of the Certified List of Property Owners. The Certified Mail (white slips) with the recipient’s name, address and the Post Office stamp shows proof of mailing.

10. The Affidavit Proof of Publication from the newspaper, the Certified Mail (white slips) and the Certified 200 Foot Name List (if not included with application) MUST be submitted prior to the hearing date.

11. After the hearing(s) a Resolution will be drafted and memorialized (adopted) at the next possible meeting date. If this is a bifurcated application, a Resolution will be drafted after the final hearing regarding that portion of the application (use variance hearing then site plan hearing, etc.). Once the Resolution is memorialized (adopted), the Board Secretary will publish the outcome of the hearing in the South Plainfield Observer. From the date of the publication, there is a forty-five (45) day appeal period. Applicants who proceed or act on the Resolution during the appeal period, do so at their own risk.

   **Please Note: The Resolution(s) are required to be submitted along with the Building Permits.

12. SITE PLAN: Once all modifications on plans are complete - including Professionals reviews and items discussed at the hearing - a minimum of six (6) sets of plans are to be submitted for final review. If the Board Engineer is satisfied with the final revisions of the plans, those plans will be signed by the Board Engineer, Board Chairman and Board Secretary. Please be aware that ONLY three (3) sets of plans are returned to the applicant. Therefore, if the applicant requires additional copies, please include them along with the minimum of six (6) sets of plans.

   **Please Note: The Building Department will require two (2) signed (by the Board) sets of plans when applying for Building Permits.
1. Complete application form. □ □ □ □ □
2. Twelve (12) folded, signed and sealed copies of site and/or subdivision plan. Must include landscaping plan, lighting plan and utilities plan. □ □ □ □ □
3. Property Survey prepared, signed and sealed by a licensed NJ Surveyor. *(Not less than five (5) years old.)* □ □ □ □ □
4. Detailed letter describing the proposed development. □ □ □ □ □
5. Owner's authorization. □ □ □ □ □
6. Disclosure of Stockholders / Partners. □ □ □ □ □
12. Waiver of Requirement(s). □ □ □ □ □
13. Two (2) copies of any easements, covenants, deed restrictions, court decisions or Board decisions affecting the property. □ □ □ □ □
14. Certified list of property owners within 200 feet of the proposed development. □ □ □ □ □
15. Certification of paid taxes. □ □ □ □ □
16. W-9 form. □ □ □ □ □
17. Appendix A - Subdivision Checklist. □ □ □ □ □
18. Appendix B - Site Plan Checklist. □ □ □ □ □
19. Appendix C - Variance Checklist. □ □ □ □ □
20. Application fee. □ □ □ □ □
21. Escrow fee. □ □ □ □ □
BOROUGH OF SOUTH PLAINFIELD
Planning Board and Board of Adjustment Application

OFFICE USE ONLY

Application #: __________________ Application Fee: ______________ Received: ____________
Date Received: ______________ Escrow Fee: ______________ Received: ____________
Deemed: □ Complete □ Incomplete Initials: ______________

CHECK AS MANY AS APPLY:

□ Minor Site Plan □ Preliminary Site Plan □ Final Site Plan □ Sketch Plat
□ Minor Subdivision □ Preliminary Major Subdivision □ Final Major Subdivision
□ Bulk Variance □ Use Variance □ Conditional Use □ Informal Review
□ Appeal of Administrative Officer □ Interpretation □ Extension of Time

SUBJECT PROPERTY:

Location: __________________________________________
Block: ____________________________ Lot(s): ____________________________
Zone: ____________________________

PRESENT USE OF PROPERTY:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PROPOSED USE OF PROPERTY:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
## SITE INFORMATION

### Subdivisions:
- **Number of Lots:**
- **Number of dwelling units:**

### Lot Line Elimination:
- **Lot Line Elimination:**
  - □ Yes
  - □ No

### Easements:
List any existing or proposed deed restriction or covenants associated with the property.
*(Please attach copy.)*

### Previous approvals and appeals:
List any previous approvals and/or appeals associated with the property.
*(Please attach copy.)*

### Variances:
- **Bulk Variances**
  - **Lot Area**
  - **Lot Width**
  - **Lot Depth**
  - **Height**
  - **Front Yard Setback**
  - **Side Yard Setback (one side)**
  - **Side Yard Setback (both sides)**
  - **Rear Yard Setback**
  - **Height (<10% of maximum permitted)**
  - **Building Coverage**
  - **Parking**
  - **Other**
SITE INFORMATION (con't)

Waivers:
List any waivers being requested:

List any design waivers being requested:

List any design waivers or exceptions from Residential Site Improvements Standards being requested:

Reviews and Interpretations
(Please attach documentation.)

☐ Review of action or determination by the Zoning Officer.
☐ Interpretation of a portion of the Borough of South Plainfield Zoning Ordinance.

Extension of Time

Date of expiration of approval: _________________

Length of extension requesting: _________________

Has the zoning for the property changed since the original approval was granted?
☐ No ☐ Yes Describe the changes. _________________

Reason for requesting extension: _________________

________________________________________________________________________

________________________________________________________________________
APPLICANT'S INFORMATION

Name: ________________________________
Firm Name: __________________________
Contact Name: ________________________
Telephone Number: ____________________
Fax Number: __________________________
Email Address: ________________________
Mailing Address: ______________________
City, State and Zip: ____________________

Applicant is a: □ Corporation (submit Disclosure Statement)
□ Partnership (submit Disclosure Statement)
□ Limited Liability Company (submit Disclosure Statement)
□ Individual

OWNER'S INFORMATION

Name: ________________________________
Firm Name: __________________________
Contact Name: ________________________
Telephone Number: ____________________
Fax Number: __________________________
Email Address: ________________________
Mailing Address: ______________________
City, State and Zip: ____________________

ATTORNEY'S INFORMATION

Name: ________________________________
Firm Name: __________________________
Telephone Number: ____________________
Fax Number: __________________________
Email Address: ________________________
Mailing Address: ______________________
City, State and Zip: ____________________

ARCHITECT'S INFORMATION

Name: ________________________________
Firm Name: __________________________
License Number: ______________________
Telephone Number: ____________________
Fax Number: __________________________
Email Address: ________________________
Mailing Address: ______________________
City, State and Zip: ____________________
ENGINEER'S INFORMATION

Name: 
Firm Name: 
License Number: 
Telephone Number: 
Fax Number: 
Email Address: 
Mailing Address: 
City, State and Zip: 

PLANNER'S INFORMATION

Name: 
Firm Name: 
License Number: 
Telephone Number: 
Fax Number: 
Email Address: 
Mailing Address: 
City, State and Zip: 

SURVEYOR'S INFORMATION

Name: 
Firm Name: 
License Number: 
Telephone Number: 
Fax Number: 
Email Address: 
Mailing Address: 
City, State and Zip: 

PERSON(S) TO RECEIVE ALL RELATED CORRESPONDENCE:

☐ Applicant  ☐ Architect  
☐ Owner     ☐ Engineer  
☐ Attorney   ☐ Planner  

List any other expert who will submit a report or who will testify for the applicant. (Attach additional sheets as may be necessary.)
PROPERTY OWNER'S AUTHORIZATION

Property Location: ____________________________

(Street Address and Tax Map Reference)

I certify that I am the OWNER of the property which is the subject of this application, and I have
authorized the applicant to make this application and that I agree to be bound by the application, the
representations made and the decision in the same manner as if I were the applicant.

__________________________________________   ______________________________________
Signature of owner or duly authorized representative   Date

(If the owner is a corporation this must be signed by the authorized corporate office. If the owner is a partnership,
this must be signed by a general partner.)

Sworn to and subscribed before me this _____________ day of ________________, 20_____.

__________________________________________
NOTARY PUBLIC
DISCLOSURE OF STOCKHOLDERS / PARTNERS

A corporation or partnership applying to the Planning Board or the Zoning Board of Adjustment shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock in any class, or at least ten percent (10%) of the interest in the partnership as the case may be. If a corporation or a partnership owns ten percent (10%) or more of the corporation, or ten percent (10%) or greater in a partnership, which is subject to disclosures pursuant to N.J.S. 40:55D-48.1 and 48.2, that corporation or partnership must then list the names and addresses of its stockholders holding ten percent (10%) or more of its stock or ten percent (10%) or greater interest in the partnership, as the case may be, and this requirement must be followed by every corporate stockholder or partner in a partnership until the names and addresses of the non-corporate stockholders and individual partners exceeding the ten percent (10%) ownership criterion established in the above statute have been listed.

(Name of corporation or partnership)

<table>
<thead>
<tr>
<th>NAME OF STOCKHOLDER OR PARTNER</th>
<th>ADDRESS</th>
<th>PERCENTAGE OWNED</th>
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<tbody>
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DISCLOSURE OF POLITICAL CONTRIBUTIONS

Pursuant to Ordinance #1790, all applicants and their professionals appearing before the planning Board or Zoning Board of Adjustment of the Borough of South Plainfield are required to disclose all contributions within the past one (1) year prior to signing this disclosure, to any entity designated and organized as a political organization, as described in the Ordinance. Indicate "NONE" if no contributions are being declared.

**PLEASE submit one (1) form for each professional**
(i.e. Planners, Engineers, Attorneys, etc.)

<table>
<thead>
<tr>
<th>Name of Political Organization</th>
<th>Date of Contribution</th>
<th>Amount of Contribution</th>
<th>Type of Contribution (i.e. Cash, Check, Loan, In Kind)</th>
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<tbody>
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This certification is submitted to the Borough of South Plainfield with knowledge that the Borough is relying on the truth of the statements contained herein.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Sign:  

Print Name:  

Date:  
WAIVER OF REQUIREMENTS

**PLEASE USE ONE (1) FORM FOR EACH REQUEST**

It is hereby requested that:  ________________________________  
(Name of Applicant)

Be granted a Waiver of Planning Requirements pursuant to Section #812 of the Land Development Ordinance of the Borough of South Plainfield.

Applicant respectfully submits that literal enforcement of the following provisions is impractical and will exact undue hardship because of the particular conditions pertaining to the land in question.

Please specify.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Reason for request:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of applicant or duly authorized representative  __________________

Date  __________________
CERTIFIED LIST OF PROPERTY OWNERS REQUEST

1. Requests must be made in writing.

2. Subject property must be identified by Block, Lot and Street Address.

3. Cost - $10.00. Make check payable to the Borough of South Plainfield.

4. Each property owner included on the list must be notified at the address indicated, including each Public Utility listed on the accompanying Utilities Addendum.

5. New Jersey State Law allows seven (7) business days for processing these requests.

6. If an adjoining municipality contains property within 200 feet of the subject property, a certified list of property owners must be obtained from the adjoining municipality and those owners notified. *Adjoining Municipality List must be submitted to the Borough of South Plainfield prior to be deemed complete.*

List the block and lot of all properties subject to your development review application.

If your property contains multiple lots, list each lot separately.
If your property has more than five (5) lots, list the additional lots on the next line.
If your property is on multiple blocks, use separate lines for each block.

Applicant: ____________________________

Address: ____________________________

City, State, Zip: ____________________________

Telephone: Home: ____________ Cell: ____________________________

Email: ____________________________

<table>
<thead>
<tr>
<th>Address</th>
<th>Block</th>
<th>Lot</th>
<th>Lot</th>
<th>Lot</th>
<th>Lot</th>
<th>Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 123 Main Street</td>
<td>123</td>
<td>12.03</td>
<td>12.05</td>
<td>12.07</td>
<td>12.09</td>
<td>12.11</td>
</tr>
</tbody>
</table>
Utilities Addendum

The following list is being supplied to the applicants as an accommodation and represents those public utility entities and/or companies and cable television companies know to the municipality. It is not being submitted nor should it be interpreted as a complete list of entities required to receive notice pursuant to the Municipal Land Use Law, which may require title searches to uncover. The applicant who relies upon this list to fulfill the notice requirements of the Municipal Land Use Law does so at their own risk.

<table>
<thead>
<tr>
<th>Comcast Cable</th>
<th>Elizabethtown Water Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>2345 US Highway 22 Center</td>
<td>1341 North Avenue</td>
</tr>
<tr>
<td>Union, NJ 07083</td>
<td>Plainfield, NJ 07062</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conrail Corporation</th>
<th>Public Service Electric &amp; Gas Co.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001 Market Street</td>
<td>Manager-Corporate Properties</td>
</tr>
<tr>
<td>Law Department, 16th Floor</td>
<td>80 Park Plaza T6B</td>
</tr>
<tr>
<td>Philadelphia, PA 19103</td>
<td>Newark, NJ 07102</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County Roads:</th>
<th>Highway 287:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middlesex County Clerks Office</td>
<td>NJ Department of Transportation</td>
</tr>
<tr>
<td>75 Bayard Street, 4th Floor</td>
<td>1035 Parkway Avenue</td>
</tr>
<tr>
<td>New Brunswick, NJ 08901</td>
<td>Trenton, NJ 08625</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plainfield Area Regional Sewage Authority</th>
<th>Piscataway Township Sewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Clay Avenue</td>
<td>455 Hoes Lane</td>
</tr>
<tr>
<td>Middlesex, NJ 08846</td>
<td>Piscataway, NJ 08854</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>South Plainfield Sewer Utility</th>
<th>Texas Eastern Gas Pipeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2480 Plainfield Avenue</td>
<td>5400 Westheimer Court</td>
</tr>
<tr>
<td>South Plainfield, NJ 07080</td>
<td>Houston, TX 77056</td>
</tr>
</tbody>
</table>

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<tr>
<th>NJ American Water</th>
<th>Buckeye Partners, LP</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Rolland Drive</td>
<td>Five TEK Park</td>
</tr>
<tr>
<td>Somerville, NJ 08876</td>
<td>9999 Hamilton Boulevard</td>
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<tr>
<td></td>
<td>Breinigsville, PA 18031</td>
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<tr>
<th>MCI Worldcom Network Service</th>
<th>Sunoco Pipeline LP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: National Support/Investigations</td>
<td>Right of Way Department</td>
</tr>
<tr>
<td>Dept 2855 Loc 642</td>
<td>Montello Complex</td>
</tr>
<tr>
<td>2250 Lakeside Boulevard</td>
<td>525 Fritztown Road</td>
</tr>
<tr>
<td>Richardson, TX 76082</td>
<td>Sinking Spring, PA 19608</td>
</tr>
</tbody>
</table>
BOROUGH OF SOUTH PLAINFIELD
2480 Plainfield Avenue
South Plainfield, NJ 07080

CERTIFICATION OF PAID TAXES

<table>
<thead>
<tr>
<th>Applicant</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>City, State, Zip</td>
<td></td>
</tr>
<tr>
<td>Telephone #</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Block</th>
<th>Lot</th>
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This will certify that all taxes on the above referenced property have been paid to date and that there are no outstanding assessments for local improvements.

Quarter(s)

Is subject property tax exempt? □ Yes □ No

_________________________________________  ____________________________
Kimberly Clifford, Tax Collector                     Date

Please submit a separate check payable to the Borough of South Plainfield in the amount of $10.00 per property.

Should you have any questions regarding property taxes, please contact Kimberly Clifford at 908-226-7613.
Request for Taxpayer Identification Number and Certification

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

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; check only one of the following seven boxes:
   - Individual/sole proprietor or
   - Corporation
   - Partnership
   - Trust/estate
   - Limited liability company (LLC)
   - Other (see instructions)
   - Exemption from FATCA reporting code (if any)

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)

5. Address (number, street, and apt. or suite no.)

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 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 2.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security 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); and

4. 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 on page 3.

Sign Here

Signature of U.S. person

Date

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is available at www.irs.gov/w9.

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 (TIN), 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 1099-8 (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, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:
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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See What is FATCA reporting? on page 2 for further information.
### Schedule of General Bulk Requirements

<table>
<thead>
<tr>
<th>Zone</th>
<th>Minimum LOT Requirements</th>
<th>Minimum YARD Requirements</th>
<th>Accessory Building</th>
<th>Percent Maximum LOT COVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AREA</td>
<td>WIDTH</td>
<td>DEPTH</td>
<td>FRONT</td>
</tr>
<tr>
<td>R-15</td>
<td>15,000</td>
<td>100'</td>
<td>150'</td>
<td>40'</td>
</tr>
<tr>
<td>R-10</td>
<td>10,000</td>
<td>100'</td>
<td>100'</td>
<td>30'</td>
</tr>
<tr>
<td>R-7.5</td>
<td>7,500</td>
<td>75'</td>
<td>100'</td>
<td>30'</td>
</tr>
<tr>
<td>R-1-2</td>
<td>7,500</td>
<td>75'</td>
<td>100'</td>
<td>30'</td>
</tr>
<tr>
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<td>10,000</td>
<td>100'</td>
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<tr>
<td>OBC-1</td>
<td>10,000</td>
<td>100'</td>
<td>100'</td>
<td>30'</td>
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<tr>
<td>RH</td>
<td>87,120</td>
<td>250'</td>
<td>250'</td>
<td>50'</td>
</tr>
</tbody>
</table>

**Notes:**
- Required side or rear yard will be waived or modified for M-1 industrial buildings that abut railroad right-of-way’s or sildings.
- Swimming pools and sheds in the R-15, R-10 and R-7.5 zones shall be allowed an additional 10% lot coverage - 35% total.
- Non-combustible sheds no larger than 100 square feet in the R-15, R-10 & R-7.5 zones may be place 2' from rear and side yards.
LIST OF ZONES

R-15 -- One Family -- Residential
R-10 -- One Family -- Residential
R-7.5 -- One Family -- Residential
R-1-2 -- One or Two Family -- Residential
OBC-1 -- Local Business
OBC-2 -- Central Business
OBC-3 -- Regional Business
OBC-4 -- Special Business Zone
OPA-1 -- Professional Office
OPA-2 -- Professional Office and Research
M-1 -- Industrial
M-2 -- Industrial
M-3 -- Industrial
SC-1 -- Senior Citizen Residential
MUD-1 -- Mixed Use and Development
PRD-1 -- Planned Residential Development
AH-1 -- Affordable Housing 1
AH-2 -- Affordable Housing 2
HDD -- Historic Downtown District
RH -- Regional Hospitality
APPENDIX A

SUBDIVISION CHECKLIST

Applicant ___________________________________ Date: _____________

Owner: ___________________________________________________________________

Project Location: ___________________________________________________________________

Block: __________ Lot: __________ Zone: __________________________

Project Name: ___________________________________________________________________

Engineer: _______________________________________________________________________

□ A. Two (2) copies of application form: One (1) Original – One (1) Copy.

□ B. Application fees and taxes paid.

□ C. Twelve (12) copies of site plan.

□ D. Size of map: 8 1/2” X 14” or 15” X 21” or 24” X 36” folded not rolled.

GENERAL INFORMATION TO BE INDICATED ON THE SUBDIVISION PLAN

□ E. Name and license number of Engineer / Architect with documents sealed with raised seal, original date and revision dates of drawings.

□ F. Project identification, name and address of owner and name and address of applicant.

□ G. Owner’s certificate of concurrence with the plan “I hereby certify that I am owner of record of the site herein depicted and that I concur with the plan.” Must be signed by the proper authority.

□ H. The name and address of the owners of all properties within 200’ of the boundaries of the development, as shown by the most recent tax records of all municipalities in which such properties shall lie.

□ I. Site data schedule showing:

1. A key map of the site not smaller than 1” – 1,000’ with reference to surrounding areas, zoning district(s) and existing street locations within 1,000’.
2. Zoning schedule (required and proposed).
3. Proposed use.
4. Total site area to be subdivided in acres (thousands of an acre) and square feet.
5. Dimensions and area in acres and square feet of each lot to be created.
6. Proposed building data: height; setbacks; front, side and rear yard distances. Also, show the dimensions on the plan.

THE SUBDIVISION SHOULD BE ACCOMPANIED BE THE FOLLOWING EXHIBITS

□ J. Architectural building elevations, project signs.

□ K. Required legend on subdivision for endorsement by Board and Borough Officials.

□ L. Written description of a request for hardship variance, conditional use or specific permit. The applicant will need to submit a form or waiver.
APPENDIX A

SUBDIVISION CHECKLIST

☐ M. Environmental Impact Statement (EIS) or waiver request.

☐ N. Written document of request to waive submission of any required subdivision elements. The applicant must document why a waiver of required elements or exhibits is in the public interest, consistent with the Master Plan, the overall intent of the land use ordinance, and good development practice.

*NOTE: An application is complete with a waiver request, then review period begins.

☐ O. Additional information and data required by the Planning Board as the result of hearings on the application.

FOR PRELIMINARY SUBDIVISION

☐ P. Proof in the form of letters of transmittal that a copy of the application was sent to Middlesex County Planning Board; adjacent municipality if property is within 200 feet; New Jersey Department of Environmental Protection if stream encroachment or wetlands permit is needed or sewer extension required: Plainfield Area Regional Sewage Authority and / or Piscataway Township Sewer and / or South Plainfield Sewer Utility; New Jersey American Water Company or Middlesex Water Company.

FOR FINAL SUBDIVISION

*NOTE: Not needed for completeness, but needed for final approval – Letters Q-X.

☐ Q. All conditions of Preliminary Subdivision Approval have been satisfied.

☐ R. Borough Tax Assessor for lot numbers.


☐ T. New Jersey Department of Environmental Protection approvals including but not limited to:
   1. Sanitary Sewer Extension Permits.
   2. Potable Water Works Permits.
   3. Freshwater Wetlands Letter of Interpretation.
   4. Freshwater Wetlands Transitional Area Waiver.
   5. Authorization for Freshwater Wetlands Statewide General Permits.

☐ U. All conditions of Middlesex County Planning Board final approval met.

☐ V. Special approvals (utilities, etc.).

☐ W. All easements, dedications necessary to implement the plan.

☐ X. Filed Map as per New Jersey Map Filing Law or deeds.

Person Preparing Check List: ____________________________ Date: ______________
APPENDIX A

SUBDIVISION CHECKLIST

SUBDIVISION PLAN SHOULD CONTAIN THE FOLLOWING BASIC DATA

☐ 1. Scale not to exceed 1" – 50'; north arrow with reference; block(s); lot(s); tax map number(s).

☐ 2. Survey prepared by a New Jersey Licensed Surveyor – no more than five (5) years old.

☐ 3. Property line dimensions showing boundaries of the property existing and proposed, buildings setback lines, easements and area dedicated to public use, existing and proposed easements, covenants or deed restrictions, water courses and rights-of-way in feet and decimals of a foot and bearings in degree, minutes and seconds.

☐ 4. Location of all existing buildings and structures (e.g. walls, fences, culverts), streets, driveways, entrances and exits on the site and within 200 feet thereof. Structures to be removed are to be indicated by dashed lines.

☐ 5. Right-of-way widths of existing and proposed roads from the centerline. Pavement width measurements. Distances to the nearest intersections with other public streets. Plan and profiles of all existing and proposed streets and utilities.

☐ 6. Location and dimensions of all proposed buildings and structures, roads, driveways, parking areas, etc.

☐ 7. All existing physical features on the site and within 200 feet thereof, including streams, watercourses, flood plans, existing woodlands, existing trees six inches (6") in diameter as measured three feet (3') above grade and significant soil and hydrological conditions such as wetland, cliff, rock, outcroppings, and water flows.

☐ 8. Topography showing spot elevations, high and low points, existing and proposed contours at one foot (1') intervals extending 200 feet off-site based on New Jersey Geodetic Control Survey Datum. First floor elevation of all proposed buildings or other structures, also the elevation of the finished grade at each corner of all structures.

☐ 9. Hydrant locations, fire suppression system, public water, size of pipe, flow and pressure data.

☐ 10. Location and design of existing and proposed storm water systems, sanitary waste disposal systems, potable water supply.

☐ 11. Location and type of utilities present including electric, gas, telephone, cable television, sanitary sewers, storm sewers and water lines. All proposed new utilities installed shall be underground.

☐ 12. Improvements, such as roads, driveways, curbs, bumpers, sidewalks, sewers and utilities shall be indicated with profile and plan views, design and construction details and dimensions.

☐ 13. Location and design of off-tract improvements necessitated by the proposed development.

☐ 14. Landscaping and buffering plan prepared by a CLA identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and rock outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting. Buffer areas should include location of landscape screening, fencing of berms – provide details.

☐ 15. Specify on landscape plan the quantity, size and type of proposed landscaping.

☐ 16. Street trees planted at SPECIFIED intervals – usually forty feet (40') on center.

☐ 17. Indicate on the landscape plan, existing and proposed fences, their heights, type and other details. All retaining walls and their details.

☐ 18. Storm water runoff control plan.

   a. Percent of impervious coverage.
   b. Grading plan, including spot elevations. Include adjacent property where drainage may impact.
   c. Runoff computations for pre-developed and proposed conditions.

A - 3

Borough of South Plainfield – 2480 Plainfield Avenue – South Plainfield, NJ 07080 – www.southplainfieldnj.com
APPENDIX A

SUBDIVISION CHECKLIST

d. Size, slope, direction of flow, top of curb and grate elevation of structures, invert elevations of all existing and proposed storm drains, drainage ditches, watercourses – fifty foot (50') cross-sections for wales, ditches and channels.
e. Roof leader size and discharge locations.
f. Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow and outflow hydro graph for storm water detention / retention facilities.
g. Drainage map and calculations showing drainage from contributing area prior to and after development. Indicate the determination of L, Tc and I.
h. If additional development is proposed on site with existing detention / retention facilities, provide capacity calculations.

☐ 19. Sanitary Sewer Plan. Location and design details of all pipe, manholes, etc. in accordance with Borough adopted construction standards. Provide an inspection riser monitoring manhole located one foot (1') into the right-of-way. Provide estimated waste water flows.

☐ 20. If property is in a flood-plain area, it must be noted on the plan.

☐ 21. Additional information and data required by Development Review Ordinance and / or the Planning Board as the result of hearings on the application.

FOR FINAL SUBDIVISION

☐ 22. Engineer’s estimate of the cost of the proposed public improvements (sanitary sewer, drainage, pavement, curbing etc.).

☐ 23. Filed Map as per New Jersey Map Filing Law or deeds, which includes minimum building setback line on all lots and names of owners of adjacent properties.


☐ 25. As-Built drawings of final construction with all revision and corrections.

☐ 26. Filed easement and deeds for dedications of rights-of-way.

Person Preparing Check List: ____________________________ Date: ____________________________
APPENDIX A

SUBDIVISION CHECKLIST

SUBDIVISION REVIEW PROCESS

1. Upon completion of Engineering and Administrative Review, the application is deemed complete and scheduled for meeting.

2. The Application is heard for Preliminary Approval. If the applicant has requested waivers, and / or prior approvals have not been obtained (Freehold Soil, Middlesex County Planning Board, New Jersey Department of Environmental Protection, etc.)

3. Board votes on granting or denial of requested waivers.

4. Board imposes conditions as they feel necessary.

5. Board approves or denies Preliminary Approval.

6. Applicant obtains all necessary prior approvals and corrects plans in compliance with the Preliminary Approval Resolution. Applicant submits revised drawings and all necessary documentation for Engineering and Administrative Review.

7. Upon compliance with the Resolution, the application is scheduled for Final Approval.

8. Board hears case for Final Approval.

9. Board grants or denies Final Approval.

10. Plans are signed by Board Chairman, Board Engineer, Board Secretary and Municipal Engineer.

11. Resolution is memorialized.

12. Plat is filed.

NOTE: Should the applicant have no waiver requests and / or prior approvals pending, the Board can grant Preliminary and Final Approval at one (1) hearing.
APPENDIX B

SITE PLAN CHECKLIST

Applicant: _______________________________  Date: ______________

Owner: _______________________________________________________________________

Project Location: _______________________________________________________________________

Block: __________________ Lot: ___________ Zone: __________________

Project Name: _______________________________________________________________________

Engineer / Designer: _______________________________________________________________

☐ A. Two (2) copies of application form: One (1) Original -- One (1) Copy.

☐ B. Application fees and taxes paid.

☐ C. Twelve (12) copies of site plan -- original submission.

☐ D. Size of map: 8 1/2" X 14" or 15" X 21" or 24" X 36" folded not rolled.

GENERAL INFORMATION TO BE INDICATED ON THE SITE PLAN

☐ E. Name and license number of Engineer / Architect with documents sealed with raised seal, original date and revision dates of drawings.

☐ F. Project identification, name and address of owner and name and address of applicant.

☐ G. Owner's certificate of concurrence with the plan "I hereby certify that I am owner of record of the site herein depicted and that I concur with the plan". Must be signed by the proper authority.

☐ H. The name and address of the owners of all properties within 200' of the boundaries of the development, as shown by the most recent tax records of all municipalities in which such properties shall lie.

☐ I. Site data schedule showing:
   1. A key map of the site not smaller than 1" -- 1,000' with reference to surrounding areas, zoning district(s) and existing street locations within 1,000'.
   2. Zoning schedule (required and proposed).
   3. Proposed use.
   4. Total site area in acres (thousands of an acre) and square feet.
   5. Total ground floor building area in square feet and percentage of lot coverage.
   6. Total building area in square feet.
   7. Total open space area in square feet and percentage of lot coverage.

   NOTE: Not complete if missing.

   8. Total area of impervious coverage in square feet and percentage of lot coverage.
   9. Number of parking stalls and stall dimensions.
   10. Number of employees, total and maximum in one (1) shift.
   11. Ratio of parking to building size or occupancy or both, depending on use.
   12. Proposed building data: height; setbacks; front, side and rear yard distances. Also, show the dimensions on the plan.
APPENDIX B

SITE PLAN CHECKLIST

☐ J. Written description of proposed operations or activities including control of noise, water pollution, glare, air and/or fire and safety hazards.

THE SITE PLAN SHOULD BE ACCOMPANIED BY THE FOLLOWING EXHIBITS:

☐ K. Architectural building elevations, including façade signs and entrances.
   NOTE: New buildings and additions only.

☐ L. Proposed sign plan exhibit for all freestanding and façade signs showing the specific design, letter style, color, construction and materials, location, size, height above grade or below roof line, type of standard, illumination, if applicable.

☐ M. Required legend on site plan for endorsement by Board Engineer, Board Chairman and Board Secretary.

☐ N. Written description of a request for hardship variance, conditional use or specific permit.
   NOTE: The applicant will need to submit a form or waiver.

☐ O. Environmental Impact Statement (EIS) or waiver request.

☐ P. Written document of request to waive submission of any required site plan elements. The applicant must document why a waiver of required elements or exhibits is in the public interest, consistent with the Master Plan, the overall intent of the land use ordinance, and good development practice.

*NOTE: An application is complete with a waiver request, then the review period begins.

☐ Q. Additional information and data required by the Board as the result of hearings on the application.

FOR PRELIMINARY SITE PLAN

☐ R. Proof in the form of letters of transmittal that a copy of the application was sent to County Planning Board; adjacent municipality if property is within 200 feet; New Jersey Department of Environmental Protection if stream encroachment or wetlands permit is needed or sewer extension required: Plainfield Area Regional Sewage Authority and / or Piscataway Township Sewer and / or South Plainfield Sewer Utility; New Jersey American Water Company or Middlesex Water Company.

FOR FINAL SITE PLAN

*NOTE: Not needed for completeness, but needed for final approval – Letters S-Y.

☐ S. All conditions of Preliminary Site Plan Approval have been satisfied.

☐ T. Borough Tax Assessor for lot numbers (if applicable).


☐ V. New Jersey Department of Environmental Protection approvals, including but not limited to:
   1. Sanitary Sewer Extension Permits.
   2. Potable Water Works Permits.
   3. Freshwater Wetlands Letter of Interpretation.
   4. Freshwater Wetlands Transitional Area Waiver.
   5. Authorization for Freshwater Wetlands Statewide General Permits.

☐ W. All conditions of Middlesex County Planning Board final approval met.
SITE PLAN CHECKLIST

□ X. Special approvals (utilities, etc.).
□ Y. All easements, dedications and deed restrictions necessary to implement the plan.

Person Preparing Check List: ____________________________ Date: ___________

SITE PLAN SHOULD CONTAIN THE FOLLOWING BASIC DATA

□ 1. Scale not to exceed 1" – 60′ (graphic and written); north arrow with reference meridian; block(s); lot(s); tax map number(s).
□ 2. Survey prepared by a New Jersey Licensed Surveyor – no more than five (5) years old.
□ 3. Property line dimensions showing boundaries of the property existing and proposed monuments, building setback lines, easements and area dedicated to public use, including existing and proposed easements, covenants or deed restrictions, water courses and rights-of-way in feet and decimals of of a foot, and bearings in degree, minutes and seconds.
□ 4. Location of all existing buildings and structures (e.g. walls, fences, culverts), streets, driveways, entrances and exits on the site and within 200 feet thereof. Structures to be removed are to be indicated by dashed lines.
□ 5. Right-of-way widths of existing and proposed roads from the centerline. Pavement width measurements. Distances to the nearest intersections with other public streets. Plan and profiles of all existing and proposed streets and utilities.
□ 6. Location and dimensions of all proposed buildings, structures, roads, driveways, parking areas, etc.
□ 7. All existing physical features on the site and within 200 feet thereof, including streams, watercourses, flood plans, existing woodlands, existing trees six inches (6") in diameter as measured three feet (3') above grade and significant soil and hydrological conditions such as wetland, cliff, rock, outcroppings, and water flows.
□ 8. Topography showing spot elevations, high and low points, existing and proposed contours at one foot (1') intervals extending 200 feet off-site based on New Jersey Geodetic Control Survey Datum. First floor elevation of all proposed buildings or other structures, also the elevation of the finished grade at each corner of all structures.
□ 9. Parking and loading areas and location of any outside storage facilities shall be indicated with dimensions for bays, aisles, stalls, curb radii, traffic islands and channelization. Indicated direction of traffic flow, traffic control devises (signs and/or pavement markings) and sign easements, tabulation of proposed and required parking spaces. No driveway is permitted within five feet (5') of property lines.
□ 10. Location and size of fires zones, hydrant locations, fire suppression system, public water location, size of pipe, flow and pressure data.
□ 11. Location and design of existing and proposed storm water systems, sanitary waste disposal systems, potable water supply, and methods of solid waste storage and disposal. Detail of screened enclosure for solid waste storage, including provisions for source separation of recyclables.
□ 12. Location and type of utilities present and proposed including electric, gas, telephone, cable television, sanitary sewers, storm sewers and water lines. All proposed new utilities installed shall be underground.
□ 13. Improvements, such as roads, driveways, curbs, bumpers, sidewalks, sewers and utilities shall be indicated with profile and plan views, design and construction details and dimensions.
14. Location and design of off-tract improvements necessitated by the proposed development.

15. Landscaping and buffering plan prepared by a CLA identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and rock outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting. Buffer areas should include location of landscape screening, fencing and berms – provide details.

16. Specify on landscape plan the quantity, size and type of proposed landscaping.

17. Indicate which existing trees and/or vegetation shall be preserved and include notes on methods to preserve them during construction.

18. Street trees planted at SPECIFIED intervals – usually forty feet (40’) on center.

19. Indicated on landscape plan existing or proposed utility lines walkways, lighting, etc.

20. Indicate on the landscape plan, existing and proposed fences, their heights, type and other details. All retaining walls and their details.

21. Proposed exterior lighting plan exhibit showing location of all lights, type of light, manufacturer’s specification sheet, intensity in foot candle, methods proposed to reduce off-site glare on adjacent property and roads, type and height of light standard or pole. 0.5 foot candles of lighting are required in all parking and driveway areas.

22. Storm water runoff control plan.
   1. Percent of impervious coverage.
   2. Grading plan, including spot elevations. Include adjacent property where drainage may impact.
   3. Runoff computations for pre-developed and proposed conditions.
   4. Size, slope, direction of flow, top of curb and grate elevation of structures, invert elevations of all existing and proposed storm drains, drainage ditches, watercourses – fifty foot (50’) cross-sections for swales, ditches and channels.
   5. Roof leader size and discharge locations.
   6. Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow and outflow hydro graph for storm water detention / retention facilities.
   7. Drainage map and calculations showing drainage from contributing area prior to and after development. Indicate the determination of L, Tc and I.
   8. If additional development is proposed on site with existing detention / retention facilities, provide capacity calculations.

23. Sanitary Sewer Plan. Location and design details of all pipe, manholes, etc. in accordance with Borough adopted construction standards. Provide a monitoring manhole located one foot (1’) into the right-of-way. Provide estimated waste water flows.

24. If property is in a flood plan area, it must be noted on the plan.

25. Additional information and data required by Development Review Ordinance and / or the Planning / Zoning Board as the result of hearings on the application.

26. Engineer’s estimate of the cost of the proposed improvements (sanitary sewer, drainage public pavement.

27. Performance Guarantees and Engineering Inspections Fees.

28. As-Built drawings of final construction with all revisions and corrections.

Person Preparing Check List: ___________________________ Date: ___________________
SITE PLAN CHECKLIST

SITE PLAN REVIEW PROCESS

1. Upon completion of Engineering and Administrative Review, the application is deemed complete and scheduled for meeting.

2. The Application is heard for Preliminary Approval. If the applicant has requested waivers, and / or prior approvals have not been obtained (Freehold Soil, Middlesex County Planning Board, New Jersey Department of Environmental Protection, etc.)

3. Board votes on granting or denial of requested waivers.

4. Board imposes conditions as they feel necessary.

5. Board approves or denies Preliminary Approval.

6. Applicant obtains all necessary prior approvals and corrects plans in compliance with the Preliminary Approval Resolution. Applicant submits revised drawings and all necessary documentation for Engineering and Administrative Review.

7. Upon compliance with the Resolution, the application is scheduled for Final Site Plan Approval.

8. Board hears case for Final Approval.

9. Board grants or denies Final Approval.

10. Plans are signed by Board Engineer, Board Chairman and Board Secretary.

11. Resolution is memorialized.

12. Case is filed.

**NOTE:** Should the applicant have no waiver requests and / or prior approvals pending, the Board can grant Preliminary and Final Approvals at one (1) hearing.
# APPENDIX C

## VARIANCE CHECK LIST

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<tr>
<th>Type of Application</th>
<th>Site Plan</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or 2 Family Bulk Variance (New Construction)</td>
<td>( )</td>
<td>A. Two (2) copies of application form: One (1) original – One (1) copy.</td>
</tr>
<tr>
<td>For 2 Family Use Variance</td>
<td>( )</td>
<td>B. Application fees and taxes paid.</td>
</tr>
<tr>
<td>Bifurcated Use Variance</td>
<td>( )</td>
<td>C. Twelve (12) copies of site plan – Original submission.</td>
</tr>
<tr>
<td>Site Plan</td>
<td>( )</td>
<td>D. Survey prepared by a New Jersey Licensed Surveyor. <em>(Not less than five (5) years old).</em></td>
</tr>
<tr>
<td></td>
<td>( )</td>
<td>E. Size of Map: 8½&quot; x 14&quot; or 15&quot; x 21&quot; or 24&quot; x 36&quot; - folded.</td>
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## GENERAL INFORMATION TO BE INDICATED ON THE SITE PLAN

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>F.</td>
<td>Name and license number of Engineer/Architect with documents sealed with raised seal, original date and revision dates of drawings.</td>
</tr>
<tr>
<td>G.</td>
<td>Project identification, name and address of owner, and name and address of applicant.</td>
</tr>
<tr>
<td>H.</td>
<td>Owner's certification of concurrence with the plan &quot;I hereby certify that I am the owner of record of the site herein depicted and that I concur with the plan.&quot; Must be signed by the proper authority.</td>
</tr>
<tr>
<td>I.</td>
<td>The name and address of the owners of all properties within 200' of the boundaries of the development, as shown by the most recent tax records of all municipalities in which such properties shall lie.</td>
</tr>
<tr>
<td>J.</td>
<td>Site data schedule showing:</td>
</tr>
<tr>
<td></td>
<td>1. A key map of the site not smaller than 1&quot; – 1,000' with reference to surround areas, zoning districts(s) and existing street locations within 1,000’.</td>
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<tr>
<td></td>
<td>2. Zoning schedule (required and proposed).</td>
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<td>3. Proposed use.</td>
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<tr>
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<td>4. Total site area in acres (thousands of an acre) and square feet.</td>
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<tr>
<td></td>
<td>5. Total ground floor building area in square feet and percent of lot coverage.</td>
</tr>
<tr>
<td></td>
<td>6. Total building area in square feet.</td>
</tr>
<tr>
<td></td>
<td>7. Total open space area in square feet and percent of lot coverage.</td>
</tr>
<tr>
<td></td>
<td>8. Total area of impervious coverage in square feet and percent lot coverage.</td>
</tr>
<tr>
<td></td>
<td>9. Number of parking stalls and stall dimensions.</td>
</tr>
<tr>
<td></td>
<td>10. Number of employees, total and maximum in one shift.</td>
</tr>
<tr>
<td></td>
<td>11. Ratio of parking to building size or occupancy or both, depending on use.</td>
</tr>
<tr>
<td></td>
<td>12. Proposed building data: height, setbacks, front, side and rear yard distances, also show dimensions on plan.</td>
</tr>
</tbody>
</table>
### APPENDIX C

## VARIANCE CHECK LIST

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th>K.</th>
<th>Written description of proposed operations or activities, including control of noise, water pollution, glare, air and/or fire and safety hazards.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>( )</td>
<td>L.</td>
<td>Architectural building elevations, including façade signs and entrances.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M.</td>
<td>Proposed sign plan exhibit for all freestanding and façade signs showing the specific design, letter style, color, construction and materials, location, size, height above grade or below roof line, type of standard, illumination.</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>( )</td>
<td>N.</td>
<td>Required legend on site plan for endorsement by Board and Borough Officials.</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>( )</td>
<td>O.</td>
<td>Written description of a request for hardship variance, conditional use or specific permit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>( )</td>
<td>P.</td>
<td>Environmental Impact Statement (EIS).</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>( )</td>
<td>Q.</td>
<td>Written document of request to waive submission of any required site plan elements. (The applicant must document why a waiver of required elements or exhibits is in the public interest, consistent with the Master Plan, the intent of the land use ordinance, and good development practice.)</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>( )</td>
<td>R.</td>
<td>Additional information and data required by the Board as the result of hearings on the application.</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>( )</td>
<td>S.</td>
<td>All easements, dedications and deed restrictions necessary to implement the plan.</td>
</tr>
</tbody>
</table>

### THE SITE PLAN SHOULD BE ACCOMPANIED BY THE FOLLOWING EXHIBITS:

**Person Preparing Check List**

**Date**

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C-2

Borough of South Plainfield – 2480 Plainfield Avenue – South Plainfield, NJ 07080 – www.southplainfieldnj.com