



# MINE HILL TOWNSHIP

Planning Board ~ 10 Baker Street ~ Mine Hill, New Jersey 07803  
Tel: 862-437-1197 Fax: 973-366-1626

## INSTRUCTIONS AND SUGGESTIONS TO APPLICANTS TOWNSHIP OF MINE HILL PLANNING BOARD

### SUBMITTING YOUR APPLICATION

1. Read all instructions and follow suggestions. The application forms have been recently revised and simplified to request the minimum necessary information in order to review for completeness and for the Board to hear the application. Fill out the application carefully and completely. All applications are required to have a completed Development Checklist accompanying the application. Insufficient information may only delay your hearing. All plans/maps must be **FOLDED**, not rolled.
- **PLEASE BE AWARE**

When you are finished filling out your application and have all the information that you need (reports, drawings, maps, surveys etc.) you must forward eighteen (18) copies of everything to the Planning Board Administrator at least twenty one (21) days before the meeting. If it is not filed at least (21) days before the meeting it will not be heard until the following month.

- **Land Use & Development Applications:** (Site Plans, Subdivisions, Conditional Use, etc., WITH OR WITHOUT VARIANCES & WAIVERS) submit 18 copies of Application and Plans/Maps/etc.
- **Bulk Variance Applications:** (for single-family and two-family uses ONLY, without any other relief or approval), submit 18 copies of Application & Plot Plans/Surveys/Maps.
- **Change of Use Applications:** (Exemption of Site Plan ONLY), submit 18 copies of Application/Plot Plans/Surveys/Maps etc. (Waiver of Site Plan), submit 18 copies of Application/Plot Plans/Surveys/Maps etc.
- **FOR ALL OF THE ABOVE** (EXCEPT Exemption of Site Plan) apply to the Tax Assessor for a Certified List of Property Owners within 200 feet.

### APPLICATION FEES AND ESCROW DEPOSITS ARE TO BE IN SEPARATE CHECKS (THERE WILL BE 2 OF THEM)

- The usual amount for the application fee is \$150.00, unless otherwise specified. The usual amount for the escrow account is \$1,000.00 unless otherwise specified by the Municipal Planner. It really depends on the size of the application and if you have any variances.

## OTHER SUBMISSION REQUIREMENTS

1. Obtain from the Tax Collector **Proof of Paid Taxes** and submit with all applications. (3 copies)
2. Major Site Plans & Subdivisions: **18 copies** of any required Reports and/or Impact Statements (Traffic, Drainage, Environmental Impacts, etc.)
3. Attach a copy of the proposed Notice to be published in **either** the Morristown Daily Record, Randolph Reporter **or** the Star Ledger and to be mailed to the 200-ft. surrounding properties. ***This notice must specify the sections of the ordinance from which relief is sought, if applicable. This must be published at least ten (10) days before the public hearing or it will not be heard.***

## COMPLETENESS REVIEW

1. The Planner of the Board will review your application package for compliance with the submission requirements, fees, escrow and other administrative requirements.
2. The Board Engineer or Planner will perform a completeness review of Site Plan, Subdivision and Variance applications, and will recommend whether or not your application may be deemed complete.
3. Your application will be deemed complete or incomplete within 45 days of submission according to law.
4. **When your application has been deemed complete**, the Planning Board Administrator will inform you of a hearing date. Do not assume that you are on the next month's agenda.
5. Upon notification that your application is complete you are to publish and serve the Notice according to law. This notice must be printed in the newspaper no less than ten (10) days before the Public Hearing or it will not be heard. ***Do not give Public Notice until the application is deemed complete by the Municipal Planner or the Board Engineer.***
  - Obtain an Affidavit of Publication from the newspaper and submit to the Planning Board Administrator no later than 3 days before the hearing.
  - An Affidavit of Proof of Service and the white certified mail receipts with the date stamped by the Post Office, along with a copy of the Assessor's certified 200-ft. list must be submitted to the Planning Board Administrator.
  - If the subject property lies **within 200-ft. of a County or State road**, the appropriate County or State agency must be served Notice.

## **PUBLIC HEARING PROCESS**

1. The Planning Board is hearing your application as a quasi-judicial body. At your hearing, you will be asked (under oath) to describe to the Board the development and / or changes you propose to make and, if applicable, why you are entitled to relief according to the law. The burden of proof is upon you, the Applicant, to establish the elements of your case. The Board will reach a determination on your case based upon the findings of fact and, the proofs according to law.
2. You must appear in person and /or be represented by an Attorney at your public hearing(s). Any Applicant, other than a corporation, may present their own matter without representation by an Attorney. However, Applicants are cautioned that particularly with applications involving requests for variances and conditional use permits, there are specific requirements imposed by the Law of the State of New Jersey and you may wish to consider seeking adequate legal advice. All Corporations must be represented by an Attorney.
3. When your application has been considered fully, the Board will make a determination based upon testimony from the Applicant, professionals and witnesses plus reports and reviews by various departments and outside agencies having jurisdiction over the matter. The Board Attorney will be asked to prepare a Resolution of approval or denial. This Resolution will be memorialized (acted upon) at the following meeting. You do not need to be present at the memorialization.

## **GENERAL INFORMATION**

### **MEETING DATES**

Planning Board – 1<sup>st</sup> Monday of the Month

- Please note: Meeting dates are subject to change due to scheduling conflicts, holidays, adverse weather, cancellations etc. Please inquire with the Planning Board Office at 862-437-1197.

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These instructions and suggestions are an attempt to assist the Applicant, and are not intended to be a complete list of requirements pursuant to the Municipal Land Use Law, other State Statutes, and applicable Ordinances to the Township of Mine Hill. The sole responsibility of presentation of the application and procedural requirements is up to the Applicant.

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## SCHEDULE OF FEES

Every application for development shall be accompanied by (2) checks. One for the application fee, and one to be put in your escrow account. Checks are payable to the Township of Mine Hill in accordance with the following schedule.

<b>A. Subdivision</b>	<b>Application Fee</b>	<b>Escrow (Account) Fund</b>
1. Minor Plat	\$150	\$1,000
2. Preliminary Major Plat	\$500	\$1,500, plus \$75 per lot, provided a minimum \$2,000 shall be deposited
3. Final Major Plat	\$300	\$750, plus \$75 per lot, provided a minimum \$1,000 shall be deposited
4. Concept Plan for Review N.J.S.A. 40:55D-10.1		
a. Minor Plat	\$50	\$500
b. Major Plat	\$100	\$1,000
<b>B. Site Plans</b>		
1. Minor Site Plan	\$200	\$1,300
2. Preliminary Plan		
a. Commercial	\$400	\$1,800 per acre or part thereof, plus \$75 per dwelling unit in the case of multiple-family units and/or \$0.05 per square foot of gross building area in the case of nonresidential buildings, provided a minimum \$2,000 shall be deposited
b. Residential	\$300	\$1,800 per acre or part thereof, plus \$75 per dwelling unit in the case of multiple-family units and/or \$0.05 per square foot of gross building area in the case of nonresidential buildings, provided a minimum \$2,000 shall be deposited

	<b>Application Fee</b>	<b>Escrow (Account) Fund</b>
3. Final Plan		
a. Commercial	\$100	\$900 per acre or part thereof, plus \$40 per dwelling unit in the case of multiple-family units and/or \$0.025 per square foot of gross building area in the case of nonresidential buildings, provided a minimum \$1,000 shall be deposited
b. Residential	\$100	\$900 per acre or part thereof, plus \$40 per dwelling unit in the case of multiple-family units and/or \$0.025 per square foot of gross building area in the case of nonresidential buildings, provided a minimum \$1,000 shall be deposited
4. Informal presentation	\$100	
5. Concept Plan for Review		
a. Minor Plan	\$50	\$500
b. Major Plan	\$100	\$1,000
6. Amended Preliminary Major and/or Final Major Site Plan	\$150	\$1,000

**C. Variances**

1. Appeals (N.J.S.A 40:55D-70a)	\$150	\$1,000
2. Interpretation (N.J.S.A 40:55D-70b) Certificate of Non-Conformity (N.J.S.A 40:55D-68)	\$100	\$1,000
3. Bulk (N.J.S.A. 40:55D-70c)	\$200 \$100 when filed with site plan	\$1,000 with subdivision

	<b>Application Fee</b>	<b>Escrow (Account) Fund</b>
4. Use (N.J.S.A. 40-55D-70d)		
a. Residential	\$250	\$500
b. Commercial	\$500	\$500
5. Permit (N.J.S.A. 40:55D-34, N.J.S.A. 40:55D-35, and N.J.S.A. 40:55D-36)	\$300	\$2,500
<b>D. Concept Plan</b> Zone Change	\$500	\$2,500
<b>E. Conditional Use Application</b>		
a. Residential Zones	\$200	\$1,000
b. Nonresidential Zones	\$750	\$2,000
<b>F. Appeals</b> Appeals to Township Council	\$250	None Required
<b>G. Certified List</b> Certified List of Property Owners	\$0.25 per name or \$10, whichever is greater	None Required
<b>H. Copy of Minutes</b> Transcripts of Decision	\$5 per page for first copy of said page, plus \$0.25 per copy for each additional copy of said page	
<b>I. Special meeting</b> Held at Request Of Applicant	\$200	\$1,000
<b>J. Extension of Time</b> Review request for Extension of Time	\$100	\$500

- K.** The application fee is a flat fee to cover administrative expenses and is non-refundable. The escrow fund account is established to cover the costs of professional services including engineering, planning, legal and other expenses connected with the review and processing of the submitted materials. Sums not connected with the review shall be returned to the Applicant. If additional sums are deemed necessary, the Applicant shall be notified of the required additional amount and shall add such sum to the escrow within fifteen (15) days.

The municipality may be Ordinance exempt, according to Uniform Standards, charitable, philanthropic, fraternal and religious non-profit organizations holding a tax-exempt status under the Federal Internal Revenue Code of 1954 26 U.S.C.501 (c) or (d) from the payment of any fee charged under this act.

- L.** Where one application for development includes several approval requests of one variance type, the cumulative sum of the individual required variance application fees shall be paid.
- M.** Each Applicant for subdivision or site plan approval shall agree to pay all reasonable costs for professional review of the application and for inspection of the improvements. All such costs for review and inspection must be paid before any approval plat, plan or deed is signed or any construction permit is issued and all remaining costs must be paid in full before any occupancy of the premises is permitted or Certificate of Occupancy issued.
- N.** If an Applicant desires a court reporter, the cost for taking testimony and transcribing it and providing a copy of the transcript to the Township shall be at the expense of the Applicant who shall arrange for the reporter's attendance.

**APPLICATION TO MINE HILL PLANNING BOARD**

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**FOR OFFICIAL USE ONLY**

Date Application Filed: \_\_\_\_\_

Escrow Paid: Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Date File Complete: \_\_\_\_\_

Time Period Expires: \_\_\_\_\_

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**SECTION 1. "SIMPLE C" VARIANCE OPTION:**

If the application involves nothing more than:

- a. The erection of a fence or shed on the property of a single or two-family residence, or
- b. Construction of a swimming pool accessory to a single or two-family residence, or
- c. Construction of an addition to or an alteration of a single or two-family residence,

Then the Applicant may submit a simple sketch of the property showing clearly what is proposed and its relationship to existing structures. Upon choice of this option,

Check the box to effect the simple variance option.

***NOTE: Even if this is a "Simple C" application, all of the above requirements (as well as all notice requirements) must be adhered to or your case cannot be heard by the Board.***

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**SECTION 2. APPEAL FROM DENIAL OF BUILDING PERMIT:**

If this application has arisen as the result of the denial of a zoning permit, please secure from the administrative officer an appeal form giving the reasons for denying the zoning permit and submit it with the application.

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**SECTION 3. INFORMATION REGARDING THIS APPLICANT:**

- A. The Applicant's Full Legal Name is: \_\_\_\_\_
- B. The Applicant's Mailing Address is: \_\_\_\_\_
- C. The Applicant's Telephone Number is: \_\_\_\_\_



- D. The Applicant is a:  Corporation  
 Partnership  
 Individual (s)  
 Other (please specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: NEW JERSEY LAW REQUIRES CORPORATIONS TO BE REPRESENTED BY AN ATTORNEY BEFORE THE BOARD**

- E. If the Applicant is a corporation or a partnership, please attach a list of the names and addresses of the persons having 10% interest or more in the corporation or partnership.  
 F. The relationship of the Applicant to the property in question is: Owner \_\_\_\_\_  
 Tenant or Lessee \_\_\_\_\_ Purchaser Under Contract \_\_\_\_\_ Other (please specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 G. If the Applicant is not the owner of the property in question, the Applicant must obtain and submit a copy of this application signed by the owner in the space provided in **Section 9.**

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**SECTION 4. INFORMATION REGARDING THE PROPERTY:**

- A. The street address of the property is \_\_\_\_\_  
 B. The location of the property is approximately \_\_\_\_\_ feet from the intersection of \_\_\_\_\_ and \_\_\_\_\_  
 C. The tax map Block number (s) is \_\_\_\_\_; the Lot number is(s) \_\_\_\_\_.  
 (See tax bill or deed or call Tax Office for this information.)  
 D. The zone in which the property is located is \_\_\_\_\_ (The Construction Office can help determine this information.)  
 E. The dimensions of the property are \_\_\_\_\_  
 \_\_\_\_\_  
 F. The size of the property is \_\_\_\_\_ square feet.  
 G. The property is located:  
 1. Within 200 feet of another municipality  
 2. Adjacent to an existing or proposed county road  
 3. Adjacent to other county land  
 4. Adjacent to a state highway  
 H. Has there been previous Planning Board or Board of Adjustment hearings involving this property? Yes \_\_\_\_\_ No \_\_\_\_\_  
 I. If the answer to "H" is Yes, attach a copy of the written decision(s) adopted by the applicable Board.
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**Section 5. INFORMATION ABOUT REQUESTED RELIEF:**

A. **“Proposal”** A statement must be provided with this application entitled **“Proposal”** setting forth the particulars of the proposed use of the **Property** (If other than single-family residential) and a description of the proposed physical changes to the **Property**. (Include all physical improvements such as structures, additions, landscaping, etc.)

B. **“Reasons for Relief”** A statement must be provided with this application entitled **“Reasons for Relief”** setting forth the facts relied upon to support the Applicant’s claim of right to relief.

C. **Nature of Application**, check appropriate items.

- 1. Interpretation of development ordinance or map
- 2. Appeal of action of administrative officer
- 3. Variance: “C” variance  “D” use variance
- 4. Subdivision   
 Subdivision application to follow   
 Final  Preliminary
- 5. Site Plan   
 Site plan application to follow   
 Final  Preliminary
- 6. Waiver of lot to abut street requirement
- 7. Exception to the official map
- 8. Section of **N.J.S.A 40:55D-68** Certificate of Non-Conformity
- 9. Section (s) of **N.J.S.A. 40:55D-1** et seq. to be relied upon in this application

\_\_\_\_\_

\_\_\_\_\_

- 10. Other   
 \_\_\_\_\_  
 \_\_\_\_\_

D. The proposed use, building, or subdivision is contrary to: (List the specific Articles and Sections of the ordinance from which a variance is sought, the requirement itself and the proposed variation. If additional space is needed please attach a list to this application.)

Art. _____	Section _____	Required _____	Proposed _____
Art. _____	Section _____	Required _____	Proposed _____
Art. _____	Section _____	Required _____	Proposed _____
Art. _____	Section _____	Required _____	Proposed _____

E. Attach proof from Tax Collector that all taxes are paid to the date of this application.

\_\_\_\_\_

\_\_\_\_\_

**SECTION 6. INFORMATION ABOUT EXPERTS:**

- A. Applicant's Attorney: Name/Phone Number \_\_\_\_\_  
Address \_\_\_\_\_
  - B. Applicant's Engineer: Name/Phone Number \_\_\_\_\_  
Address \_\_\_\_\_
  - C. Applicant's Architect: Name/Phone Number \_\_\_\_\_  
Address \_\_\_\_\_
  - D. Applicant's Planner: Name/Phone Number \_\_\_\_\_  
Address \_\_\_\_\_
  - E. Other Experts: Name/Phone Number \_\_\_\_\_  
Address \_\_\_\_\_
- 

**SECTION 7. INFORMATION ABOUT REQUIRED EXHIBITS:**

A "complete application" requires the following submissions.  
Please check if item submitted with this form:

- 1.  Eighteen (18) copies of this application.
  - 2.  Eighteen (18) Plot plans.
  - 3.  Checklist, Completed
  - 4.  List of property owners within 200 feet of this property.
  - 5.  Copy of owner's notice and newspaper notice
  - 6.  List of others served, e.g. County, State, etc.
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**SECTION 8. NOTICE**

Applicant is responsible to publish and serve notice of this application in accordance with the Zoning Ordinances of the Township of Mine Hill and the Municipal Land Use Act (N.J.S.A. 40:55D-1 et seq., however, notice may not be effected until this application is certified as complete by the Chairman of the Board. The affidavit of service (together with mailing receipts and return receipts; and proof of publication) must be submitted to the Planning Board Administrator three (3) days prior to the date of the meeting.

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**SECTION 9. VERIFICATION AND AUTHORIZATION:**

**A. APPLICANT'S VERIFICATION**

I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

\_\_\_\_\_  
Applicant's Signature

**B. OWNER'S AUTHORIZATION**

I hereby certify that I reside at \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_; and that I am the owner of all that certain lot, piece or parcel of land known as Block (s) \_\_\_\_\_ Lot (s) \_\_\_\_\_ on the tax map of \_\_\_\_\_ which property is the subject of the above application, and that said application is hereby authorized by me.

\_\_\_\_\_  
Owner's Signature

**NOTE: FAILURE TO COMPLETE ALL APPLICABLE SECTIONS OF THIS APPLICATION WILL CAUSE YOUR CASE NOT TO BE HEARD.**

APPLICANT'S NAME: \_\_\_\_\_

**Development Checklists – Submission with Applications for Development**

*The following development checklist must be completed and submitted with the application for development. The checklist requirements are the basis for the determination of a complete application and where items are required in the checklist and not provided, the application shall be deemed to be incomplete.*

**Checklist Requirements for All Applications**

- \_\_\_\_\_ Affidavit of Ownership, where Applicant is not the owner
- \_\_\_\_\_ Proof of payment of all taxes to date
- \_\_\_\_\_ Submission of all required fees and deposits
- \_\_\_\_\_ Corporations and partnerships shall submit all information required in Sections 25-5.17 and 25-5.18 where applicable
- \_\_\_\_\_ Proof of submission of application to the County Planning Board
- \_\_\_\_\_ Proposed features such as outdoor storage areas, outdoor mechanical equipment, solid waste and recycling areas, service areas, utility buildings and structure dimensions. This requirement shall be applicable to applications for a minor site plan, minor subdivision, preliminary major subdivision, preliminary site plan and final site plan.

**Minor Subdivision Checklist**

- \_\_\_\_\_ Application form – 18 copies
- \_\_\_\_\_ Plans prepared by N.J.P.L.S. 18 copies folded into eighths
- \_\_\_\_\_ Deed – 3 copies
- \_\_\_\_\_ Copy of all deed restrictions 3 copies
- \_\_\_\_\_ County application form as provided to the County Planning Board
- \_\_\_\_\_ Appropriate application fees and escrow account

## Plat Requirements – Minor Subdivision

- \_\_\_\_\_ Scale of no greater than 1" = 50'
- \_\_\_\_\_ Key map at less than 1" = 2,000'
- \_\_\_\_\_ Title block
- \_\_\_\_\_ Name of subdivision
- \_\_\_\_\_ Name and address of sub-divider
- \_\_\_\_\_ Name and address of owner
- \_\_\_\_\_ Owner consent of block, signed
- \_\_\_\_\_ Graphic and written scale
- \_\_\_\_\_ Acreage and square footage of original tract, subdivided parcels, and dedicated lands
- \_\_\_\_\_ Signature approval block of Chairman, Planning Board Administrator and Engineer
- \_\_\_\_\_ North arrow referenced to source
- \_\_\_\_\_ Existing Block and Lot numbers
- \_\_\_\_\_ Proposed Block and Lot numbers as received from Tax Assessor
- \_\_\_\_\_ Location and dimensions of existing and proposed buildings and driveways on site and within 100 ft.
- \_\_\_\_\_ Watercourses and culverts on site and within 200 ft. with stream encroachment lines
- \_\_\_\_\_ Zone district with schedule of requirements of the zone and that which is provided in the submission with written and graphic representation of bulk requirements
- \_\_\_\_\_ Flood plain delineation, including flood fringe and floodway H.U.D. reference requirements
- \_\_\_\_\_ Topography of site
- \_\_\_\_\_ Monuments to be shown at all existing and proposed comers
- \_\_\_\_\_ Sight triangle provided on comer lots
- \_\_\_\_\_ Surveyor certification that the subdivision is based upon accurate survey
- \_\_\_\_\_ Wood areas
- \_\_\_\_\_ Areas of mines and areas of mines which have been rendered safe
- \_\_\_\_\_ Soil mapping
- \_\_\_\_\_ Wetlands and floodplain areas
- \_\_\_\_\_ Percolation test and soil log locations and results
- \_\_\_\_\_ A geotechnical investigation report in accordance with the provisions in Section 25-10.18.2.2.4 of the regulations
- \_\_\_\_\_ Such other information as the Planning Board may reasonably request to determine that all minor subdivision requirements of the Chapter and any other applicable land use regulations have been satisfied

***Note: If a site contains areas of mines or areas of mines which have been rendered safe, this application is a major application.***

**Major Subdivision Checklist:**

**All items required for submission of a minor subdivision  
and also including the following items:**

- \_\_\_\_\_ Application for (18 copies)
- \_\_\_\_\_ Cross sections of all streams traversing the property
- \_\_\_\_\_ Total area of drainage basin of any watercourse traversing the property
- \_\_\_\_\_ Topography at 2' vertical intervals on slopes less than 15%
- \_\_\_\_\_ Topography at 5' intervals at slopes of greater than 15%
- \_\_\_\_\_ Note that utilities are to be installed underground
- \_\_\_\_\_ Street sign or on-site locations and detail
- \_\_\_\_\_ Environmental Impact Statement

**Minor Site Plan Checklist:**

**All items required for a submission of a minor subdivision  
and also including the following items:**

- \_\_\_\_\_ Application form (18 copies)
- \_\_\_\_\_ Parking plan showing dimension spaces, aisles, access lanes and handicapped stall locations
- \_\_\_\_\_ Floor plans and elevations with exterior dimensions of building curbs and sidewalks with details
- \_\_\_\_\_ Floor area ratio and coverage
- \_\_\_\_\_ Utility layout, including method of water supply and sewage treatment measures
- \_\_\_\_\_ Landscaping plan
- \_\_\_\_\_ Lighting layout with isolux illumination pattern shown on plan
- \_\_\_\_\_ First floor elevation
- \_\_\_\_\_ Spot elevations

**Major Site Plan Checklist:**

**All items required for minor and major subdivision  
and minor site plan applications also including the following items:**

- \_\_\_\_\_ Application form (18 copies)
- \_\_\_\_\_ Traffic analysis of impact due to development of the site
- \_\_\_\_\_ Environmental Impact Statement

**Check List for “C” Variance Application**

**A. Provide a Plot Plan; Location Survey: or Site Plan of the Subject Property Containing the Following Information (Same must be clear, legible and drawn to scale)**

- \_\_\_\_\_ Title block, written and graphic scale; North arrow
- \_\_\_\_\_ Owner or Applicant’s name (s) and address (es)
- \_\_\_\_\_ Property lines including bearings and distances; required setback (s) and proposed setback (s)
- \_\_\_\_\_ Dimensions of all existing and proposed structures
- \_\_\_\_\_ Offset distances from proposed structure (s) to nearest property line on at least two sides
- \_\_\_\_\_ Location of any existing well (s) and/or septic systems
- \_\_\_\_\_ Location and dimension of pavement; sidewalk; driveway; patio, etc. on-site
- \_\_\_\_\_ Zoning Box (show zone requirements versus proposed relief you are requesting)
- \_\_\_\_\_ Location of any easements; rights of way; affecting the within premises
- \_\_\_\_\_ Length, height and material for any proposed fences
- \_\_\_\_\_ Any deed restrictions that would affect the purposed variance must be set forth

**B. Additional materials required if the application involves any of the following:**

- \_\_\_\_\_ Construction of a one or two family home
  - \_\_\_\_\_ Construction of a garage; an addition to residence larger than 500 square feet
  - \_\_\_\_\_ Fully dimensioned elevations of proposed building(s) or structures(s) indicating the appearance and shape of roof lines, windows, door trims, colors, textures, appurtenant structures, and all other significant infrastructure to be located on the property in question
  - \_\_\_\_\_ Topography contours at two foot (2’) intervals\*
  - \_\_\_\_\_ Location of water course(s) on-site
- (\*This information may be available from the Township.)

**Checklist for “D” Variance Applications**

- \_\_\_\_\_ All items required for submission of a minor subdivision



**MINE HILL TOWNSHIP PLANNING BOARD**

**Notice of Publication**

**Notice of Hearing before Board of Mine Hill Township**

Case No. \_\_\_\_\_

**Notice is hereby given** that a public hearing will be held before the Planning Board of the Township of Mine Hill at the Municipal Building, 10 Baker Street, Mine Hill, New Jersey on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ P.M. to consider the application of the undersigned for a variance (relief) together with subdivision \_\_\_\_\_, Site Plan \_\_\_\_\_. Condition Use Approval \_\_\_\_\_, to permit

\_\_\_\_\_  
(describe variance of relief requested)

\_\_\_\_\_  
Contrary to the requirements of Section (s) \_\_\_\_\_ of the Township's Zoning Ordinance. The property which is the subject of this hearing is known as

\_\_\_\_\_  
(street address)

Mine Hill, New Jersey and Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Township tax map.

Any person(s) affected by this application will have an opportunity to be heard at said hearing.

All documents relating to this application may be inspected by the public between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday, in the office of the Planning Board Administrator in the Municipal Building, 10 Baker Street, Mine Hill, New Jersey.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant

***Note: This notice must be published once at least 10 days before the day of the hearing in one of the three official newspapers of the Township (Daily Record, Randolph Reporter, or Star Ledger) and proof of publication given to the Administrator of the Planning Board at least 3 days before the day of hearing.***

**MINE HILL TOWNSHIP PLANNING BOARD**

**Notice of Hearing**

**To Property Owners Within 200 Feet**

Case No. \_\_\_\_\_

**Notice is hereby given** that a public hearing will be held before the Planning Board of the Township of Mine Hill at the Municipal Building, 10 Baker Street, Mine Hill, New Jersey on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ P.M. to consider the application of the undersigned for a variance (relief) together with subdivision \_\_\_\_\_, Site Plan\_\_\_\_\_. Condition Use Approval \_\_\_\_\_, to permit\_\_\_\_\_  
(describe variance of relief requested)

Contrary to the requirements of Section (s) \_\_\_\_\_ of the Township’s Zoning Ordinance. The property which is the subject of this hearing is known as

\_\_\_\_\_  
(street address)  
Mine Hill, New Jersey and Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Township tax map.

Any person affected by this application will have an opportunity to be heard at said hearing.

All documents relating to this application may be inspected by the public between the hours of 9:00 a.m. and 4:30 p.m. Monday through Friday in the office of the Planning Board Administrator in the Municipal Building, 10 Baker Street, Mine Hill, New Jersey.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant

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

**MINE HILL TOWNSHIP PLANNING BOARD AFFIDAVIT OF PROOF OF SERVICE**

Case No. \_\_\_\_\_

STATE OF NEW JERSEY     )  
  )SS.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of full age, being duly sworn according to law, deposes and says:

I am the \_\_\_\_\_  
(Applicant – Agent of Applicant)

and on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at least ten (10) days prior to the hearing date set for the Application of

\_\_\_\_\_ regarding property know as  
(Name of Applicant)

\_\_\_\_\_ Mine Hill, New Jersey, Block \_\_\_\_\_ Lot \_\_\_\_\_  
(Address of Property)

on the tax map of the Township of Mine Hill, I served a true copy of the notice of said hearing, a copy of which is attached hereto upon the following persons, who constitute all the property owners within 200 feet of the subject property, in accordance with Certified list of said property owners as provided by the Tax Assessor of the Township, a copy of said list being also attached hereto the manner indicated:

1. By Certified Mail by depositing same in the post office at \_\_\_\_\_, New Jersey addressed to the following persons at the addresses indicated:
2. By personally serving Notice upon the following:

NAME	PLACE OF SERVICE	BLOCK	LOT

3. The attached Notice addressed to the Municipal Clerk of \_\_\_\_\_ was served upon said Clerk by mailing by certified mail said notice to said Clerk from post office at \_\_\_\_\_, New Jersey (by personally serving said Clerk with said notice at the said Municipal building on the \_\_\_\_\_ of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(Where Applicable)
  
4. The attached notice addressed to the Morris County Planning Board was served upon said Planning Board by mailing by certified mail said notice addressed to it at 37 Maple Ave. 4<sup>th</sup> Floor, Morristown, New Jersey 07960 from the post office at \_\_\_\_\_, New Jersey (by personally serving said notice upon) \_\_\_\_\_ (name of person served) the \_\_\_\_\_ (position of person served) Morris County Planning Board by at the said office of the Board 30 Schuyler Place, Morristown, NJ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
(Where Applicable)
  
5. The attached notice addressed to the New Jersey Commissioner of Transportation was served upon the said Commissioner by mailing by certified mail said notice to said Commissioner at his office in Trenton, New Jersey from the post office at \_\_\_\_\_, New Jersey (by personally serving said notice upon said Commissioner at his office at Trenton, New Jersey), on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant or Agent of  
Applicant who served Notice

\_\_\_\_\_  
Notary Public or Attorney at  
Law of New Jersey

## 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 ▶
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### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### Specific Instructions

#### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

**Disregarded entity.** Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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

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

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

#### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.