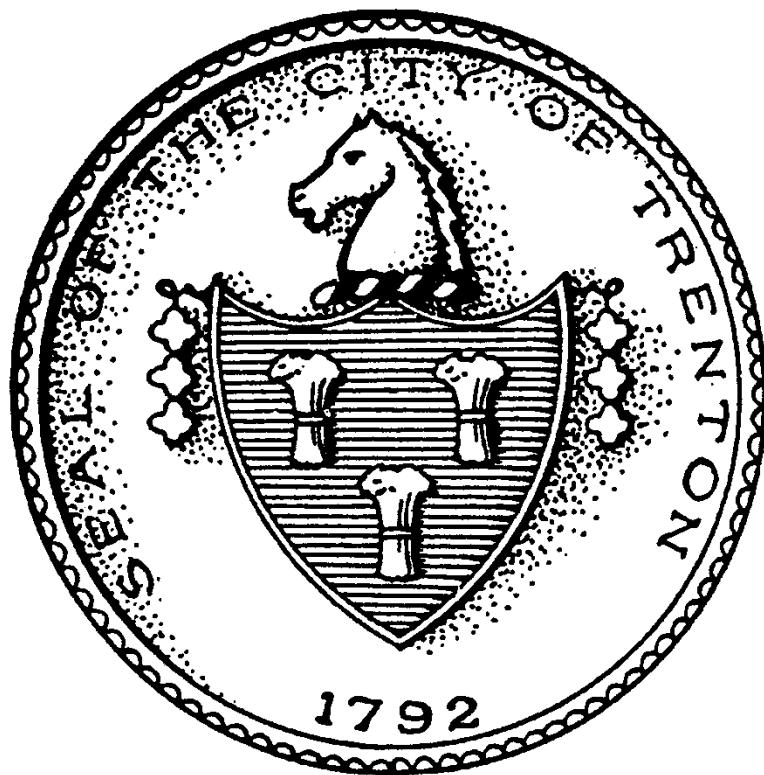


CITY OF TRENTON
DEVELOPMENT APPLICATION PACKET



*Department of Housing and Economic Development
Division of Planning*

Instructions

These instructions and the accompanying application forms are designed to assist applicants in the preparation and submission of development applications, such as Subdivisions, Preliminary and Final Site Plans, Conditional Uses, Variances, and other requests, in accordance with the Land Development Ordinance of the City of Trenton.

If you do not understand any portion of the following forms, please contact the Planning Division staff for assistance.

In addition to the technical assistance of the Division of Planning staff, it may be advisable to retain the services of an attorney as well as other licensed professionals, such as an engineer, surveyor, or architect, to assist you in the preparation of your application and accompanying plans.

Please note that a business entity other than a sole proprietor must be represented by an attorney authorized to practice law in the State of New Jersey.

For the applicant's reference, the following information is available on the City's website (www.trentonnj.org):

- Annual Schedule of Planning Board and Zoning Board of Adjustment Hearings
- Land Development Ordinance
- Official Zoning Map
- Redevelopment Area Plans
- Agendas and Minutes

Before Proceeding, Please Note:

In conjunction with your application being deemed complete by the Division of Planning staff, please be aware that no application will be heard if:

1. Property taxes are due
2. Water or sewer bills are delinquent
3. The property is the subject of City liens or judgments

The following is a list of the appropriate utilities to contact in order to verify the status of outstanding billings:

Water Sewer Utility: (609) 989-3055

City of Trenton Tax Collector: (609) 989-3070

General Process for Submission & Review

The Municipal Land Use Law provides 45 days to review all applications for development and determine whether they can be deemed complete. All applicants whose submission has been deemed incomplete will be notified during this initial 45-day period.

After being deemed complete, your application will be scheduled for a public hearing.

The following noticing procedures must be performed by the applicant prior to the public hearing for applications listed in § 315-13.4 of the Land Development Ordinance.

All property owners within a 200-foot radius of the property in question, whether or not they are located in the City of Trenton, must be served with proper notice no less than ten (10) days prior to the hearing date, exclusive of the day of the hearing, as set forth in N.J.S.A. 40:55 D-12b. A sample of this notice is included in the application packet.

The applicant must obtain the list of adjoining property owners from the Office of the City Engineer, City Hall, Trenton, New Jersey, for a fee of \$35.00. You should allow the City Engineer staff at least two (2) weeks to prepare the list. For further information about obtaining the list of adjoining owners, contact: The City Engineer's Office: (609) 989-3157.

Proper notice shall also be given to the County, State, and all involved utilities as required (See the attached list of utilities).

Notices may be either personally handed to the adjoining property owners or delivered by certified mail.



Notices that are personally handed to the property owners shall be initialed or signed at the designated property address by the individual whose name appears as the owner on the list of property owners obtained from the City Engineer's Office. If the owner receives the notice but refuses to sign, indicate on the list at that name "refused to sign".

The enclosed Affidavit of Service of Notice shall be notarized and provided to the Planning Division not less than three (3) days prior to the hearing. **Notices not adequately served will require that all notices be reserved for a new hearing date. Misrepresenting or falsifying an affidavit may result in legal action against the applicant.**

Please Note: Prior to sending out notices, the applicant should ensure that all required approvals, i.e. variances, are properly noted in the legal notice. It is the sole responsibility of the applicant to ensure that the proper notice procedures are followed. Applicants should not send notices until they have been assigned a hearing date by the Division of Planning staff.

After completing its review of your application, the Division of Planning staff may request changes to the plans or additional information. Any additional information requested by the Division of Planning staff must be received by the Division no later than 15 days before the hearing date assigned.

On the night of the hearing, you should be prepared to make an oral presentation of your application. If you plan to present any exhibits during your testimony, such as renderings of the proposal or photographs of existing site conditions, copies of these exhibits must be submitted to the Division of Planning staff at least ten (10) days prior to the meeting.

At the conclusion of the presentation and discussion between the audience and the Planning Board members, a vote will be taken on your application to either:

1. Continue the hearing to the next meeting
2. Deny the application
3. Approve the application with or without conditions

If approval is granted, the resolution of the approval will be memorialized at the following hearing of the appropriate Board. A copy of the executed resolution will be provided to the applicant and/or his attorney. N.J.S. 40:55D-10i, subject to N.J.S. 35:1-2.2, requires publication of a notice of the action taken on an application by a Board.

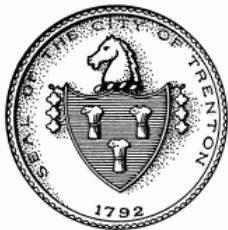
Upon receipt of the executed resolution of approval, four (4) hard copies and one electronic copy of the final site plan drawings addressing all conditions imposed by the Board and outlined in the resolution must be submitted to the Division of Planning for a resolution compliance review.

If the application received final subdivision approval, all applicable map filing procedures must be followed, and a copy of the filed major subdivision map must be submitted to the Division of Planning.

Zoning and building permits will not be issued until the submitted plans have been reviewed, all conditions have been confirmed as satisfied, and a resolution compliance memorandum has been issued.

It is advised that the Applicant be aware of the following:

1. Members of the Planning Board or Zoning Board of Adjustment may wish to conduct an on-site inspection of the site and/or existing structure contained in your application prior to the hearing.
2. At every hearing, the burden of proof is upon the applicant to present evidence in the form of testimony in support of the application.
3. Depending on the location of the proposed development, County Planning Board approval may be required before a building permit for the subject development may be issued as set forth in N.J. S.A. 40:27-6 et seq. For further information concerning this process, please contact the Mercer County Planning Department at (609) 989-6545.
4. If the proposal involves the disturbance of more than 5,000 square feet of soil, Mercer County Soil Conservation District approval will be required. For further information concerning this process, please contact the Mercer County Soil Conservation District at (609) 586-9603.
5. If the proposed development is within the Review Zone, as defined in N.J.A.C. 7:45-1.2, a D&R Canal Commission's jurisdictional determination as described at N.J.A.C. 7:45-2.2, an individual approval as described at N.J.A.C. 7:45-3 and 4, a general permit authorization as described at N.J.A.C. 7:45-5 and 6, and/or a waiver as described at N.J.A.C. 7:45-12, will be required. For further information concerning this process, contact the D&R Canal Commission at (609) 397-2000.
6. There are 42 redevelopment areas in the City of Trenton. Depending on the location of the proposed project, it may be located in a redevelopment area. Each redevelopment area consists of a plan and a map. These plans outline the allowable uses and building requirements for each redevelopment area. The applicant should be aware that redevelopment plans may change the underlying zoning, which may affect the proposed project. For further information concerning redevelopment areas, contact the Division of Planning.
7. RSIS standards must be adhered to for new residential developments. In accordance with the applicable laws, the Board may grant a de minimis exception from the standards.



CITY OF TRENTON

319 E STATE STREET
TRENTON, NJ 08608

Housing & Economic Development Department
Division of Planning

DEVELOPMENT APPLICATION FORM

For Official Use Only

Date Received: _____

Application Fee: _____

Appl. No.: _____

Professional Development Fee: _____

Escrow: _____

Zoning Board of Adjustment

Planning Board

PART A

I. LOCATION OF PROPOSED DEVELOPMENT

Block _____ Lot(s) _____ Zone _____

Property Address _____

II. TYPE OF APPROVAL REQUIRED/REQUESTED (CHECK ALL THAT APPLY):

- Preliminary and/or Final Site Plan
- Amended Site Plan
- Minor Site Plan
- Conditional Use

▼ COMPLETE PART B FOR THE FOLLOWING

- Preliminary and/or Final Subdivision
- Amended Subdivision
- Minor Subdivision

▼ COMPLETE PART C FOR THE FOLLOWING

- "C" Variance(s)
- "D" Variance(s)

▼ EXPLAIN YOUR REQUEST IN DETAIL IN THE PROJECT SUMMARY, INCLUDING

ANY RELEVANT INFORMATION, SUCH AS A SPECIFIC SECTION OF THE ORDINANCE, DATE OF DENIAL, ETC., FOR THE FOLLOWING

- Interpretation of the zoning map or ordinance
- Appeal of the decision of the Zoning Officer based on or made in the enforcement of the zoning ordinance
- Certification of pre-existing nonconforming use
- Other (specify): _____

IS A SITE PLAN WAIVER REQUESTED?

YES NO

If a site plan waiver is sought, explain why the request shall be granted:

Note: No site plan waiver will be granted if the condition of the property is not satisfactory in such matters as traffic, circulation, access, parking, lighting, setbacks, lot coverage, safety, landscaping, buffer, fire safety, noise or other requirements of Chapter 315.

IS THE APPLICATION PROPOSED TO BE BIFURCATED? YES NO

If bifurcated, identify the nature of subsequent development approvals to be sought:

III. CONTACT INFORMATION:

APPLICANT

- Individual Sole Proprietorship Partnership LLC/LLP Corporation Nonprofit
- Other (Explain) _____

NOTE: A business entity other than a sole proprietor must be represented by an attorney authorized to practice law in the State of New Jersey.

Name: _____

Contact Person: _____

Address: _____

Telephone #: _____ Email: _____

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Name: _____

Address: _____

Telephone #: _____ Email: _____

ATTORNEY

Name: _____

Address: _____

Telephone #: _____ Email: _____

ENGINEER

Name: _____

Address: _____

Telephone #: _____ Email: _____

PLANNER

Name: _____

Address: _____

Telephone #: _____ Email: _____

ARCHITECT

Name: _____

Address: _____

Telephone #: _____ Email: _____

OTHER (SPECIFY) _____

Name: _____

Address: _____

Telephone #: _____ Email: _____

IV. DESCRIPTION OF PROPERTY

Lot(s) Area: _____

Present Land & Building Use(s): _____

Proposed Use(s): _____

V. PROJECT SUMMARY (EXPLAIN IN DETAIL THE NATURE OF THE APPLICATION AND THE PROPOSED CHANGES TO BE MADE TO THE PREMISES):

VI. LIST OF PLANS, REPORTS, AND OTHER MATERIALS SUBMITTED

PART B
(SUBDIVISION)

NUMBER OF EXISTING LOTS: _____

NUMBER OF PROPOSED LOTS: _____

Lot	1	2	3	4	5	6
Frontage						
Width						
Depth						
Area						

1. The proposed division of land has no more than three lots, and

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------
- a. Each proposed lot fronts an existing street:

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------
- b. The proposed subdivision does not involve any new street or the installation of any street improvements or the extension of City facilities

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------
- c. The proposed subdivision does not involve any streets requiring additional right-of-way width as specified in the Master Plan or Official Map or the street requirements of Chapter 315 "Land Development", unless such additional right-of-way width, either along one or both sides of such street(s), as applicable, is deeded to the City or to the appropriate governmental authority prior to classification as a minor subdivision

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------
- d. The proposed subdivision does not adversely affect the development of the remainder of the parcel or adjoining property and is not in conflict with any provisions of the Master Plan, Official Map, or Chapter 315 "Land Development"

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------
- e. The proposed subdivision does not involve lot line readjustment resulting in new lots

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------

If any extension of off-tract improvements is proposed, list proposed improvements and utilities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

PART C
(VARIANCE)

REQUIRED VARIANCE(S) (CHECK ALL THAT APPLY):

“C” Variance(s):

- C(1) - The strict application of the zoning ordinance requirements would result in peculiar and exceptional practical difficulties or exceptional and undue hardship.
- C(2) - The purposes of the Municipal Land Use Law would be advanced by a deviation from the zoning ordinance requirements, and the benefits of the deviation would substantially outweigh any detriment.

“D” Variance(s):

- D(1) - Use or principal structure in a district restricted against such use or principal structure.
- D(2) - Expansion of a nonconforming use.
- D(3) - Deviation from a specification or standard pertaining solely to a conditional use.
- D(4) - Increase in the permitted floor area ratio.
- D(5) - Increase in the permitted density.
- D(6) - Height of a principal structure exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

IDENTIFY SOUGHT VARIANCES:

Ordinance Section	Requirement	Proposed Deviation
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____
§315-_____	_____	_____

IDENTIFY SOUGHT DESIGN WAIVERS:

Ordinance Section	Requirement	Proposed Deviation
§315-_____	_____	_____
§315-_____	_____	_____

§315- _____
§315- _____
§315- _____
§315- _____
§315- _____
§315- _____
§315- _____
§315- _____

FOR "C" VARIANCE(S): **A variance under N.J.S.A. 40:55D-70c(1):**

Detail your argument for how this case conforms to this requirement, including, if applicable, reference to exceptional narrowness, shallowness or shape of the property, or exceptional topographic conditions or physical features uniquely affecting the property, or extraordinary and exceptional situations uniquely affecting the property or the structures lawfully existing thereon:

and/or

 A variance under N.J.S.A. 40:55D-70c(2):

Detail your argument explaining how this case would advance the purposes of the Municipal Land Use Law by a deviation from the zoning ordinance requirements, and how the benefits of the deviation would substantially outweigh any potential detriment:

FOR "D" VARIANCE(S):

State special reasons why the refusal to allow the project would impose on the applicant

an undue hardship and/or how the proposed project carries out a purpose of zoning as defined in N.J.S. 40:55D-70d. Detail your argument for 1) how the proposed use inherently serves the public good, and/or 2) why the property cannot reasonably be adapted to a conforming use, and/or 3) what unique characteristics of the site make it particularly appropriate for the proposed use rather than a permitted use:

FOR "C" & "D" VARIANCE(S):

Supply a statement of facts why relief can be granted without substantial detriment to the public good:

Supply a statement of facts why relief can be granted without substantial detriment to the intent and purpose of the zone plan and zoning ordinance:

PART D

1. **HAS THERE BEEN ANY PREVIOUS APPEAL, REQUEST, OR APPLICATION TO THIS OR ANY OTHER CITY BOARD INVOLVING THESE PREMISES? YES NO**

If **Yes**, provide file number(s) and state the nature, date, and disposition of said matter:

Date of Approval: _____

2. IS LANDMARKS COMMISSION FOR HISTORIC PRESERVATION APPROVAL REQUIRED? YES NO

If Yes, has the application been submitted? YES NO

Date of Approval: _____

3. IS COUNTY PLANNING BOARD APPROVAL REQUIRED? YES NO

If Yes, has the application been submitted? YES NO

Date of Approval: _____

4. IS COUNTY SOIL CONSERVATION DISTRICT APPROVAL REQUIRED?

YES NO

If Yes, has the application been submitted? YES NO

Date of Approval: _____

5. IS DELAWARE & RARITAN CANAL COMMISSION APPROVAL REQUIRED?

YES NO

If Yes, has the application been submitted? YES NO

Date of Approval: _____

6. IS DEPARTMENT OF ENVIRONMENTAL PROTECTION APPROVAL REQUIRED?

YES NO

If Yes, has the application been submitted? YES NO

Date of Approval: _____

7. IS DEPARTMENT OF TRANSPORTATION APPROVAL REQUIRED? YES NO

If Yes, has the application been submitted? YES NO

Date of Approval: _____

8. ARE ANY OTHER OUTSIDE AGENCIES' APPROVALS REQUIRED? YES NO

If Yes, state the agency and whether applications submitted and/or approvals have been received:

a. _____

b. _____

c. _____

9. ARE THERE ANY EXISTING OR PROPOSED DEED RESTRICTIONS, EASEMENTS OR COVENANTS? YES NO

If Yes, are copies provided? YES NO

10. ARE ANY OF THE PARCELS SOUGHT TO BE CONSOLIDATED? YES NO

If Yes, is a copy of the deed of lot consolidation provided? YES NO

11. DOES THE OWNER OWN OR HAVE ANY OWNERSHIP INTEREST IN ANY CONTIGUOUS PROPERTY? YES NO

If Yes, provide type of ownership, address, block and lot(s):

DISCLOSURE OF OWNERS OF CORPORATION OR PARTNERSHIP

A corporation or partnership applying to a Board for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stocks of any class or at least 10% of the interest in the partnership, as the case may be, as required by N.J.S.A. 40:55D-48.1. Applications which do not comply with N.J.S.A. 40:55D-48.1 et seq. will be deemed incomplete.

Name: _____ Address: _____

Applicant's Signature: _____ **Date:** _____

SITE INSPECTION AUTHORIZATION

I hereby give permission for City of Trenton professional staff, board members, board professionals, or municipal agencies and their agents to come upon and inspect these premises with respect to this application.

Owner's Signature: _____ **Date:** _____

ESCROW FUNDS AGREEMENT:

The Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) authorizes the collection of a deposit to cover anticipated municipal expenses for professional services rendered to the municipality or approving authority for review of applications for development, review and preparation of documents, inspection of improvements or other purposes under the provisions of P.L.1975, c.291 (C.40:55D-1 et seq.). The City's Land Development Ordinance establishes the payment of an escrow fee in addition to the nonrefundable application fee to be deposited with the City for professional review services and the procedures for collecting and replenishing the same. I hereby acknowledge and agree to the following:

- 1) I am responsible for the cost of all reasonable professional services rendered to the Planning Board or Zoning Board of Adjustment during the review and processing of my development application.
- 2) If I receive a written Deficiency Notice from the Chief Financial Officer (CFO) or his/her designee that the balance of funds remaining in the account is insufficient to cover invoices, vouchers or bills submitted to the Township for services which have already been performed, no further consideration, review or processing of the application will be permitted until such time as the funds requested in the Deficiency Notice have been deposited, and this cessation of work could result in carrying my application to the next regularly scheduled public meeting of the designated land use agency.
- 3) Failure to deposit the amount requested in the Deficiency Notice within ten (10) business days of receipt shall toll the period for action by the Planning Board or Board of Adjustment as stipulated in N.J.S.A. 40:55D-1 et seq., and shall bar me from seeking a default approval pursuant to N.J.S.A. 40:55D-10.4.
- 4) Failure to post the funds requested in the Deficiency Notice within forty-five (45) days shall be grounds for dismissal of my application without prejudice. I acknowledge that failure to pay the shortfall may result in the amount being deemed a lien on the property that is the subject of the land development application, and it shall be collectible in the same manner

as taxes, through the adoption of a resolution by the governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement.

- 5) In the event that my application is approved and a Deficiency Notice is received after the approval has been memorialized, the obligation to pay professional review fees by depositing the required funds in escrow shall be a condition of the approval granted by the Board. Failure to pay the shortfall amount may be grounds for voiding the approval upon due notice. Additionally, failure to pay the shortfall may result in it being deemed a lien on the property that is the subject of the land development application, and it shall be collectible in the same manner as taxes, through the adoption of a resolution by the governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement.
- 6) In the event that my application is denied and a Deficiency Notice is received after the denial has been memorialized, I remain obligated to pay any shortfall amount. I acknowledge that failure to pay the shortfall may result in it being deemed a lien on the property that is the subject of the land development application, and it shall be collectible in the same manner as taxes, through the adoption of a resolution by the governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement.
- 7) In the event of the sale or transfer of the property that is the subject of a development application, or a change in the identity of the owner or applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in question and shall be considered an asset and/or obligation of any subsequent owner or applicant, unless the initial owner or applicant provides written notice to the City reserving ownership rights to the escrow account. If such notice is received by the City, no further review shall be undertaken until the new or subsequent owner or applicant has established an escrow account and executed an escrow agreement.

Applicant's Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____

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

NOTARY PUBLIC

APPLICANT'S CERTIFICATION:

I, _____, of full age, being duly sworn according to law and upon my oath, depose that:

I reside at _____ in the County of _____ and State of _____, and that the above statements contained in this application and in the papers appended thereto are true. I further certify that I am the individual applicant, or a general partner of the partnership applicant, or an officer of the corporate applicant, and I am authorized to sign the application for the partnership or corporation.

SIGNATURE

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

NOTARY PUBLIC

OWNER'S CERTIFICATION:

Note* If the owner is a corporation, this section must be signed by an authorized corporate officer. If the owner is a partnership, this section must be signed by a general partner.

I, _____, of full age, being duly sworn according to law and upon my oath, depose that:

I reside at _____ in the County of _____ and State of _____, and that the above statements contained in this application and in the papers appended thereto are true. I further certify that I am the owner in fee of all that certain lot, piece or parcel of land situated, lying, and being in the municipality aforesaid, and known and designated as Block(s)_____ and Lot(s)_____, and that I am either the applicant or I have authorized the applicant to make this application, and 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

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

NOTARY PUBLIC

Fee Schedule

ARTICLE XIX: Section 315-19.4 Fees Schedule

Every application for development shall be accompanied by a check payable to the City of Trenton.

Amendments: LDO Text or Zoning Map	\$1,500
Amendments: Redevelopment Area Plans	\$1,500
Conditional Use	\$300 for the first conditional use in the application + \$100 for each additional
C Variance	\$300 for the first C variance in the application + \$100 for each additional
D Variance	\$300 for the first D variance in the application + \$100 for each additional
Site Plan Review	Preliminary - \$400 + \$40 Professional Development Fee Final - \$200 + \$40 Professional Development Fee
Site Plan Review - Amendment	\$150
Subdivision	Preliminary - \$400 + \$40 Professional Development Fee Final - \$200 + \$40 Professional Development Fee
Zoning Appeals of Zoning Officer Decisions	\$150

ARTICLE XIX: Section 315-19.5 Escrow Fees for Professional Review Services

Each application for development shall be accompanied by payment of an escrow fee in addition to the nonrefundable application fee set forth above, to be deposited with the City. The amount of the escrow fee shall be as set forth in the schedule below:

Type of Application	Escrow Fee
Site Plan Review	\$400 +
Residential	\$100 per dwelling unit
Non-Residential	\$425 per 1,000 sf gross floor area
Subdivision Review	\$400 + \$100 per lot; if a subdivision includes the dedication of public roads, the fee shall be \$150 per lot

For additional details and all other fees and explanations, see ARTICLE XIX, Sections 315-19.4, 315-19.5, 315-19.6, and 315-19.7 of the Land Development Ordinance.

Request for Taxpayer
Identification Number and CertificationGo to www.irs.gov/FormW9 for instructions and the latest information.Give form to the
requester. Do not
send to the IRS.**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)							
	2 Business name/disregarded entity name, if different from above.							
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.							
	<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"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)							
	Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.							
	<input type="checkbox"/> Other (see instructions)							
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions	<input type="checkbox"/>						
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):								
Exempt payee code (if any)								
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)								
<i>(Applies to accounts maintained outside the United States.)</i>								
5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)							
6 City, state, and ZIP code								
7 List account number(s) here (optional)								

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number						
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
or						
Employer identification number						
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 for Part II, later.

Sign Here	Signature of U.S. person	Date
--------------	-----------------------------	------

General Instructions

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

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

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CHECKLIST

The checklist provided in Section 315-20.2 of the Land Development Ordinance must be followed to ensure the submission of a **COMPLETE APPLICATION** and to avoid unnecessary delays in the review of your project plans. A complete submission enables the Board to better understand your proposal, thus allowing for a more comprehensive and timely evaluation.

If the applicant believes that any of the categories listed below are not applicable to his/her application, the application shall be accompanied by a letter requesting a waiver for the item with a detailed explanation for the waiver request. Any item designated as "Not Applicable" will not be considered as a valid waiver request, and the application will be deemed incomplete.

Chapter 315. Land Development

Article 20. Development Checklist

§ 315-20.2. DEVELOPMENT CHECKLIST REQUIREMENTS.

Table 20-1: Development Checklist requires the following items:

	MINOR SITE PLANS	PRELIMINARY MAJOR SITE PLANS	FINAL SITE PLANS	MINOR SUBDIVISION PLATS	PRELIMINARY MAJOR SUBDIVISION PLATS	FINAL SUBDIVISION PLATS	VARIANCE
DOCUMENTS							
Completed application form(s), including this completed checklist	X	X	X	X	X	X	X
	2 copies	2 copies	2 copies	2 copies	2 copies	2 copies	6 copies
Summary of project	X	X	X	X	X	X	X
Subdivision plat or site plan at a scale of not less than 1"=50' printed on one of the following standard sheet sizes and folded into eights with the title block revealed: 8.5 x 13; 15 x 21; 24 x 36; 30 x 42	X	X	X	X	X	X	X
Each plat or site plan must be drawn from a field survey by a professional engineer or land surveyor and must be signed and sealed by a New Jersey professional engineer or land surveyor							
All engineering data must be signed and sealed by a professional engineer and all survey data must be signed and sealed by a professional land surveyor	X	X	X	X	X	X	X
Reduced scale subdivision plat and/or site plan printed on 11 x 17 sized paper - 2 copy	X	X	X	X	X	X	X
Protective covenant or deed restrictions affecting the property, as applicable - 2 copies	X	X	X	X	X	X	X
Application fee in accordance with Article 19	X	X	X	X	X	X	X
Escrow fee in accordance with Article 19	X	X	X	X	X	X	X
An acknowledgment signed by the applicant is familiar with the procedure set forth herein for submitting and acting upon final site plans and agrees to be bound by it							
Electronic Copy (PDF) - Submitted by USB flash drive	X	X	X	X	X	X	X
REQUIRED ITEMS - INDICATE SHEET #							
Key map showing the entire project site and its relation to the surrounding area, at a scale of 1" equals not more than 2,000'	X	X	X	X	X	X	X
Title Block:							
Name of subdivision or development, City of Trenton, Mercer County							
Name, title, address, and telephone number of applicant							
Name, title, address, and license number of professional(s) who prepared the plat or plan							
Name, title, and address of owner(s) of record							
Scale in written and graphic form							
Date of original preparation and each subsequent revision with a list of specific revisions entered on each sheet	X	X	X	X	X	X	X
North Arrow	X	X	X	X	X	X	X
Square footage or acreage of the project site to the nearest hundredth of an acre, not including areas within public rights-of-way	X	X	X	X	X	X	X
Computation of the area of the tract to be disturbed	X	X	X	X	X	X	X
Approval signature lines for the Planning and/or ZBA Chairperson, Planning and/or ZBA Secretary, and Director of Division of Planning	X	X	X	X	X	X	X
Existing tax sheet number(s) and lot and block number(s) of the lot(s) to be subdivided or developed as they appear on the City Tax Map and proposed block and lot numbers, as provided by the City Tax Assessor upon written request	X	X	X	X	X	X	X
Subdivision or development boundary line shown as a heavy solid line	X	X	X	X	X	X	X
Location of existing and proposed:							
Property lines with bearings and distances							
Streets, alleys and structures with their numerical dimensions and an indication of whether existing structures will be retained or removed	X	X	X	X	X	X	X
Parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, and drainpipes							
Natural features, including wetlands and trees							
Historic landmarks areas or sites, as indicated on the City's Historic Landmarks and Districts Map							
Location of existing and proposed Redevelopment areas, as indicated on the City's Redevelopment Areas Map	X	X	X	X	X	X	X
Location and width of all existing and proposed utility easements							
Zoning districts on and adjacent to the project site, including district names and requirements with proposed variance requests	X	X	X	X	X	X	X
Proposed buffer and landscaped areas	X	X	X	X	X	X	X
Delineation of floodplains, including floodway and flood fringe areas	X	X	X	X	X	X	X
Contours as shown on the USGS topographical maps	X	X	X	X	X	X	X

TABLE 20-1: DEVELOPMENT CHECKLIST

	MINOR SITE PLANS	PRELIMINARY MAJOR SITE PLANS	FINAL SITE PLANS	MINOR SUBDIVISION PLATS	PRELIMINARY MAJOR SUBDIVISION PLATS	FINAL SUBDIVISION PLATS	VARIANCE
Names and lot and block numbers of all property owners within 200' of the extreme limits of the project site, as shown on the most recent tax list prepared by the City Tax Assessor	X	X	X	X	X	X	X
Certificate from the City Tax Collector that all taxes and assessments are paid to date	X	X	X	X	X	X	X
Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications	X	X	X	X	X	X	X
Location and species associations of all existing individual trees or groups of trees having a caliper of eight inches or more measured three feet above the ground level on portions of the project site that are proposed to be disturbed							
Proposed location of all proposed plantings with a legend listing the botanical and common names, sizes at time of planting, total quantity of each plant, and location of each plant keyed to the plan or plat							
Existing and proposed bridges, culverts, drainage swales, and watercourses both on the project site and within 200 feet of its boundaries. Cross sections of the watercourses and/or drainage swales must be provided at an appropriate scale showing the extent of the floodplain, top of bank, normal water levels and bottom elevations							
Existing and proposed contours with intervals of five feet. All contour information must refer to a known datum. Existing contours must be shown as a dashed line; finished grades must be shown as a solid line							
A soil erosion and sediment control plan as required by N.J.S.A. 4:24-39							
Locations of all existing structures, showing existing and proposed front, rear and side yard setback distances, an indication of whether the existing structures and uses will be retained or removed, and any landmark areas or sites as indicated on the City's Historic Landmarks and Districts Map							
Size, height, and location of all proposed buildings, structures, signs, and lighting facilities							
A zoning compliance table demonstrating conformity to the requirements of the zoning district(s) in which the property is located. Information to be shown on this table must include, but is not limited to lot size, lot coverage, building setbacks, building height, floor area ratio and parking requirements. All tract and lot sizes must be expressed in square feet and must include bearings and distances							
Architectural drawings including urban design elements and signage as follows:							
Proposed floor plans							
Proposed elevations							
Indication of room sizes and building height of proposed/existing structures on both floor plans and elevations							
Materials and manufacturers of building details including windows and siding							
Color palette for proposed structures, including windows and siding							
Proposed facade details including, but not limited to doors, shutters, and cornices							
Materials, sizes and treatments for all porches, stoop areas, garden walls, planters and stair railings, as well as landscaping in accordance with Article 11 Height, size, boundaries, and entry/gate locations for all fencing							
Locations, type, and character of all proposed wall mounted light fixtures, mail boxes and any other exterior building features							
Proposed paving patterns and brick work for sidewalks, driveways and parking areas							
Size, color, materials for any proposed signage as well as scaled representations on elevations including verbiage and font style.							
Design and location of any proposed freestanding signs including size and materials to be used							
Proposed location and direction of illumination, power, and type of proposed outdoor lighting including details of lighting poles, luminaries, and hours of operation.							
An open space, screening, buffering and landscaping plan per Article 11							
The location and design of any off-street parking area, showing size and location of parking spaces, aisles and barriers in accordance with the provisions of Article 10							
Proposed on-site green space and civic space and proposed location of such per Article 9, as applicable							
All means of vehicular access and egress to and from the site onto public streets and alleys; showing the site and the location of driveways, cutways and cut-outs, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangle easements, additional width and other proposed devices necessary to prevent vehicular conflicts							
Plans and computations for any storm drainage system demonstrating compliance with Chapter 254: Stormwater Management of the City ordinance, per Article 13							
Show compliance with any state watercourse, riparian, and/or wetland protections	X	X	X	X	X	X	X
Location of existing infrastructure such as water and sewer mains, utility structures, gas transmission lines and high tension power lines on the project site and within 200' of its boundaries							
Plans of proposed infrastructure improvements and utility layouts, including sewers, storm drains and waterlines and feasible connections to gas, telephone and electrical utility systems							
Plans for proposed streets including typical cross sections and construction details, horizontal and vertical alignments of the center line of all proposed streets and of all existing streets abutting the project site							
Submit a completed Complete Streets Checklist from the Trenton Complete Streets Design Handbook (Appendix A: Complete Streets Checklist)							
Protective covenants or deed restrictions applying to the land being developed							
Proposed permanent monuments							
Provide proof of review and approval from the New Jersey State Delaware and Raritan Canal Commission, where applicable	X	X	X	X	X	X	X
Submit a copy of the site plan application to the City of Trenton Historic Landmark Commission for advisory review, where applicable	X	X	X	X	X	X	X
Submit a subdivision application to Mercer County for review and approval	X	X	X	X	X	X	X

TABLE 20-1: DEVELOPMENT CHECKLIST

	MINOR SITE PLANS	PRELIMINARY MAJOR SITE PLANS	FINAL SITE PLANS	MINOR SUBDIVISION PLATS	PRELIMINARY MAJOR SUBDIVISION PLATS	FINAL SUBDIVISION PLATS	VARIANCE
Submit a recycling plan to the Mercer County Improvement Authority, as set forth in the county recycling plan, for any new development of 50 or more single-family units, 25 multi-family units, and 1,000 sf or more of lot area for commercial or industrial use		X	X				
Proposed structures must be related harmoniously to themselves and to existing topography, buildings and roads in the vicinity of the project site. The achievement of a harmonious relationship may include the creation of focal points with respect to public views of the site, surrounding terrain and other buildings. Proposed structures must be sited so as to minimize any adverse impact upon the surrounding area and particularly upon any nearby residences by reason of:			X				
Building location, height, bulk and shadows							
Location, intensity, direction and times of use of outdoor lighting							
Likelihood of nuisances							
Other similar considerations							
Capital City Renaissance Plan impact statement if required by the CCRC			X			X	
The City and the Planning Board and/or Zoning Board of Appeals reserve the right to require additional information before granting a preliminary subdivision and/or site plan hearing or approval when, in their judgment, such additional information is required in order for the relevant Board to make an informed decision or when unique circumstances affect the project site or when the application for development poses special problems for the project site and the surrounding area. Such information must include, but not be limited to, drainage calculations and traffic impact analyses or engineering studies		X	X			X	
All additional details required at the time of preliminary approval							
Detailed architectural and engineering data including:							
An architect's third angle projection drawing, with total envelope dimensions, of each structure and sign or a typical structure and/or sign, showing front, side and rear elevations							
Cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways, including center line geometry and horizontal alignments with bearings, radii and tangents			X				
Plans and profiles of all storm and sanitary sewers and water mains							
The final submission must be accompanied by a certificate from the City Tax Collector that all taxes and assessments are paid to date			X			X	
Signature and title of person who prepared this checklist	X	X	X	X	X	X	X

AFFIDAVIT OF SERVICE

CITY OF TRENTON

PLANNING BOARD OR **ZONING BOARD OF ADJUSTMENT**

MERCER COUNTY

STATE OF NEW JERSEY

I, _____, of full age, being duly sworn according to law and upon my oath, depose that:

I resides at _____ in the County of _____ and State of _____ and that I did on _____ 20____, at least ten (10) days prior to the hearing date, give personal notice to all property owners within 200 feet of the property affected by appeal #_____ located at:

Said notice was given either by handing a copy to the property owner and required utilities, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto. Attached to this affidavit is also the list of property owners who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, as cross-referenced with the attached certified list of such owners as prepared by the City of Trenton.

Notice was also published in the official newspaper of the municipality as required by law and is attached as proof of publication.

Printed Name of Applicant

Signature of Applicant

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

NOTARY PUBLIC

(Please Note: Hand Delivered copies are to be verified by a petition with an abbreviated signature affixed to the petition by the receiver and is notarized by a legal Notary Public.)

**SAMPLE NOTICE TO BE SERVED ON PROPERTY OWNERS LOCATED WITHIN 200 FEET OF
THE APPLICANT'S PROPERTY**

CITY OF TRENTON

PLANNING BOARD OR **ZONING BOARD OF ADJUSTMENT**

NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: _____

OWNER OF: _____

Street Address: _____

Lot: _____

Block: _____

PLEASE TAKE NOTICE:

The undersigned has filed an appeal or application for development with the **Planning Board /**
 Zoning Board of Adjustment of the City of Trenton, in compliance with the Trenton City Land
Development Ordinance, for

_____ so as to permit _____

on the premises at _____ and
designated as Lot(s): _____ Block(s) _____ on
the City Tax Map. This notice is sent to you as the owner of property in the immediate vicinity.

A public hearing has been scheduled for _____, 20_____, 7:____ p.m., in City Hall Council
Chambers, 319 East State Street, Trenton, New Jersey, and when the case is called you may appear
either in person, or by agent or attorney, and present any objections which you may have to the
granting of the relief sought in the petition.

The following described maps and papers are on file and may be inspected by the public prior to the
above meeting between the hours of 9:00 a.m. and 4:00 p.m. in the office of the Division of Planning in
the Department of Housing and Economic Development at City Hall Annex, 319 East State Street
Trenton, New Jersey:

Printed Name of Applicant

Signature of Applicant

Date: _____

SAMPLE NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

CITY OF TRENTON

PLANNING BOARD OR **ZONING BOARD OF ADJUSTMENT**

Take notice that on the _____ day of _____ 20____, at 7:____ p.m., a hearing will be held before the City of Trenton **Planning Board /** **Zoning Board of Adjustment** at City Hall, Council Chambers, 319 East State Street, Trenton, NJ on the appeal or application of the undersigned for a variance or other relief so as to permit:

on the premises located at _____ and designated as Block(s) _____ Lot(s) _____ on the City of Trenton Tax Map.

The following described maps and papers are on file and may be inspected by the public prior to the above meeting between the hours of 9:00 a.m. and 4:00 p.m. in the office of the Division of Planning in the Department of Housing and Economic Development at City Hall Annex, 319 East State Street Trenton, New Jersey:

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Board.

Name of Applicant: _____

Publication Date: _____

UTILITY LIST

The following utilities and City of Trenton staff people must be notified of any development applications along with the adjoining property owners:

PSE&G

Business Headquarters

80 Park Plazas

Newark, NJ 07101

973-430-7000

Central

1-800-722-0256

Demolition Inquires

1-800-817-3366

Overhead Engineer

PSE & G (Electric)

4140 Quakerbridge Road

Lawrenceville, New Jersey 08648

(609) 799 - 6918

Supervising Underground Engineer

PSE & G

4140 Quakerbridge Road

Lawrenceville, New Jersey 08648

(609) 799 - 6921

Trenton Police

Traffic Department

225 North Clinton Avenue

Trenton, New Jersey 08609

(609) 989 - 3905

Director of Public Works

City of Trenton

City Hall 3 19 East State Street

Trenton, New Jersey 08608

(609) 989 - 3151

Trenton Water Works

P.O. Box 528

333 Courtland Street

Trenton, New Jersey 08638

(609) 989-3055

Traffic and Transportation

City of Trenton

Room 100

City Hall 319 East State Street

Trenton, New Jersey 08608

(609) 989 - 3612

Bureau of Engineering and Operations

City of Trenton

Room 101

City Hall 319 East State Street

Trenton, New Jersey 08608

989-3151

Street and Sidewalk Inspector

City of Trenton

City Hall 319 East State Street

Trenton, New Jersey 08611

(609) 989-3200

General Superintendent

Sanitary Sewer Utility

PO Box 528

Trenton, New Jersey 08604

(609) 989 - 3225

VEOLIA ENERGY

320 South Warren Street

Trenton, NJ 08608

609-396-6751

COMCAST SERVICES (XFINITY)

One Comcast Center, 1701 John F Kennedy

Blvd, Philadelphia, Pennsylvania 19103

1-215-665-1700

EMAIL- Info@comcast.com

VERIZON CORPORATE

140 West Street

New York, NY 10007

1-212-395-1897

Fax -1-212-571-1897

Trenton Post Office

680 US Hwy 130

Trenton, NJ 08650

20 South Montgomery Street

Trenton, NJ 08608

Mercer County Soil Conservation District

508 Hughes Drive

Hamilton Square, New Jersey 08690

(609) 586 - 9603