

BOROUGH OF OGDENSBURG LAND USE APPLICATION

<p style="text-align: center; margin: 0;">TYPE OF APPLICATION</p> <p><input type="checkbox"/> Lot Line Adjustment</p> <p><input type="checkbox"/> Pre-application/Concept Plan</p> <p><input type="checkbox"/> Minor Subdivision</p> <p><input type="checkbox"/> Major Subdivision/Preliminary</p> <p><input type="checkbox"/> Major Subdivision/Final</p> <p><input type="checkbox"/> Minor Site Plan</p> <p><input type="checkbox"/> Major Site Plan/Preliminary</p> <p><input type="checkbox"/> Major Site Plan/Final</p> <p><input type="checkbox"/> General Development Plan</p> <p><input type="checkbox"/> Bulk Variance ()</p> <p><input type="checkbox"/> Use Variance ()</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Extension of Time</p> <p><input type="checkbox"/> Appeal of Administrative Office</p> <p><input type="checkbox"/> Interpretations</p> <p><input type="checkbox"/> Amended Site Plan</p> <p><input type="checkbox"/> Other (Explain) _____</p>	<p style="text-align: center; margin: 0;">APPLICATION NO.: _____</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Conditionally Approved</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Withdrawn</p> <p>Date of Action: _____</p> <p>Resolution Adopted: _____</p>
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Date Submitted: _____

Fee: _____ Escrow: _____

Expiration of 45-day period to determine completeness: _____

Certified: Incomplete _____ Complete _____

By: _____ Expiration of 45/95-day period to Render _____

Decision _____

OFFICE USE ONLY

1. Name of Project: _____

2. Name of Applicant: _____

Address: _____

Telephone: _____

3. Name of Representative: _____

Address: _____

Telephone: _____

4. Name of Owner: _____

Address: _____

_____ Telephone: _____

(If the application is being made by anyone other than the owner of the property, attach written authorization from the property owner to the applicant permitting this application to be submitted.)

5. Applicant's interest in property _____

I (We) do hereby make application to the Land Use Board to permit me(us) to

(Describe) _____

6. Plans Prepared By:

P.E. Lic. No. _____ Name: _____

Address: _____

_____ Phone: _____

L.S. Lic. No. _____ Name: _____

Address: _____

_____ Phone: _____

Arch. Lic. No. _____ Name: _____

Address: _____

_____ Phone: _____

Landscape Designer: Name: _____

Address: _____

_____ Phone: _____

7. Property Description:

Block _____ Lot _____ Size _____ Zone _____

Sect. _____ of Map _____ Filed _____ and/or is known as # _____ on _____

street and is Lot # _____ Block _____ on Tax Map

8. Has this property been the subject of any previous application?

() Yes () No () Planning Board () Zoning Board

Applicant: _____ Application No. _____

Action: _____ Date: _____

If yes, what was the nature of the application and its disposition: _____

9. Have property taxes been paid up to date? () Yes (Attach receipts)

() No Explanation: _____

10. Description of Proposal:

A. Subdivision: Location of Subdivision: _____

Tax Map Block _____ Lot Nos. _____

Area of Entire Tract _____ Portion being subdivided _____

Number of New Lots (Including Remainder): _____

Sizes: _____

If clustered, indicate gross density and net density as well as size of open space: _____

B. Site Plan: Proposed Use: _____

() New Construction () Addition () Parking Area () Other

Title and/or location of property: _____

Size of lot _____ Tax Map Sheet, Block and Lot No. _____

Sheet Number: _____ Zone District: _____

Description of proposed building(s) and/or use(s) including type of operation to be constructed, number of employees, normal hours of work, production manufactured, etc. _____

Drawings to scale shall accompany this application and shall show the following:

- a. Size of lot and property line dimensions
- b. Location of existing and proposed buildings.
- c. Setback, side line and rear yard distances.
- d. Location of off-street parking areas with dimensions showing spaces, access drives and traffic circulation, as well as location and description of lighting in connection with parking.
- e. Type of surface paving and curbing.
- f. Storm drainage facilities and means of disposal of storm water.
- g. Landscaping, fences, walls or similar facilities to be provided, including signs.
- h. Location of all structures within 100 feet of property line.
- i. Zone district boundary lines if any.

Name and address of person preparing drawings: _____

_____ Phone: _____

C. Planned Development: () Residential () Commercial () Industrial

Total Number of Units: _____

Unit Types: _____ Number: _____

Accessory Uses: _____

Open Space: Total Acreage: _____

Active Recreation: _____ Passive: _____

Conservation: _____ Other: _____

D. Proposed Improvements: () Onsite () Offsite () On Tract

() Off Tract () Roads () Drainage () Other

E. If any variances are being requested, please identify: _____

11. The land in question is approximately _____ feet by _____ feet, containing _____ (Sq. Ft.) and _____ % of area is now covered with buildings or

structures. (Acres)

12. The building or structure to be constructed is _____ feet by _____ feet and is _____ feet high and _____ stories, containing _____ square feet, _____ square feet and _____ square feet on each story.
13. The building or structure has a front line set back of _____ feet, side line set back of _____ feet, and rear line set back of _____ feet.
14. The average front set back of adjoining structures is _____ feet; the largest setback is _____ feet and the smallest is _____ feet.
15. Was application made to the Building Inspector? _____ If yes, what was his decision?

and what was the date of his decision? _____
16. What are the EXCEPTIONAL conditions of property preventing applicant from complying with ZONING Ordinance?
17. How can Land Use Board permit request without being detrimental to neighborhood and Zoning Plan?

STATE OF NEW JERSEY:

SS:

COUNTY OF _____ :

_____ 'being duly sworn according to law hereby certify the information presented in this application to be true and accurate.

Applicant

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

Applicant

AFFIDAVIT OF OWNERSHIP

This form is to be filled in completely and typed or printed in ink if applicant does not own the property.

STATE OF NEW JERSEY:

SS:

COUNTY OF _____ :

_____ of full age, being duly sworn according to law deposes and says

that I, We, reside at _____
(Street Address)

in the _____, County of _____ and State of _____,
(Municipality)

and that I, We, are the owner in fee of the lands and premises which are the subject of this application to the Land Use Board and the property is described in that application as:

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

(Owner)

AUTHORIZATION

Owner must sign in this place in addition to the above Affidavit

To the Land Use Board:

_____ is hereby authorized to make the within application.

(Owner)

Dated: _____

AFFIDAVIT OF CORPORATE OWNERSHIP
CERTIFICATE OF OWNERSHIP OF APPLICANT
AS REQUIRED BY NEW JERSEY LAW
(P.L. 1977, Chapter 336)

I/WE, the undersigned, hereby indicate that we are the corporate

Owners of _____
(Name of Corporation)

located at _____
(Address of Corporation)

Listed below are the names and addresses of all owners of 10% or more of
The stock/interest* in the undersigned applicant corporation/partnership.

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>
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*Where corporations/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the noncorporate stockholders/individual partners exceeding the 10% ownership criteria have been listed.

Signature of Officer/Partner

Name of Applicant Corporation./Partnership

Date

BOROUGH OF OGDENSBURG LAND USE BOARD
GENERAL SUBMISSION
CHECKLIST

Application is to be submitted 21 days before date of hearing.

Notices in newspaper 10 days before date of hearing.

<u>Complete</u>	<u>Incomplete</u>	<u>Item</u>
_____	_____	1. One (1) signed original and 16 signed copies of the application.
_____	_____	2. A written request itemizing all variances which the applicant requests the Board to waive submission for.
_____	_____	3. Check for application fee.
_____	_____	4. Check for deposit for review fees.
_____	_____	5. Seventeen copies of plot plan, site plan, subdivision plan or other appropriate sketches in conformance with the applicable specific requirements enumerated below.
_____	_____	6. Certificate that taxes are paid in full. Available from the Tax Collector.
_____	_____	7. Receipt indicating that fees are paid.
_____	_____	8. Affidavit of ownership. If applicant is not owner, Applicant's interest in land; e.g. tenant, contract/ Purchaser, lienholder, etc.
_____	_____	9. Owner's consent to the application.
_____	_____	10. Affidavit disclosing all stockholders of corporate owner of property.
_____	_____	11. Affidavit disclosing all stockholders of corporate applicant.
_____	_____	12. Proof of submission to Sussex County Planning Board.
_____	_____	13. Proof of publication and Affidavit of Publication.
_____	_____	14. Affidavit of service of notice on adjacent property holders.
_____	_____	15. List of property holders served.
_____	_____	16. Postal receipts for service of notice.

- | | | |
|-------|-------|--|
| _____ | _____ | 17. Soil erosion plan. |
| _____ | _____ | 18. Proof of application to New Jersey Department of Transportation. |
| _____ | _____ | 19. Road opening permit. |
| _____ | _____ | 20. Environmental impact statement complying in full with Ogdensburg Borough Ordinance Section 804(c). |
| _____ | _____ | 21. Number of witnesses and their expertise, if any. |
| _____ | _____ | 22. A copy of all proposed deed descriptions. |
| _____ | _____ | 23. A schedule on the plats listing all applicable zone requirements For the area to be subdivided. |
| _____ | _____ | 24. Designation of all flood hazard zones on the property being subdivided. |
| _____ | _____ | 25. 17 copies of a separate map showing the utilities in accordance with Ogdensburg Borough Ordinance Section 512. |
| _____ | _____ | 26. A copy of all deed restrictions or covenants in accordance with Ogdensburg Borough Ordinance Section 503(e). |
| _____ | _____ | 27. W-9 Request for Taxpayer Identification Number and Certification. |

Notice: Subject to its authority, the Land Use Board may grant a waiver from any section, provided that a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such a waiver is submitted.

LEGEND:

C = "C" Variance

D = "D" Variance

CU = Conditional Use Variance

PLAT SPECIFICATIONS:

1. _____ Sheet Size either 15x21, 24x36, or 30x42 (C,D,CU)
2. _____ 16 plans shall be prepared by an architect, planner, engineer, or land surveyor, except in the case of single or two-family owner occupied residences, however, provided that surveys are presented with the plans and are indicated graphically. (C,D, CU)

GENERAL INFORMATION:

3. _____ Plat prepared to scale not smaller than one inch equals one hundred feet based on deed description, tax map, or similarly reasonable accurate data for the purpose of review and discussion by the Land Development Board. (C,D,CU)
4. _____ Metes and Bounds description of parcel in question based upon current land survey information. (C,D,CU)
5. _____ Property line shown in degree, minutes and seconds. (C,D,CU)
6. _____ Key map showing location of tract to be considered in relationship to surrounding area. (C,D,CU)
7. _____ Title block containing name of applicant, preparer, lot and block numbers, date of last amendment and zoning district. (C,D,CU)
8. _____ Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor. (C,D,CU)
9. _____ Scale of map, both written and graphic. (C,D,CU)
10. _____ North arrow giving reference meridian. (C,D,CU)
11. _____ Space for signatures of Chairman and Secretary of the Zoning Board. (C,D, CU)
12. _____ Names of all property owners within 200 feet of subject property. (C,D, CU)
13. _____ Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places. (C,D, CU)

- 14. _____ Zone requirements per Ordinance and per application. (C,D,CU)
- 15. _____ Acreage of affected parcel to the nearest hundredth of an acre. (C, D, CU)
- 16. _____ Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street. (C,D, CU)

MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF:

- 17. _____ Location of existing structures and their setbacks from existing and proposed lines. (C,D,CU)
- 18. _____ Location and type of existing easements or Rights of Way including power lines. (C,D,CU)
- 19. _____ Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man-made installments affecting the tract. (C,D,CU)
- 20. _____ Location of existing wells and septic systems. (C,D,CU)
- 21. _____ When applicant intends to use a conventional septic disposal system, location of test holes, test results, and approximate location of the intended disposal field. (C,D, CU)
- 22. _____ Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems. (C,D,CU)
- 23. _____ Location and description of monuments whether set or to be set. (C,D, CU)

STREETS:

- 24. _____ Plans, profiles and cross sections of all proposed new streets and/or access to proposed streets.(C,D,CU)
- 25. _____ Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.. (C,D, CU)

MISCELLANEOUS

- 26. _____ Proposed site easements where required. (C,D,CU)
- 27. _____ Proposed drainage easements where required. (C,D,CU)
- 28. _____ Landscaping plan including the types, quantity, size and location of all proposed vegetation. The common and scientific names shall be indicated. (C,D, CU)
- 29. _____ Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district. (D,CU)
- 30. _____ Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run off requirements. (C,D, CU)

31. _____ The purposes of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted. (C,D, CU)

INSTRUCTIONS FOR SITE PLAN REVIEW
BOROUGH OF OGDENSBURG LAND USE BOARD

Preliminary Site Plan Requirements

A complete application for preliminary approval shall consist of the following:

1. At least sixteen (16) copies of a site plan together with sixteen (16) completed application forms for preliminary approval together with all other items hereinafter required shall be submitted to the Secretary, 30 days prior to the meeting of the reviewing board at which consideration is required.

If the applicant is not the record owner of title to the property, which is the subject of the application, he shall file a written consent signed by the owner authorizing the application.

2. The application shall be accompanied by the required fees calculated in accordance with provisions of this ordinance.
3. The site plan shall include a title, key map location of development and the names and addresses of record owner and applicant and person or firm preparing the site development plan.
4. Proposed use or uses of the land and buildings.
5. Scale no smaller than 1" = 100' nor larger than 1" = 20', size of sheets should not exceed 36" x 24".
6. North arrow and same direction on all sheets.
7. Survey data of the property shall be prepared, certified, and sealed by licensed land surveyor of New Jersey, and shall include boundaries of properties, proposed monuments, lines of all existing streets and roads, easements rights-of-way and areas dedicated to public use within 200' of the property.
8. Existing and proposed buildings with dimensions showing, with the first floor elevation, present and finished grade elevations at all corners and entrances. Present buildings and structures to be removed are to be indicated.
9. Topographic maps to delineate existing and proposed contours at two

foot intervals, except where the slope exceeds five percent (5%) in which case, contour intervals may be ten feet.

10. Designation of all wooded area in block form and all individual trees which are 6" or greater in diameter, flood plains, ponds, streams, drainage ditches, and all areas where the seasonal water table is zero feet from surface.

11. Location of all existing and proposed structures including but not limited to walls, fences, culvers, bridges and roadways.
12. Indicate existing zones of the development site and of any different zones within 200' of the property.
13. The distance of the property line measured along the center line of existing streets abutting the property to the nearest intersection.
14. The boundaries of the property, building and set back lines, lines of existing streets, lots, reservations; easements in areas dedicated to public use.
15. Location of all utility structures and lines, existing and proposed storm water drainage, telephone and power and light, water, hydrant, sewer and gas lines, including manholes in lengths, pipe sizes, grades, inverts and directions of flow.
16. All proposed easements.
17. All means of vehicular access onto public streets showing the size and location of driveways, curb cuts and curbing, sight lines and radii.
18. Location and design of off-street parking areas, showing the size and location of traffic patterns, individual parking spaces, aisles, driveways, curbing, barriers and construction.

BOROUGH OF OGDENSBURG LAND USE BOARD

LAND USE FEE SCHEDULE

<u>Type of Application</u>	<u>Application Fee</u>	<u>Escrow Deposit</u>
Preliminary Site Plan Residential/Non-Residential	\$500.00	\$1,500/acre plus \$50/du for multifamily; \$.20 sq. ft. gross building area; minimum \$2,500.00.
Final Site Plan	\$500.00	Minimum \$750.00
Minor Subdivision	\$500.00	\$500.00
Preliminary Major Subdivision (<10)	\$1,000.00	\$2,000.00 plus \$200/lot minimum \$3,000.00
Preliminary Major Subdivision (>10)	\$1,000.00	\$2,000.00 plus \$200/lot minimum \$3,000.00
Final Major Subdivision (<10)	\$1,000.00	\$500.00 plus \$75/lot; minimum \$1,000.00
Final Major Subdivision (>10)	\$1,000.00	\$500.00 plus \$75/lot; minimum \$1,000.00
<u>Variances (Residential):</u>		
"A" - Appeal	\$200.00	Minimum \$750.00
"B" - Interpretation	\$200.00	Minimum \$750.00
"C" - Bulk	\$200.00	Minimum \$750.00
"C" - Sheds	\$150.00	Minimum \$750.00
"C" - Decks	\$150.00	Minimum \$750.00
"D" - Use	\$250.00	Minimum \$1,250.00
<u>Variances (Commercial):</u>		
"A" - Appeal	\$500.00	Minimum \$750.00
"B" - Interpretation	\$500.00	Minimum \$750.00
"C" - Bulk	\$500.00	Minimum \$750.00
"D" - Use	\$600.00	Minimum \$1,250.00
<u>Variances (Industrial):</u>		
"A" - Appeal	\$500.00	Minimum \$750.00
"B" - Interpretation	\$500.00	Minimum \$750.00
"C" - Bulk	\$500.00	Minimum \$750.00
"D" - Use	\$1,000.00	Minimum \$1,250.00
<u>Concept Hearing</u>		
Concept Review Minor Plan	\$500.00	\$500.00
Concept Review Major Plan	\$500.00	\$1,000.00
Special Meeting	\$1,000.00	\$1,000.00
Zone Change	\$400.00	Minimum \$2,000.00
Extension of Time	\$600.00	Minimum \$750.00

Notice to Applicants – Land Use Board

1. Meetings of the Land Use Board are held on the fourth Tuesday of each month.
2. Applications, maps, fees, MUST be in the Borough offices 30 days before the date of the meeting, not counting the day of the meeting, in order to allow ample time for the review process.
3. Newspaper notice regarding the hearing must be in the NJ Herald (2 Spring Street, Newton, NJ 07860), ten (10) days before the date of the meeting, not counting the date of the meeting. It is the applicant's responsibility to check with the paper regarding legal notice deadlines. Please include Block, Lot and Address of premises in the notice.
4. A certified list of residents within 200 feet of the property can be obtained from the Tax Assessor on Thursdays between 9:00 AM and 1:00 PM for a fee of \$10.00. Each resident on this list must be notified, either by hand delivery or mail. If hand delivered, a signature of the party in receipt must be obtained. If notification is by mail, this must be done certified, return receipt requested. The white and green card/slips are part of your application. Please include them.
5. Additionally, all utilities within 200 feet of the premises must be noticed.

ATT: Customer Service
SECTV
17 Woodport Road
Sparta, NJ 07871

ATT: Customer Service
JCP&L
P. O. Box 1909
Morristown, NJ 07962

ATT: Water and Sewer
Borough of Ogdensburg
14 Highland Avenue
Ogdensburg, NJ 07439

6. Certification of payment of taxes can be obtained from the Tax Collector during office hours for a fee of \$1:00 per page or \$10.00 for a tax search.
7. All applications and a copy of the plans must be sent to the following: NJ Dept of Transportation, Region 1 Permit Office, 200 Sterli St. Mt. Arlington, NJ 07857 and Sussex County Planning Board, Sussex County Administration Center, 1 Spring Street, Newton, NJ 07860. The above must be sent Certified mail, Return Receipt Requested.
8. The checklist is part of your application and must be filed along with the other forms included in the application package.
9. Escrow fees (not less than \$500.00) are required for engineering and any other Reviews requested by the Board.
10. If you are incorporated, you must be represented by an attorney.
11. If sewer and water connection is required you must obtain from the Sewer and Water Secretary the proper applications, and request to be put on the Agenda for that board. You must also supply that Board with maps showing the location of all water lines and valves in the project.

The New Jersey
Herald

Sussex County's Daily Newspaper

June 26, 2007

**NEW JERSEY HERALD
INFORMATION HAS BEEN
UPDATED.**

**PLEASE CONTACT LAND USE
BOARD SECRETARY FOR NEW
JERSEY HERALD LEGAL
ADVERTISING INFORMATION
INCLUDING IMPORTANT
DEADLINES FOR PUBLICATION.**

NOTICE
Borough of Ogdensburg
Land Use Board

PLEASE TAKE NOTICE, that the undersigned, _____ **Name** _____, have made application to the Ogdensburg Land Use Board for the property identified as Block _____, Lot _____ on the current Tax Map of the Borough of Ogdensburg, which is located at _____ **address** _____ to permit the following:

A variance to permit: _____ **describe the nature of the application request – site plan subdivision variance – the details of the nature of the application:**
_____.

The applicant may also apply for such variance relief, exceptions, waivers, permits, approvals or licenses that are deemed necessary or appropriate by the applicant or the Board, and which may arise during the course of the hearing process.

This application is now on the calendar for the Land Use Board of the Borough of Ogdensburg. A virtual meeting of the Ogdensburg Land Use Board will be held on _____ **DATE** _____, at 7:00 p.m., at which time the Land Use Board shall consider this application. The entire proceedings will be held via Zoom.

The application submissions will be available at least ten (10) days in advance of the meeting date by contacting the Borough Clerk at 973-827-3444, ext. 5 to make an appointment with the Borough Clerk to examine the documents. Instructions for attending the meeting via Zoom will be available with the Land Use Board agenda which is posted on the Borough website: ogdensburgnj.org/departments/land-use-board/.

Members of the public are encouraged to participate, view and follow along.

Applicant:
XXXXXX

NOTICE TO PROPERTY OWNERS
AND OTHER PERSONS ENTITLED TO SERVICE

PLEASE TAKE NOTICE:

The undersigned has made application to the Ogdensburg Land Use Board of the Borough of Ogdensburg for a _____ so as to permit

(purpose of application)

on premises known and designated as Block _____ Lot _____ on the tax maps of the Borough of Ogdensburg and also known as _____

This application is now on the calendar of the Ogdensburg Land Use Board and a public hearing has been ordered for _____, 20__ at 7 o'clock p.m. in the Municipal Building, 14 Highland Avenue, Ogdensburg, New Jersey 07439. The maps, plats and plans for which approval is being sought are available for public inspection, ten days prior to the hearing date, during normal business hours, in the office of the Secretary.

At the time of said hearing, you may appear either in person, or by attorney and present testimony which you may have with respect to the subject matter of this hearing.

This notice is sent to you by the Applicant by order of the Ogdensburg Land Use Board.

LIST OF PROPERTY OWNERS SERVED - OGDENSBURG LAND USE BOARD

CALENDAR # _____

FILED: _____

NOTICE: The list of the names and addresses of property owners within 200 feet shall be obtained from the tax records. This form shall be printed, and shall indicate at the right hand column the type of service made on each person served, i.e.: P.S. - Personal Service, or R.M.S. - Registered Mail Service, or C.M.S. - Certified Mail Service in accordance with instructions. Remember to notify adjoining municipality or County Planning Board if required (see instructions)

NAME AND ADDRESS

TYPE SERVICE

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

OGDENSBURG LAND USE BOARD

Calendar No. _____

AFFIDAVIT OF SERVICE

This form must be completed by typing or printing in ink.

NOTICE:

All blanks in the Affidavit and Form of Notice must be completed and this form must be notarized and attached to the list of property owners (Form B) within 200 feet of the extreme limits of the property described *in* application to the Land Use Board. This affidavit and list of property owners may be filed with the Board at the hearing.

STATE OF NEW JERSEY:

SS:

COUNTY OF _____

_____ of full age, being duly sworn according to

law, deposes and says, that he resides at

_____ in the municipality of _____

County of _____ and State of _____

that _____

is an appellant in a proceeding before the Land Use Board of the Borough of Ogdensburg, being an appeal under the Zoning Ordinance, and which has the Calendar Number and relates to premises _____;

that on _____, 20____, he gave written notice of the hearing on this appeal to all property owners within 200 feet affected by said appeal, in the form hereinafter set forth, and according to the attached lists, and in the manner indicated thereon.

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

A Notary Public of the State of New Jersey

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
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 Line 1 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.

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

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of
U.S. person ▶

Date ▶

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,