

Borough of Paramus
Borough Hall
Jockish Square
Paramus, New Jersey 07652

APPLICATION TO THE PLANNING BOARD OR BOARD OF ADJUSTMENT

The application, with supporting documentation, must be filed with the Building Department and must be delivered to this department fifteen (15) business days prior to the meeting at which the application is to be considered.

If additional pages are required to answer an item, identify the page and item number.

This section to be completed by Borough staff only

Date Filed: _____ Date received in appropriate Board: _____

Application Fees: _____ Escrow Deposit: _____

Scheduled for: Review of Completeness: _____ Hearing Date: _____

1. SUBJECT PROPERTY

Location: _____

(Street Address, cross streets or other identification)

Tax Map: Page _____ Block _____ Lot(s) _____

Page _____ Block _____ Lot(s) _____

Page _____ Block _____ Lot(s) _____

Dimensions: Frontage: _____ Depth: _____ Total Area: _____

2. APPLICANT

Name: _____

Address: _____

City/State/Zip: _____

Applicant is a Corporation: _____ Partnership: _____ Individual: _____

3. DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and address of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply). Include full address.

(Item 3 is continued on the next page)

(Item 3 continued)

Name _____	Address _____	Interest % _____
Name _____	Address _____	Interest % _____
Name _____	Address _____	Interest % _____
Name _____	Address _____	Interest % _____
Name _____	Address _____	Interest % _____

4. IF APPLICANT IS NOT THE OWNER, THEN PROVIDE THE FOLLOWING INFORMATION ON THE OWNER(S):

Owner's Name: _____

Address: _____

City/State/Zip: _____ Telephone Number: _____

5. PROPERTY INFORMATION

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies) _____ No _____ Proposed _____

NOTE: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the Premises: _____

Proposed Use/Change: _____

6. APPLICANT'S ATTORNEY _____

Complete Address: _____

Telephone Number: _____ Fax Number: _____

7. APPLICANT'S ENGINEER _____

Complete Address: _____

Telephone Number: _____ Fax Number: _____

8. APPLICANT'S PLANNING CONSULTANT _____

Complete Address: _____

Telephone Number: _____ Fax Number: _____

9. APPLICANT'S TRAFFIC ENGINEER _____

Complete Address: _____

Telephone Number: _____ Fax Number: _____

10. LIST ANY OTHER EXPERT WHO WILL SUBMIT A REPORT OR WHO WILL TESTIFY FOR THE APPLICANT. (Attach additional sheets as may be necessary)

Name: _____

Field of Expertise: _____

Complete Address: _____

Telephone Number: _____ Fax Number: _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

- _____ Minor Subdivision Approval
- _____ Subdivision Approval (Preliminary)
- _____ Subdivision Approval (Final)
- _____ Conditional Use

Number of lots to be created _____
(including remainder lot)

Number of proposed dwelling units _____
(if applicable)

SITE PLAN:

- _____ Minor Site Plan Approval
- _____ Final Site Plan Approval (Phases (if applicable) _____)
- _____ Amendment or Revision to an Approved Site Plan
- _____ Conditional Use

Area to be disturbed (square feet) _____

Total number of proposed dwelling units _____

12. SECTION(S) OF ORDINANCE FROM WHICH A VARIANCE IS REQUESTED: _____

13. WAIVERS REQUESTED OF DEVELOPMENT STANDARDS AND/OR SUBMISSION REQUIREMENTS: (attach additional pages as needed) _____

14. ZONING DATA

State current zone in which lot(s) is located: _____

	<u>Required/ Permitted</u>	<u>Provided</u>
A. Maximum Height	_____	_____
B. Lot Width	_____	_____
C. Side Yard	_____	_____
D. Total of Side Yards	_____	_____
E. Rear Yard	_____	_____

F. Lot Area	_____	_____
G. Lot Coverage % of Building	_____	_____
H. Lot Coverage Impervious Surface	_____	_____
I. Lot Coverage Impervious Surface %	_____	_____
J. Planted Area	_____	_____
K. Planted Area %	_____	_____
L. Floor Area	_____	_____
M. Parking Stalls	_____	_____
N. Front Yard	_____	_____

15. ATTACH A COPY OF THE NOTICE to appear in the official newspaper of the borough and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the section of the Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Planning Board/Board of Adjustment for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the hearing can proceed.

16. EXPLAIN IN DETAIL the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: (attach pages as needed)

17. IS A PUBLIC WATER LINE AVAILABLE? _____

18. IS PUBLIC SANITARY SEWER AVAILABLE? _____

19. HAVE ANY PROPOSED NEW LOTS been reviewed by the Borough to determine appropriate lot and block numbers? _____

20. ARE ANY OFF-TRACT IMPROVEMENTS REQUIRED OR PROPOSED? _____

21. IS THE SUBDIVISION TO BE FILED BY DEED OR PLAT? _____

22. WHAT FORM OF SECURITY does the applicant propose to provide as performance and maintenance guarantees? _____

23. OTHER APPROVALS WHICH MAY BE REQUIRED AND DATE SUBMITTED:

	<u>Yes</u>	<u>No</u>	<u>Date Plans Submitted</u>
a. Bergen County Planning Board	_____	_____	_____
b. Bergen County Soil Conservation District	_____	_____	_____
c. NJ Dept. Of Environmental Protection	_____	_____	_____
(1) Sewer Extension Permit	_____	_____	_____
(2) Sanitary Sewer Connection Permit	_____	_____	_____
(3) Stream Encroachment Permit	_____	_____	_____

- (4) Waterfront Development Permit _____
- (5) Wetland Permit _____
- (6) Tidal Wetland Permit _____
- (7) Potable Water Construction Permit _____
- (8) Soil Permit _____
- (9) Other _____
- d. NJ Department of Transportation _____
- e. Freshwater Wetlands Permit _____
- f. Borough Drainage Permit _____
- g. Borough Major Soil Permit _____
- h. Borough Ministerial Soil Permit _____

24. STATE THE DISTANCE OF THE NEAREST PART OF THE LOT(S) TO THE NEAREST RESIDENTIAL ZONE: _____

25. IS THE PROPOSED USE OF THE PROPERTY A CONDITIONAL USE UNDER THE BOROUGH ZONING ORDINANCE? Yes _____ No _____

26. IS ANY PORTION OF ANY LOT WITHIN THE SITE CONTIGUOUS TO OR ACROSS THE STREET, BUT WITHIN 100 FEET FROM, ANY AREA ZONED FOR RESIDENTIAL USE?
 Yes _____ No _____

If yes, state number of square feet of buffer area provided. _____
 If yes, state minimum width of the buffer area provided. _____

27. ARE THERE ANY BUILDINGS OR SIGNS NOW ON THE SITE? Yes _____ No _____
 If yes which, if any, is the applicant proposing to remove. (attach additional sheet)
 If yes, is the applicant proposing any structural or architectural changes to the building? Yes _____ No _____
 (Attach additional sheet if answer is "yes")

28. CERTIFICATION FROM THE TAX COLLECTOR THAT ALL TAXES DUE ON THE SUBJECT PROPERTY HAVE BEEN PAID. (attach)

29. ENVIRONMENTAL IMPACT PRELIMINARY STATEMENT (Single and Two-family homes not located in a proposed minor or major subdivision are excluded from the requirement of this section.)

PREAMBLE:

Any subsequent finding by the Approving Agency contrary to the statements made herein by the applicant shall constitute grounds for rejection of the application. The applicant has a legal responsibility to answer truthfully and completely all questions to the best of the applicant's knowledge and information and will be held accountable for the responses provided.

NOTE: If any of the following questions (E1 to E23) are answered yes or other, attach an additional piece of paper to explain.

E1. Is the site to be developed located in an environmentally critical area as delineated in the Borough's 1975 Natural Resource Inventory and any amendments thereto? YES _____ NO _____ OTHER _____

E2. Is the site to be developed located in a wetlands area as delineated on the Wetlands Inventory Maps? YES _____ NO _____ OTHER _____

- E3. Is the site to be developed located in the 100 Year Flood Plain as delineated on either FEMA maps or NJDEP Flood Maps? YES ____ NO ____ OTHER ____
- E4. Does the site development require the removal of any trees of six (6) inches or greater in true diameter? YES ____ NO ____ OTHER ____
- E5. Does the site development require the alteration, channelization or relocation of any watercourse? YES ____ NO ____ OTHER ____
- E6. Will the site development introduce any change in the quality and/or quantity of present storm-water runoff? YES ____ NO ____ OTHER ____
- E7. Will the site development require the import or removal of soil from the area? YES ____ NO ____ OTHER ____
- E8. Will the site development require directing surface drainage into a watercourse? YES ____ NO ____ OTHER ____
- E9. Will the site development have any impact on Borough services presently provided such as police, fire, public works, public schools, sewers and drainage facilities? YES ____ NO ____ OTHER ____
- E10. Will any excavation required for the development penetrate the high water table in existence at the site? YES ____ NO ____ OTHER ____
- E11. Will the site development require special foundation provisions such as piles and/or spread footing to support any structures? YES ____ NO ____ OTHER ____
- E12. Will the operation of the site increase local vehicular traffic? YES ____ NO ____ OTHER ____
- E13. Will the operation of the site increase the air pollution in the area? YES ____ NO ____ OTHER ____
- E14. Will the operation of the site exceed the existing ambient noise levels? YES ____ NO ____ OTHER ____
- E15. Will the site to be developed impact on any area designated in the Borough of Paramus' Master Plan for future conservation? YES ____ NO ____ OTHER ____
- E16. Is the site to be developed served by existing public utilities? YES ____ NO ____ OTHER ____
- E17. Has the site to be developed ever been used for storage or disposal of, or presently contain hazardous or toxic wastes? YES ____ NO ____ OTHER ____
- E18. Is the site to be developed proposed for the use, storage or manufacture of hazardous material, toxic substances or dangerous chemicals? YES ____ NO ____ OTHER ____

E19. Will the site development increase the present intensity levels of light in the area?
YES ___ NO ___ OTHER ___

E20. Will the site development require the drilling of new or capping of existing water wells?
YES ___ NO ___ OTHER ___

E21. Will the site development require the installation of new or removal of existing septic systems or other liquid waste facilities? YES ___ NO ___ OTHER ___

E22. Will the site development affect the water table in the area? YES ___ NO ___ OTHER ___

E23. Will the site development produce odors? YES ___ NO ___ OTHER ___

30. LIST OF MAPS, REPORTS AND OTHER SUPPORTING MATERIALS ACCOMPANYING THE APPLICATION (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the Building Department for review. The documentation must be received by the Building Department fifteen (15) business days prior to the meeting at which the application is scheduled to be considered, otherwise the application will be deemed incomplete.

<u>Quantity</u>	<u>Description of item</u>
_____	_____
_____	_____
_____	_____
_____	_____

CERTIFICATIONS

31. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an officer of the Corporate applicant and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership applicant.

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

Sworn to and subscribed before me this
_____ day of _____, 19_____

NOTARY PUBLIC

SIGNATURE OF APPLICANT

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

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

Sworn to and subscribed before me this
_____ day of _____, 19_____

NOTARY PUBLIC

SIGNATURE OF OWNER

33. I understand that the sum of \$_____ has been deposited in an escrow account (Builder's Trust Account) in accordance with the Ordinances of the Borough of Paramus. I further understand that the escrow is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days of notification.

Date

SIGNATURE OF APPLICANT



State of New Jersey
Department of the Treasury

Division of Revenue and Enterprise Services

BUSINESS REGISTRATION CERTIFICATE

A Business Registration Certificate serves two purposes:

- **For public contracting, as proof of valid business registration with the New Jersey Division of Revenue.** All contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state. Proof of registration is also required for licensure with the Casino Control Commission.
- **To comply with Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2.** You must use the Business Registration Certificate if you are an unincorporated construction contractor performing work in NJ or you are a registered unincorporated contractor requesting proof of certification.

If you are a registered vendor but have not received the Business Registration Certificate in the mail, you may [obtain a certificate online](#). Please note that this certificate is not required by all businesses in New Jersey, but only those doing business with the public sector and with the casino service industry.

You may check the [online registration inquiry](#) to determine if the business is already registered. If you have not registered but are required to have this certificate, you will need to complete Form NJ-REG. Representatives of the Division's Client Registration activity are available to assist in the registration process by calling 609.292.9292.

Filing Form NJ-REG

In most cases, you may [submit Form NJ-REG online](#). Exceptions and additional requirements include:

- Any business including an out-of-state business with a presence or nexus in New Jersey, operating as a **corporation, limited partnership, limited liability company or limited liability partnership** must first obtain legal authority to operate in this State prior to submitting Form NJ-REG. Generally, this is accomplished by filing a [Certificate of Incorporation](#) or Formation with the Division. You may wish to review information concerning [getting registered](#) to assist with this process.
- **Out-of-state businesses** that believe they do not have state tax nexus will file a [paperform NJ-REG](#) in order to obtain a Business Registration Certificate. Business entities that file form NJ-REG only will be subject to a nexus review, initiated and conducted by the Division of Taxation.
- **Individuals or Unincorporated Construction Contractors** with no business tax or employer obligations may register using [Form Reg-A](#) instead of Form NJ-REG in order to obtain the Business Registration Certificate. Individuals who have created and are operating as a business entity (e.g. LLC) may not use Form REG-A.
- **Non-profit organizations** although required to register for tax purposes are not subject to the proof of registration requirement when contracting with public agencies in this state.

Public Contracts

When seeking a public contract, an affirmative action report (Form AA-302) will also be required. The Certificate of Registration may not be used as evidence of compliance with the affirmative action requirements and submitted in lieu of Form AA-302. Both forms will be required. The Division of Contract Compliance and Equal Employment Opportunity in Public Contracts provides guidelines for awarded public contracts.

In addition, answers to [frequently asked questions](#) are provided by the Division of Local Government. While designed for local government contracting, the FAQ page contains guidance that it is applicable to most New Jersey government procurement activities.

- [Registering for Tax Purposes](#)
- [Circular Letter Regarding Proof of Registration for State Government Contracting](#)
- [Instructions for Contracting with Local Government, Colleges and Universities, County Colleges and Boards of Education](#)
- [Guidelines and Regulations for Awarded Public Contracts](#)
- [Affirmative Action Employee Information Report \(Form AA-302\)](#)
- [Local Government Services' Flyer for Registering and Obtaining Proof of Registration](#)

Last Updated: Friday, 02/15/13



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/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) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	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), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.