

THE DEPARTMENT OF PLANNING AND DEVELOPMENT HAS INITIATED A NEW PROCESS FOR APPLICATION FEES. WE NOW REQUIRE TWO (2) SEPARATE CHECKS. ONE (1) CHECK WILL BE FOR THE APPLICATION FEE AND ONE (1) CHECK WILL BE FOR THE ESCROW FEE. YOUR COOPERATION IN THIS MATTER WILL BE GREATLY APPRECIATED.

INSTRUCTIONS

- **Bulk Variance: Check for \$85.00 payable to Township of Woodbridge (\$75 fee; \$10 property owners list)**
Bulk Variance: Check in the sum of \$100.00 payable to Township of Woodbridge (escrow)

Use Variance: Check for \$510.00 payable to Twp of Woodbridge; \$10 property owners list

Use Variance: Check for \$2,500.00 payable to Twp of Woodbridge (escrow)

(Escrow fee is for consultant's report/attorney to prepare resolution)

ALL FEES AND ESCROWS ARE NON-REFUNDABLE

- **Four (4) completed, signed copies of "Application to Vary or Modify..." (2 pages)**
(Suggestion: complete one full Application, date and sign it, photocopy three times)
THIS IS THE ONLY DOCUMENT WE NEED 4 COPIES OF.

Photographs:

2 Photos of the front of your house

Photos of the rear of your house

2 Photos of whatever is across the street from your

house (another house, an empty lot, a movie theatre, etc.)

WRITE ON THE BACK OF EACH PICTURE WHAT IT

IS A PICTURE OF, I.E. "FRONT", "REAR", "ACROSS THE STREET"

- **Denial received from Zoning Officer (original only)**
- **Tax Certification request, filled out by homeowner (original only)**
- **10 copies of survey showing exactly what is on your property as of this date. If you are using an old survey, draw in any changes made to the property since the survey was made, i.e. shed, fence, or deck added.**
DRAW ON THE SURVEY EXACTLY WHAT YOU ARE PROPOSING, INCLUDE EXACT DIMENSIONS OF ALL STRUCTURES ON LOT, DISTANCES FROM HOUSE TO ALL PROPERTY LINES, DISTANCES FROM ANY OTHER STRUCTURES TO ALL PROPERTY LINES (See sample attached)
- **5 sets of building plans. If these are professionally prepared, they must be signed and sealed by NJ preparer. If they are prepared by you, write on the bottom "Prepared by homeowner".**

NOTE: Dimensions on survey, application and building plans MUST MATCH!



Township of Woodbridge

John E. McCormac, CPA, Mayor

Department of Planning and Development
Marta Lefsky, Director
One Main Street • Woodbridge, New Jersey 07095
Tel: (732) 602-6004 • Fax: (732) 602-6038



Woodbridge - Ten Towns, One Community

DATE: _____

Applicant Name: _____

Applicant Address: _____

Tax ID. Number: _____

(For Applicants making escrow deposits of \$5,000 or more)

Location of Subject

Property:

(if separate from above): Block: _____ Lots: _____

(DO NOT FILL OUT BELOW THIS LINE)

Application Number: _____

Type of Application: _____

Check Numbers: _____

Total Escrow Deposit: _____

UJB Number: _____

APPLICATION TO VARY OR MODIFY THE PROVISIONS OF THIS ORDINANCE

DEVELOPMENT APPLICATION CHECKLIST

TO BE COMPLETED AND RETURNED WITH APPLICATION – SINGLE-FAMILY, TWO-FAMILY AND THREE-FAMILY DETACHED DWELLINGS:

*PROVIDED

**NONE PROPOSED

***WAIVER REQUESTED

*P	**NP	***WR	CHECKLIST REQUIREMENTS
			Four (4) copies of completed application.
			One (1) Denial of Building Permit.
			One (1) Certification that all taxes on the property have been paid and that there are no outstanding assessments for local Improvements.
			List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).
			Two (2) sets of photographs showing the following views: front of subject property; rear of subject property; and opposite side of the street.
			Ten (10) sets of a survey which indicates all existing and proposed buildings and structures with all front, side and rear yard dimensions, together with prevailing setback in the area.
			Five (5) sets of building plans, either bearing the seal of a licensed architect in the State of New Jersey, or certified as having been prepared by the homeowner for his own use and occupancy. (Note: All two and three-family dwellings shall require an architect's certification).
			Fee as required by this Ordinance.

TO BE COMPLETED AND RETURNED WITH APPLICATION – MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL USES:

*P	**NP	***WR	CHECKLIST REQUIREMENTS
			Four (4) copies of completed application.
			One (1) Denial of Building Permit.
			One (1) tax map including subject property.
			One (1) Certification that all taxes on the property have been paid and that there are no outstanding assessments for local improvements.
			List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).
			Two (2) sets of photographs showing the following views: front of subject property; rear of subject property; and opposite side of the street.
			Twelve (12) copies of a current site survey. Surveys shall be prepared by a New Jersey licensed land surveyor. Improvements to or adjacent to the site shall be prepared by a New Jersey licensed professional engineer or architect. Said survey shall include the following details:
			1. All existing and proposed buildings and structures with all front, side and rear yard dimensions.
			2. Existing and proposed pavement.
			3. Parking and loading areas.
			4. Outdoor storage areas (if applicable).
			5. Refuse storage areas and method of screening.
			6. On-site lighting.
			7. Proposed or existing free-standing signs.
			8. Method of controlling storm water drainage.
			9. Landscaping.
			Twelve (12) copies of floor plans and building elevations prepared by a licensed architect of the State of New Jersey.
			Fee as required by this Ordinance.

FORM CL(11/99)

EXPLANATION FOR ANY REQUEST FOR A WAIVER OF ANY CHECKLIST REQUIREMENT (USE
ADDITIONAL SHEET IF NECESSARY):

APPLICANT'S SIGNATURE

TOWNSHIP OF WOODBRIDGE

APPLICATION TO VARY OR MODIFY PROVISIONS OF THE LAND USE DEVELOPMENT

ORDINANCE OF WOODBRIDGE TOWNSHIP

1. APPLICANT: _____ PHONE: _____

ADDRESS: _____

2. OWNER: _____ PHONE: _____

ADDRESS: _____

3. ATTORNEY: _____ PHONE: _____

ADDRESS: _____

4. PROPERTY LOCATION: _____
(STREET) (SECTION)

BLOCK: _____ LOT(S): _____ ZONE: _____

LOT SIZE: _____

PRESENT OCCUPANCY (ONE, TWO, OR THREE FAMILY DETACHED DWELLINGS, ETC.)

5. PROPOSED CONSTRUCTION OR USE: _____

SIZE OF PROPOSED: _____

INTENDED USE: _____

6. PROPOSAL IS CONTRARY TO THE LAND USE ORDINANCE IN THE FOLLOWING PARTICULARS:
(State violation, article and section)

7. HAS THERE BEEN ANY PREVIOUS APPEAL TO THE TOWNSHIP OF WOODBRIDGE REGARDING
THESE PREMISES? IF SO, STATE CHARACTER OF APPEAL AND DATE OF DISPOSITION:

FORM VCU (11/99)

8. ARE THERE ANY OTHER PENDING APPLICATIONS FOR DEVELOPMENT REGARDING THESE PREMISES? IF SO, STATE CHARACTER OF APPEAL AND APPROVING AUTHORITY.

9. PRINCIPAL POINTS ON WHICH THIS APPEAL IS BASED:

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER

ADDRESS

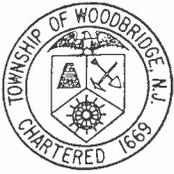
ADDRESS

10. ACCEPTANCE OF REASONABLE REVIEW COSTS:

I (we) do hereby agree to pay all reasonable cost for professional review of the plan(s) and materials submitted herewith, where such review is required.

SIGNATURE

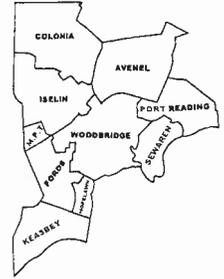
DATE



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FORM VCU (11/99)

REQUEST FOR CERTIFIED PROPERTY OWNERS LIST

DATE: _____

TO: ADMINISTRATIVE OFFICER

Please prepare a certified property owners list for the following:

APPLICANT: _____

PROPERTY LOCATION: _____
(Street) (Section)

BLOCK(S): _____ LOT(S): _____

MAIL LIST TO:

NAME: _____

ADDRESS: _____

FEE: \$10.00 PAID () DATE: _____

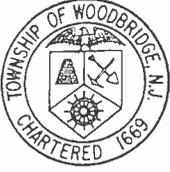
DATE REQUEST RECEIVED: _____

DATE REFERRED TO ENGINEERING: _____

TAX MAP NO.: _____

DATE MAILED TO APPLICANT: _____

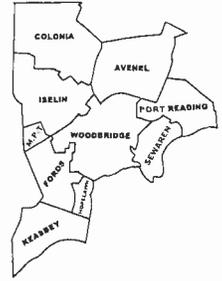
DATE OF P.O. LIST DONE: _____



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TOWNSHIP OF WOODBRIDGE LAND USE AND DEVELOPMENT ORDINANCE SECTION 150-12G - ARTICLE II

APPLICATION FOR DEVELOPMENT - CERTIFICATION OF TAXES

APPLICANT _____
ADDRESS _____
OWNER _____
ADDRESS _____

LOCATION OF DEVELOPMENT PROJECT:

BLOCK: _____ LOT{S}: _____

_____ Street Neighborhood Section Name

This will certify that all taxes on the above referenced property have been paid and that there are no outstanding assessments for local improvements.

Richard Lorentzen, Tax Collector

DATE: _____

AccuTrack Account holder: please fill in this top section before giving to your client for completion.

AccuTrack Account Number: _____ Master Account Name: _____

Client Account Number: _____

Form **W-9**
(Rev. April 1990)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give this form
to the requester. Do
NOT send to IRS.

Please print or type	Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions under "Name" if your name has changed.)	
	Address (number and street)	List account number(s) here (optional)
	City, state, and ZIP code	

Part I Taxpayer Identification Number (TIN)

Enter your taxpayer identification number in the appropriate box. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. If you do not have a number, see *How To Obtain a TIN*, below.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number								
OR								
Employer identification number								

Part II For Payees Exempt From Backup Withholding (See Instructions)

Requester's name and address (optional)

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.

Certification Instructions.—You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, 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. (Also see *Signing the Certification under Specific Instructions*, on page 2.)

Please Sign Here	Signature ►	Date ►
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Instructions

(Section references are to the Internal Revenue Code.)

Purpose of Form.—A person who is required to file an information return with IRS must obtain your correct taxpayer identification number (TIN) to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). Use Form W-9 to furnish your correct TIN to the requester (the person asking you to furnish your TIN), and, when applicable, (1) to certify that the TIN you are furnishing is correct (or that you are waiting for a number to be issued), (2) to certify that you are not subject to backup withholding, and (3) to claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent certain payments from being subject to the 20% backup withholding.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form.

How To Obtain a TIN.—If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

To complete Form W-9 if you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to obtain a TIN and furnish it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN to the

requester. For reportable interest or dividend payments, the payer must exercise one of the following options concerning backup withholding during this 60-day period. Under option (1), a payer must backup withhold on any withdrawals you make from your account after 7 business days after the requester receives this form back from you. Under option (2), the payer must backup withhold on any reportable interest or dividend payments made to your account, regardless of whether you make any withdrawals. The backup withholding under option (2) must begin no later than 7 business days after the requester receives this form back. Under option (2), the payer is required to refund the amounts withheld if your certified TIN is received within the 60-day period and you were not subject to backup withholding during that period.

Note: Writing "Applied For" on the form means that you have already applied for a TIN OR that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Form W-9, include your TIN, sign and date the form, and give it to the requester.

What Is Backup Withholding?—Persons making certain payments to you are required to withhold and pay to IRS 20% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee compensation, and certain payments from fishing boat operators, but do not include real estate transactions.

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

(1) You do not furnish your TIN to the requester, or

(2) IRS notifies the requester that you furnished an incorrect TIN, or

(3) You are notified by IRS that you are subject to backup withholding because you failed to report all your interest and dividends on your tax return (for reportable interest and dividends only), or

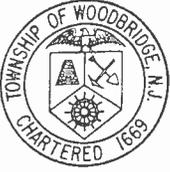
(4) You fail to certify to the requester that you are not subject to backup withholding under (3) above (for reportable interest and dividend accounts opened after 1983 only), or

(5) You fail to certify your TIN. This applies only to reportable interest, dividend, broker, or barter exchange accounts opened after 1983, or broker accounts considered inactive in 1983.

Except as explained in (5) above, other reportable payments are subject to backup withholding only if (1) or (2) above applies.

Certain payees and payments are exempt from backup withholding and information reporting. See *Payees and Payments Exempt From Backup Withholding*, below, and *Exempt Payees and Payments under Specific Instructions*, on page 2, if you are an exempt payee.

Payees and Payments Exempt From Backup Withholding.—The following is a list of payees exempt from backup withholding and for which no information reporting is required. For interest and dividends, all listed payees are exempt except item (9). For broker transactions, payees listed in (1) through (13) and a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker are exempt. Payments subject to reporting under sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items (1) through (7), except that a corporation that provides medical and health care services or bills and collects payments for such services is



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DEAR BULK VARIANCE APPLICANT:

THIS IS TO INFORM YOU THAT THE PROCESS YOU ARE ABOUT TO UNDERTAKE WILL BE A MINIMUM OF 2-3 MONTHS IN DURATION. THE AVERAGE IS ACTUALLY A MONTH OR MORE LONGER.

THE PROCESS GENERALLY INCLUDES:

- FILING THE APPLICATION;**
- REVIEW TO ENSURE IT IS COMPLETE;**
- SCHEDULING OF THE APPLICATION FOR HEARING;**
- NOTICE TO SURROUNDING PROPERTY OWNERS;**
- PUBLIC HEARING;**
- DECISION BY THE BOARD;**
- ADOPTION OF RESOLUTION;**
- PLAN REVISIONS;**
- FINAL SIGNOFF.**

THOUGH THE LAW PROSCRIBES THAT ACTION BE TAKEN WITHIN 165 DAYS, WE MAKE EVERY EFFORT TO MOVE ALL APPLICATIONS THROUGH THE PROCESS AS QUICKLY AS POSSIBLE, AND WITHIN THE TIME FRAME MENTIONED ABOVE.

THIS INFORMATION IS PROVIDED TO YOU SO THAT YOU MAY IN ADVANCE BE ABLE TO MAKE PLANS ACCORDINGLY.

PLEASE NOTE THIS DOES NOT INCLUDE TIME THAT IT WILL TAKE TO SUBMIT/PROCESS YOUR BUILDING PERMIT.

THANK YOU.