

## **REQUIREMENTS TO FILE AN APPLICATION**

**THESE ITEMS MUST BE COLLATED & BUNDLED AS SETS** – you should have 14 packets when finish

1. Original application plus 13 copies
2. 2 sets of plans (folded 8 ½ x 11)
3. 12 sets of plans reduced to 11x17
4. 14 copies of any supporting documents

**Application fee – must be submitted with application; fee schedule attached.**

**Escrow Fee – must be submitted with application; fee schedule attached.**

**PROOF OF SERVICE PACKAGE MUST BE SUBMITTED TO THE OFFICE BY 4 P.M. THE DAY OF THE HEARING. ALL RECEIPTS MUST MATCH ORDER OF THE PROPERTY LIST.**

You must notify everyone within the 200' radius via USPS Certified/Return Receipt mail **at least 10 days prior** to hearing; letter with date and time of hearing to follow. **NOTE: you must contact the Tax Assessor's Office for a certified 200' radius listing, 973-926-2222.**

**SPECIAL NOTE: The Tax Assessor's Office requires the applicant to provide the 200' radius map; please consult with your architect. For further assistance, please see personnel in the Tax Assessor's office.**

**SPECIAL NOTE: Please advise all professionals appearing at hearing to clip all presentations to a board, so they can be easily removed and placed in the file.**

You must publish hearing in the Local Source (908) 686-7700 or Star Ledger (973) 392-4108 **at least 10 days prior** to hearing; letter with date and time of hearing to follow.

If you have any questions please call Hope Smith at 973-926-5100.

Thank you

Township of Hillside  
Planning and Zoning Board Fee Schedule

\$300 per adjournment, after 1<sup>st</sup> request.

\$300 for informal work sessions. (Planning Board Only)

\$300 for each additional hearing date, if hearing carried over.

**CONCEPT PLAN FEE – Commercial**

Concept plan application fee \$350; escrow fee \$1,000.

**CONCEPT PLAN FEE – Residential**

Concept plan application fee \$350; escrow \$200 per lot/unit 1-20, more than 20 \$2000 escrow and \$50 per lot/unit.  
*One and two families excluded.*

**CONCEPT PLAN FEE – Industrial**

Concept plan application fee \$350; escrow fee \$1,000.

**PRELIMINARY SITE PLAN APPROVAL – Residential**

Initial Fee \$350 plus \$200 for 1<sup>st</sup> 1000 sq ft of gross floor area of proposed buildings and structures. \$1,000 escrow.  
*One and two families excluded.*

**PRELIMINARY SITE PLAN APPROVAL – Industrial**

Industrial uses up to 5000 sq ft of gross building floor area - \$300; 5001 – 20,000 sq ft \$400 plus .02/sq ft of gross floor area; more than 20,000 SF \$500 plus .03/add'l SF. \$1,500 escrow.

**PRELIMINARY SITE PLAN APPROVAL - Commercial**

Commercial Uses up to 5000 sq ft of gross building floor area - \$300; from 5001 to 20,000 sq ft - \$400 plus .02/sq ft of gross bldg floor area; Greater than 20,000 sq ft - \$500 plus .03/sq ft of gross bldg floor area. Escrow fee for non-residential application not involving new buildings: 1-25 parking spaces \$500; 26-100 spaces \$750; more than 100 spaces \$1000.

**FINAL SITE PLAN APPROVAL – Residential**

50% of application fee; \$1000 escrow base fee; escrow unit fee \$50/lot or dwelling.

**FINAL SITE PLAN APPROVAL – Commercial**

50% of preliminary application fee; escrow fee 100% of preliminary application fee.

**FINAL SITE PLAN APPROVAL – Industrial**

50% of preliminary application fee; escrow fee 100% of preliminary application fee.

**MINOR SUBDIVISION APPROVAL – Residential**

\$400 application fee and escrow base fee of \$300 and \$200/lot.

**MINOR SUBDIVISION APPROVAL – Commercial**

\$500 application fee. \$1,000 escrow.

**MINOR SUBDIVISION APPROVAL – Industrial**

\$500 application fee plus \$50 for each subdivision in lot. Any improvements will be 5% of the engineer's estimate. \$1,000 escrow.

**MAJOR SUBDIVISION APPROVAL – Residential**

\$500 application fee. \$2,000 escrow.

**MAJOR SUBDIVISION APPROVAL – Commercial**

\$600 plus \$250/lot; \$2500 escrow fee; escrow unit fee preliminary major subdivision \$50/lot or dwelling unit.

**MAJOR SUBDIVISION APPROVAL – Industrial**

\$600 plus \$250/lot; \$2500 escrow fee; escrow unit fee preliminary major subdivision \$50/lot or dwelling unit.

**VARIANCE APPLICATIONS**

**“C” Variances**

**RESIDENTIAL**

1 and 2 families \$300 for 1<sup>st</sup> variance, plus \$50 for each additional variance. Escrow fee \$1000.

**COMMERCIAL PROPERTY**

\$400 for 1<sup>st</sup> variance, plus \$50 for each additional variance. Escrow fee - \$2000.

**INDUSTRIAL PROPERTY**

\$500 for 1<sup>st</sup> variance, plus \$100 for each additional variance. Escrow fee - \$2000.

**“D” Variances**

**RESIDENTIAL PROPERTY**

\$400 plus \$1000 escrow.

**COMMERCIAL PROPERTY**  
\$600 plus \$1000 escrow.

**INDUSTRIAL PROPERTY**  
\$600 plus \$1000 escrow.

Appeal of zoning officer decision - \$300; escrow fee - \$500.

Interpretation of zoning ordinance - \$300; escrow fee - \$500.

Modification of previously approved plans w/o change to floor area - 50% of original application fee; escrow fee - \$1000.

Modification of all plans - 50% of original application fee.

## 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.

Social security number
: : : :
OR
Employer identification number
: : : :

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

### Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below).

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

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

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

#### Purpose of Form

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

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

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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,