

**HARDING TOWNSHIP**  
**PROCEDURES FOR ELECTRONIC SUBMISSION OF APPLICATIONS FOR THE**  
**PLANNING BOARD AND BOARD OF ADJUSTMENT**

The following guidelines are being provided as an interim means to assist you in meeting the requirements for electronic and paper submissions of a complete application for consideration by the Planning Board or Board of Adjustment during the current Coronavirus pandemic and until resumes regular business operations.

**STEP-BY-STEP INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF LAND DEVELOPMENT**  
**APPLICATIONS AND VARIANCE APPLICATIONS**

---

- [1] Print the Land Development Application Packet and/or Variance Application-Complete Packet from the Township's website ([www.hardingnj.org](http://www.hardingnj.org)) .
- [2] All applications must be submitted with a property survey, associated checklists and application fees and appropriate escrow fees. ANY APPLICATION SUBMITTED WITHOUT THESE ITEMS WILL NOT BE ACCEPTED BY THE PLANNING DEPARTMENT.
- [3] Fill out the printed application.
- [4] Print the applicable checklist from the Township's website. Compile the documents required by the checklist and check each item as it is prepared for submission.
- [5] Calculate the appropriate application and escrows fees using the fee schedule provided on the Township's website. If you need assistance in calculating the appropriate fee(s) and/or escrow amount(s), please contact the Planning Board and Board of Adjustment Secretary @ ltaglairino@hardingnj.org

**NEW APPLICATIONS:**

- [6] An electronic copy of the Land Development Application packet and/or Variance Application - Complete Packet, required checklists, plat maps, site plans and drawings and all reports may be submitted to the Planning Department via email scan. The Applicant should email the file s to the following address: [ltaglairino@hardingnj.org](mailto:ltaglairino@hardingnj.org).
- [7] The Board Secretary will send an email acknowledging receipt of an application only upon receipt of all application and escrow fees.  
Note: The statutory review period for any application will start upon receipt of the application and escrow fees. Please be advised that in the light of the current situation, all mailings are being held in the Township's Municipal Building for 24 hours prior to it being delivered to the respective departments.
- [8] Every electronic submission must be fully legible and be accompanied by a cover letter listing all attached documents and any revisions, where applicable.
- [9] If a waiver is being requested for any item on the checklist, it must be noted in the "waivers requested" section. The Applicant should fill out the waiver request form included in the Land Development Application packet when requesting any waivers. Each item must be listed by checklist number and a detailed reason for the request must be provided.  
Note: Any application submitted that does not include an item required by the checklist, and for which a waiver has not been requested, will automatically be deemed incomplete.
- [10] A waiver hearing for an application will be held at the next scheduled public hearing date. The exact manner and process of the public hearing has yet to been determined given the current situation and is subject to future anticipated guidance by the Commissioner for New Jersey Department of Community Affairs.

**REVISED SUBMISSION AND COMPLIANCE REVIEW:**

- [11] An Applicant may submit revised plans and compliance plan review submission(s) electronically using the file option. The Applicant should email the file to the following address: ltaglairino@hardingnj.org

- [12] For revised plans and compliance plan review submission, the Board Secretary will send the Applicant an email confirming receipt of all documents.
- [13] Every electronic submission must be legible and be accompanied by a cover letter listing all attached documents and any revisions, where applicable.

#### **ADDITIONAL DOCUMENTS TO BE SUBMITTED VIA MAIL:**

- [14] One (1) copy of the application form with original signatures, checklist, and all documents required by the checklist with original signatures, where applicable, must be submitted to the Board Secretary via U.S. regular mail along with two (2) separate checks payable to the Township of Harding; one (1) for administrative fees (application fee) and one (1) for escrow fees.  
Note: For electronic submissions, please note that the 45-day completeness review period will only commence upon receipt of the application and escrow fees.
- [15] One (1) electronic copy in PDF form of plat maps, site plans and drawings, must also be submitted to the Planning Department along with the paper copy submission referenced above in paragraph 16.

#### **APPLICATIONS AND VARIANCE APPLICATIONS**

#### **AFTER THE APPLICATION IS SUBMITTED:**

- [16] Once deemed complete, you will be notified of the date that your application is scheduled to be heard by the reviewing Board. Based on the checklist requirements, the Applicant will then be advised to submit the required number of hard copy plan sets and any other documents for distribution to Board members. The Board of Adjustment requires 13 copies and the Planning Board requires 20 copies at least 10 days prior to the meeting date.
- [17] When a hearing date has been set, the Applicant is responsible for providing public notice of the application. Notice must be published in the official newspapers of the municipality at least 10 days prior to the date of the hearing. Notice must also be given, within 10 days, to all owners of real property within 200 feet of the property which is the subject of the hearing. Proof of notice must then be provided to the Board Secretary prior to the day of the hearing. Addresses and other notification requirement may be obtained from the Board Secretary. This notice requirement will also be subject to any future guidance provided by the Commissioner for the Department of Community Affairs.
- [18] If at any time, the escrow account reaches a balance equal to 25% of the original amount required, you will be notified to replenish the account to amount equal to 50% of the original escrow fee.
- [19] Once a decision has been rendered by the Board, the Applicant must publish notice of the decision, within 10 days, in the official newspapers of the municipality.

THE GENERAL PROCEDURAL INFORMATION AND EXAMPLES CITED HEREIN ARE PROVIDED TO THE APPLICANT AS A GENERAL GUIDE BY THE TOWNSHIP OF HARDING. THEY DO NOT REPLACE EXISTING LAW OR TOWNSHIP ORDINANCES. ALL RULES AND REGULATIONS ARE FOUND IN THE TOWNSHIP ORDINANCES AND MUNICIPAL LAND USE LAW (MLUL), N.J.S.A. 40:55D ET. SEQ. EACH APPLICANT SHOULD RELY ON THEIR ATTORNEY'S ADVICE PERTAINING TO REQUIREMENTS FOR EACH SPECIFIC APPLICATION AND/OR CHANGES TO THE MLUL OR DIRECTIVES PROVIDED BY THE STATE OF NEW JERSEY.

THE APPLICATION, CHECKLISTS, AND OTHER FORMS PROVIDED FOR DOWNLOAD ARE PROPRIETARY FORMS OF THE TOWNSHIP OF HARDING. ANY ALTERATION OR MANIPULATION OF THE FORMS IS STRICTLY PROHIBITED AND WILL RESULT IN THE IMMEDIATE REJECTION OF AN APPLICATION.



**TOWNSHIP OF HARDING  
LAND USE APPLICATION**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 723

PB Appendix 1A

**APPLICANT** \_\_\_\_\_

**BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

**APPLICATION FOR DEVELOPMENT**

☐ Planning Board

Date of First Submission: \_\_\_\_\_

☐ Board of Adjustment

Adequate Application Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

Completeness Date: \_\_\_\_\_

**1. NATURE OF THE APPLICATION (Check all applicable items)**

☐ Conceptual subdivision plan

☐ Amendment to approved site plan

☐ Minor subdivision

☐ Conditional use

☐ Lot line adjustment

☐ Variance, residential, fence, patio or deck

☐ Major subdivision, preliminary

☐ Variance, other residential

☐ Major subdivision, final

☐ Use or other (d) variance

☐ Amendment to approved plat

☐ Variance, other non-residential

☐ Conceptual site plan

☐ Appeal from administrative decision

☐ Site plan approval, preliminary

☐ Interpretation of zoning ordinance

☐ Site plan approval, final

☐ Special flood hazard development permit

**2. PROPERTY INFORMATION**

Property location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Existing use: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Has there been any previous application involving these premises by the applicant or any other prior owner of the property? ☐ Yes ☐ No ☐ Unknown

If yes, nature of application, date and determination: \_\_\_\_\_

Does the applicant own adjacent property? ☐ Yes ☐ No

If yes, address of adjacent property: \_\_\_\_\_

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

☐ Yes [attach copies] ☐ No ☐ Proposed

Is the property included within a Historic District as shown in the Harding Township Master Plan? ☐ Yes ☐ No

If yes, which district? \_\_\_\_\_

If yes, please fill out BOA Appendix 9 and make arrangements with the Historic Preservation Commission.

Were any buildings on the property constructed prior to 1915? ☐ Yes ☐ No

If the property is located in the RR, R-1 or R-2 Zone, were any accessory buildings constructed prior to 1945?

☐ Yes ☐ No If yes, please fill out BOA Appendix 9 and make arrangements with the Historic Preservation Commission.

### 3. APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant's Interest in the Property: \_\_\_\_\_  
Applicant is a(n): ☐ Individual ☐ Partnership ☐ Corporation

### 4. CONTACT FOR APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### 5. APPLICANT OWNER DISCLOSURE (if applicable)

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons or entities possessing a 10% or greater interest in an applicant that is a corporation, partnership or other entity must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 this disclosure requirement applies to all person or entities possessing a 10% or greater interest in any such entity followed up in the chain of ownership until the names and addresses of all persons or entities possessing a 10% or greater interest have been disclosed. (Attach pages as necessary to comply).

Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____

### 6. APPLICANT'S ATTORNEY (Entities must be represented by an attorney)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### 7. APPLICANT'S ENGINEER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### 8. APPLICANT'S PLANNER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**9. BRIEF DESCRIPTION OF PROJECT:** Indicate type of improvement, alteration, structure, or use proposed and describes all structures, improvements, and uses now on the property. For any non-residential, business, or commercial use provides hours of operation, number of employees, number of parking spaces, and other information important for consideration: \_\_\_\_\_

**10. REQUESTED ZONING VARIANCES:** Identify each deviation and the Township Code section and variance requested and state principal points on which the variance request is made. Use a separate sheet if necessary. Attach any letter or document from the Zoning Officer or any other Township representative which has been issued to you regarding this proposal. \_\_\_\_\_

**11. LIST ANY OTHER LICENSES, PERMITS OR OTHER APPROVALS REQUIRED BY MUNICIPAL, COUNTY, STATE OR FEDERAL LAW AND THE STATUS OF EACH.**

**12. APPLICANT CERTIFICATION**

I hereby affirm that all of the statements above and contained in the papers submitted herewith are true.

Signature of the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**13. OWNER INFORMATION (If not the Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**14. OWNER'S CONSENT TO APPLICATION**

I certify that I am the owner of the property that 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.

Owner \_\_\_\_\_

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of the State of New Jersey

## **PERMISSION BY OWNER FOR ACCESS TO THE PROPERTY**

The undersigned Owner, having made or consented to an application for development to the Harding Township Planning Board or Board of Adjustment, understands that Board members and others must have an opportunity upon reasonable advance notice to go onto the property and examine the same in order to be able to fully understand and evaluate the application.

We therefore grant permission to members of the Board and others to go onto our property during daylight hours upon reasonable advance notice to make a thorough examination of the same for the purpose of more effectively deciding the application.

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: \_\_\_\_\_



# TOWNSHIP OF HARDING PLANNING BOARD SUBDIVISION AND SITE PLAN CHECKLIST

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 723

This checklist applies to all applications for subdivision and site plan approval EXCEPT:

1. Applications to the Board of Adjustment for variances **not** involving a subdivision or site plan; appeals of decisions of the Zoning Officer; and requests for interpretation or for the direction of issuance of building permits (use Checklist B).
2. Applications to the Planning Board involving only an application for a special flood hazard development permit (use Checklist C).

Check off each item submitted and any waivers requested in connection with checklist requirements. In the case of an application for final site plan approval, the applicant shall submit all items required for preliminary site plan approval in final form.

SUBMISSION REQUIREMENTS	Minor Subd.	Minor Site Plan	Prel. Major Subd.	Prel. Site Plan	Final Major Subd.	Final Site Plan	Sub-mitted	Waiver Request
<ul style="list-style-type: none"> <li>A "dot" in the column to the right of each item indicates •</li> </ul>								
<b>A. DOCUMENT SUBMISSION</b>								
1. <u>Application Forms</u> : 20 completed copies of all required application form(s) and checklist(s). Indicate "n/a" for any item that is not applicable. If a subdivision or site plan application involves a variance, the applicant shall also file an <i>application form</i> for a variance.	•	•	•	•	•	•		
2. <u>Application and Technical Review Fees</u> : Application and technical review fees in accordance with Chapter 171 of the Harding Township Code.	•	•	•	•	•	•		
3. <u>Board of Health Approval</u> : 20 copies of the written approval by the Township Board of Health of the adequacy of any existing individual sewage disposal system or of plans for sewage disposal, or its acceptance of soil log and percolation test data indicating suitability for an individual sewage disposal system(s).	•	•	•	•	•	•		
4. <u>NJDEP Letter of Interpretation (LOI)</u> : If wetlands are present or one or more wetland indicators are present (pursuant to NJAC 7:7A-1 et seq.) on the site, submit 20 copies of the Letter of Interpretation from the NJDEP indicating the presence or absence, approved delineation, classification and transition area of such wetlands.	•	•	•	•				
5. <u>Morris County Planning Board</u> : A fully completed application to the Morris County Planning Board.	•	•	•	•	•	•		
6. <u>Applicant Ownership List</u> : If the applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of any class of its stock or at least 10% of the partnership interest.	•	•	•	•	•	•		
7. <u>Surrounding Owners List</u> : A list, certified by the Township Tax Assessor, of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and township-registered cable television and utility companies within 200' of the property.	•	•	•	•	•	•		
8. <u>Tax Certification</u> : A certification from the Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments.	•	•	•	•	•	•		
9. <u>Environmental Impact Statement (EIS)</u> : 20 copies of the EIS in accordance with Article XII of Chapter 105 of the Harding Township Code.			•	•				
10. <u>Stormwater Management Report and Computations</u> : Submit 20 copies of the stormwater management report and/or calculations (see items 45 and 46 in section B below).			•	•				
11. <u>Township Engineer's Certification of Improvements Completed</u> : If a subdivision and some or all improvements have been completed, submit 20 copies of a certification by the Township Engineer that all improvements that have been installed are in accordance with the approved preliminary plans.					•			

12. <u>Previous Applications:</u> If there has been a previous application to the Planning Board or Board of Adjustment involving the subject property within the last three years, submit 20 copies of an explanation as to the nature, date, and disposition of such application (please attach to application form).	●	●	●	●				
13. <u>Conservation Easements - Baseline Documentation:</u> Submit a report in accordance with this Chapter documenting the current condition of land encompassed within proposed easements including, but not limited to photographs, surveys of buildings, structures, vegetation, trails, and water bodies, and any proposed restrictions.	●	●	●	●				
14. <u>Soil Erosion and Sediment Control Plan Certification:</u> Submit 3 copies of application for projects that are subject to Article XVII (Soil Erosion and Sediment Control) of the Township Code.	●	●	●	●				
15. <u>Aerial Photos:</u> 20 paper copies and one digital copy (on CD-ROM or other acceptable electronic storage media in a projectable format) of aerial photos of subject tract on a single 11" x 17" sheet with the following information added to the air photos: a. Existing Tract Boundaries b. Proposed Lot Boundaries and Building Setback Lines c. Proposed Lot Numbers d. Proposed roadways and shared driveways e. Existing wetlands and associated transition areas f. Existing waterways, water bodies, and associated riparian buffers g. Flood hazard areas, floodways, and stream encroachment lines	●	●	●	●				
16. <u>Digital Copies of Plans:</u> Two digital copies of the submitted plans on CD-ROM or other acceptable electronic storage media in Autocadd format. For applications requiring Morris County Planning Board approval, digital submittals shall be prepared according to standards used by the Morris County Planning Board as described in Appendix G, Digital Mapping Submission Standards of the Land Development Standards of the County of Morris, New Jersey, as may be modified or amended in the future.	●	●			●	●		
<b>B. PLAN SUBMISSION</b>								
1. 20 paper copies and 2 digital copies of any required site plan, subdivision plat, map, survey, sketch or drawing which shall comply with and/or contain the following:	●	●	●	●	●	●		
2. The plat or plan clearly and legibly drawn or reproduced on a sheet size either 15 x 21, 24 x 36 or 30 x 42 inches, showing the entire tract on 1 sheet, at a scale: ● If a subdivision (minor or major), not smaller than 1"=100' ● If a minor site plan, not smaller than 1" = 100' and not larger than 1" = 10' ● If a major site plan, not smaller than 1"= 50' and not larger than 1" = 10' ● Digital copies must be submitted on CD-ROM or other acceptable electronic storage media in Adobe format. Each plan sheet shall be a separate file, shall be digitized at a density of 300 dpi, and shall be suitable for posting on the Township website.	●	●	●	●	●	●		
3. The plat or plan and other maps prepared, signed and sealed by a NJ licensed land surveyor, engineer, professional planner, registered architect, or registered landscape architect, subject to the restrictions of such license or registration.	●	●	●	●	●	●		
4. On each plan sheet, the title block containing the name of the property owner or development name, if any, existing lot and block numbers, the name, address and telephone number of the plan preparer, the date prepared, the date and purpose of the last revision.	●	●	●	●	●	●		
5. The scale of the map, both written and graphic.	●	●	●	●	●	●		
6. North arrow giving the reference meridian on all plan views.	●	●	●	●	●	●		
7. A space for the signatures of the Chairman and Secretary of the Board.	●	●	●	●	●	●		



8. A space for the signature of the Township Engineer.		•		•	•	•		
9. The names, addresses and telephone numbers of all applicants and owners.	•	•	•	•	•	•		
10. A list of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and all township-registered utility and cable television companies within 200' of the property.	•	•	•	•	•	•		
11. A key map at a scale of not smaller than 1" = 1,000' showing location of the tract (with any proposed lot lines) in relation to the surrounding area within 2,000' including the location of all zoning district boundaries and historic districts designated in the Harding Township Master Plan and/or listed on the State and/or National Register.	•	•	•	•	•	•		
12. Zone district and zone boundaries of the subject property and adjoining property and all zone requirements and limitations pertinent to the subject property, indicated on the plans both in tabular form and graphically. If existing structures are to remain, include the total square footage and the building area of each structure in the zoning data table.	•	•	•	•	•	•		
13. Indicate whether the site is within (or partially within) a historic district designated in the Harding Township Master Plan, and whether the site, building(s), or district is listed on the State or National Historic Register.	•	•	•	•	•	•		
14. The location, bearings and distances of all existing and proposed lot lines to the nearest hundredth of a foot.	•	•	•	•	•	•		
15. The block and lot numbers of adjoining lots and, if a subdivision, proposed block and lot numbers approved by the Township Tax Assessor.	•	•	•	•	•	•		
16. Lot frontage of each existing and proposed lot measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•		
17. The total area, and the area of each existing and proposed lot, private road, or land in public right-of-way and any commonly owned contiguous property, in acres if 1 acre or over and in acres and square feet if under 1 acre, in each case accurate to nearest 0.0001 of an acre.	•	•	•	•	•	•		
18. The location of all setback lines, the building envelope, and in the R-1 and RR Zone, a 100' by 100' square located within the building envelope displaying topographic elevations based upon a field survey at each corner of the square.	•	•	•	•	•	•		
19. The location on the property and the use of all existing and proposed buildings and structures or proposed additions thereto, with distances to the nearest existing and proposed lot lines measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•		
20. An indication of any structures to be removed, demolished or relocated on the site and the proposed location of any structure to be relocated on the site.	•	•	•	•	•	•		
21. The location of existing catch basins, bridges, culverts, storm drains, waterlines, sanitary sewer lines, wells, gas lines, telephone lines, utility easements, sewage disposal systems, bridle paths, drainage easements and conservation easements (specifying land benefited and burdened by each easement) within the site and, if a preliminary major subdivision or site plan, within 200' of the tract.	•	•	•	•	•	•		
22. The location, names (if any) and dimensions of any existing or proposed public and private roads, road rights-of-way, and access easements on the property and, if a preliminary major subdivision or site plan, within 200' of the tract, specifying the ownership of each such road and the land to be benefited and burdened by each such access easement.	•	•	•	•	•	•		
23. The location of all existing driveways, shoulders, curbing, walkways, fences, walls, parking spaces, loading areas, on the site and whether any of the foregoing are to be removed.	•	•	•	•	•	•		
24. Natural features such as watercourses and rock formations on the site and within 200' thereof, except that if a minor site plan only within the proposed area of soil disturbance.	•	•	•	•	•	•		

25. Soil boundary lines and types within the property as shown by the current Morris County Soil Survey Maps.	•	•	•	•	•	•		
26. The delineation of flood hazard areas, including floodways and flood fringe areas, 100-year flood elevations, stream encroachment lines, riparian buffers, wetlands and wetland transition areas, as approved in a LOI issued by NJDEP.	•	•	•	•	•	•		
27. If a minor subdivision, contour lines at intervals of 10' within the site and within 200' thereof.	•							
28. If a minor site plan, elevation contours and spot elevations within the area of soil disturbance.		•						
29. If a major subdivision, contour lines at intervals of not more than 5' where the slope is 20% or greater, and at intervals of not more than 2' where the slope is less than 20%, within the site and within 100' thereof.			•					
30. If a site plan, contour lines at intervals of 2' where the slope is greater than 4% and at intervals of 1' where the slope is 4% or less, within the site and within 50' thereof.				•		•		
31. If in the R-1 or RR Zone and slopes of 8% or greater are present on the property, the topographic information and other requirements contained in section 105-105.	•	•	•	•		•		
32. In the R-1 and RR zones, a landscape plan for revegetating disturbed areas after construction if land disturbance is proposed in connection with driveway or utility improvements in slope areas of 25% or greater.	•	•	•	•		•		
33. The location of wooded areas within the tract and within 200' thereof, and <u>isolated</u> trees 8" or more in diameter, measured 4.5' above ground level, designating species of each isolated tree shown within the tract, except that, if a minor site plan, only within the proposed area of soil disturbance. If a major subdivision, the location of all trees 8" or more in diameter, measured 4.5' above ground level, and other specimen trees or vegetation which may be affected by the construction of proposed roads or drainage improvements.	•	•	•	•		•		
34. The location of the Tree Conservation Area along all perimeter lot lines of existing and proposed lots located in the RR, R-1, R-2, R-3 and R-4 Zones.	•	•	•	•	•	•		
35. The location of any required or proposed buffers or landscaped areas.	•	•	•	•		•		
36. A Landscape Plan including an indication of existing vegetated areas and tree preservation measures and details, and specifications for the types, quantity, size and location of all proposed vegetation specifying the scientific and common names of vegetation.	•		•	•		•		
37. A detailed grading plan showing spot elevations along building lines, at building corners, low points and high points and along curblines.						•		
38. Soil erosion and sediment control plan, if required by §105-103A.	•	•	•	•	•	•		
39. If the property is to be served by one or more new individual sewage disposal systems, the location of all soil test pits, disposal area(s) required by the Board of Health, and a certification by the NJ licensed engineer who performed the tests as to accuracy of test results and whether a septic system can be designed as may be needed for each lot in compliance with local and state requirements.	•	•	•	•	•	•		
40. Detailed plans and design of any proposed individual sewage disposal system.						•		
41. Where applicable, plans, profiles and construction details for sanitary sewer lines, showing feasible connections to existing or proposed sanitary sewer system, and all other information required by the NJDEP and any other governmental entity for sewerage facilities.			•	•		•		
42. Where applicable, plans for connections to water lines, gas, electric, cable and telephone, showing feasible connections to existing or proposed utility systems.			•	•		•		

43. Plans, profiles and cross sections of proposed roads including typical pavement sections.			●					
44. If a site plan, plans, profiles and cross sections of proposed circulation drives, parking areas and spaces and loading areas, including typical pavement sections.				●		●		
45. Plans for the control of surface drainage including profiles and cross sections of drainage lines and facilities showing feasible connections to existing or proposed drainage systems, drainage computations, and a topographic map showing drainage area boundaries and soil boundaries thereof and land use boundaries.			●	●		●		
46. Plans, profiles, cross sections, structural drawings and design calculations for proposed stormwater detention facilities showing compliance with appropriate runoff requirements.			●	●		●		
47. The elevation of all catch basins and manhole inverts and grates or rims.						●		
48. If a site plan, preliminary architectural plans for all proposed buildings and structures (including a description of the combustible nature of construction materials) showing building dimensions, floor elevations, entrance locations, rooftop mechanical equipment and preliminary finished grade contours of all proposed buildings and structures and the proposed floor areas, floor area ratio, lot coverage, and the calculations of such floor areas, floor area ratio and lot coverage, where applicable.		●		●		●		
49. Proposed features such as outdoor storage areas, outdoor mechanical equipment, solid waste and recycling areas, service areas, utility buildings and structures, and fences or walls, including all building or structure dimensions.	●	●	●	●		●		
50. If a site plan, a detailed plan for proposed exterior lighting and lighting visible from the exterior.				●		●		
51. Any sign(s) proposed to be installed on the property including details as to location, size, design, color, texture, illumination, installation and/or mounting details.		●		●		●		
52. Provisions for fire prevention and protection. This requirement shall be applicable to minor subdivisions that include one or more proposed flag lots.	●		●	●		●		
53. 3 sets of Construction Plans for major subdivisions including all improvements and plan details approved as part of the preliminary subdivision plans and including the following: a. Locations and elevations of at least 2 elevation benchmarks within the property. b. Final plans, profiles and construction details for any water lines and/or sanitary sewer and all other information required by NJDEP for any sewerage facilities. c. Final plans, profiles and construction details for the drainage system and structural details for all detention facilities. d. Final plans, profiles and cross sections of proposed road and all other proposed or required improvements, in accordance with Township Ordinances, showing proposed and existing grade lines, quantities of earthwork and typical section of roadway pavement. e. Final landscape plans.					●			
54. Bearing or deflection angles and radii, arcs and central angles of all curves in roads, driveways and property lines.					●	●		
55. If a subdivision, the location and description of existing and proposed monuments and distances between them.					●			
56. If a subdivision, a final plat drawn to the requirements of the Map Filing Law with spaces for appropriate signatures by the owner, land surveyor and required township officials.					●			
57. Detailed plans, including location and elevation of all utilities.						●		
58. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the use of the property.	●	●	●	●	●	●		

59. The size, shape, location and purpose of any required conservation easement (including the proposed location and design of required boundary markers) and of any other proposed easement or area to be used for bridle paths, common recreation facilities, conservation or to be dedicated to public use, and the nature of any use other than residential.	•	•	•	•	•	•		
60. A statement on the plat or plan providing for the sharing of the responsibility of lot owners or users for perpetual maintenance of any shared privately owned roads, driveways, parking and/or loading areas, recreation facilities, open space, sewage disposal facilities, water lines, and stormwater facilities.	•	•	•	•	•	•		
61. If a planned development: a. Gross site area, net residential site area (total and per lot), floor area ratio of gross and net residential site areas and residential density. b. Common open space for active recreation and maximum diameter of circle inscribed in open space area. c. Net habitable floor area, total floor area, number of bedrooms and bedroom sizes for each dwelling unit. d. Length of each building or other straight façade. e. The shortest building setback from the property line where a single-family dwelling exists on the adjoining lot. f. The setback of the structure from a nearby stream, if necessary to show compliance with a minimum of 50'. g. The window area and floor area of each living and sleeping room.				•		•		

**NOTE:** The Board may require the submission of a traffic engineering study prepared by a qualified traffic engineer for major subdivisions and site plans.

**Prepared by:**  
**Susan C. Kimball, PP**

**Adopted: 9/4/02 (Ord. 11-02)**  
**Amended: 3/19/03 (Ord. 5-03)**  
**Amended: 6/4/03 (Ord. 12-03)**  
**Amended: 11/3/04 (Ord. 22-04)**  
**Amended: 4/16/08 (Ord. 5-08)**  
**Amended: 10/21/09 (Ord. 12-09)**  
**Amended: 12/16/09 (Ord. 14-09)**  
**Amended: 3/29/11 (Ord. 4-11)**

Checklist A Rev 4-1-11

# LAND DEVELOPMENT REVIEW APPLICATION

Mail To:

MORRIS COUNTY PLANNING BOARD  
P.O. Box 900  
Morristown, NJ 07963-0900



Office Location:

30 Schuyler Place  
4<sup>th</sup> Floor  
Morristown, New Jersey

ALL FILINGS TO THE PLANNING BOARD SHOULD BE IN DUPLICATE WITH APPROPRIATE FILING FEE

## Section I. Submission Requirements (TWO COPIES OF ALL DOCUMENTS SHOULD BE SUBMITTED)

Submission: ☐ New ☐ Planning Board ☐ Review fee enclosed  
☐ Revised ☐ Board of Adjustment ☐ No review fee

## Section II. Project Information

Project Name: \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Municipality: \_\_\_\_\_ Road Frontage Name: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

## Section III. Site Data

What is being proposed? \_\_\_\_\_  
Zone District(s) in which property is located: \_\_\_\_\_  
Present Use(s) \_\_\_\_\_ Proposed Use(s) \_\_\_\_\_  
Proposed Water Source: \_\_\_\_\_ Sewage Disposal \_\_\_\_\_

☐ Subdivision:  
Gross Area of Subdivision Tract \_\_\_\_\_ acres ▪ Net Lot Area \_\_\_\_\_ acres ▪ Number of Lots \_\_\_\_\_  
☐ Site Plan: Lot Area \_\_\_\_\_ Acres  
If Residential: # of Dwelling Units \_\_\_\_\_ If Non-Residential  
New Floor Area \_\_\_\_\_ Total Floor Area \_\_\_\_\_  
New Parking Spaces \_\_\_\_\_ Total Parking Spaces \_\_\_\_\_  
New Impervious Surface \_\_\_\_\_ Total Impervious Surface \_\_\_\_\_

## Section IV: Review Fees (not required for revised submissions)

Applicant hereby applies for: (check one)

Municipal Classification	Rate	Fees
<input type="checkbox"/> Subdivision: Sketch	no charge	
<input type="checkbox"/> Subdivision: Minor	\$100.00	\$ _____
<input type="checkbox"/> Subdivision: Preliminary	\$500.00 + \$25.00 per lot	\$ _____
<input type="checkbox"/> Subdivision: Final	\$100.00	\$ _____
<input type="checkbox"/> Site Plan: Multi-Family	\$500.00 + \$25.00 per dwelling unit	\$ _____
<input type="checkbox"/> Site Plan: Non-Residential	\$500.00 + \$5.00 per new parking space	\$ _____
Total enclosed (payable to "Treasurer of Morris County"). . . . .		\$ _____

Application completed by: \_\_\_\_\_ ☐ applicant / ☐ owner / ☐ attorney / ☐ engineer  
(please print)

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**MORRIS COUNTY PLANNING BOARD  
LAND DEVELOPMENT REVIEW  
APPLICATION PROCEDURES**

**SUBMISSION REQUIREMENTS:**

- Subdivision – All subdivisions must be submitted to the County Planning Board for review.  
Major Subdivisions – will be reviewed for County approval  
Minor Subdivisions – will be reviewed to determine:
1. If the project fronts along a County road; and/or
  2. If the project will affect any County drainage facilities.
- For those minor subdivisions which meet either one or both of the above criteria, the project will be reviewed for approval. If a minor subdivision does not meet either criteria, an exemption letter will be sent.
- Site Plans – Site Plans will be reviewed to determine:
1. If the project fronts along a County road; and/or
  2. If the project contains an amount of impervious surface equal to or greater than one acre (43,560 sq. ft.)
- For those site plans which meet either one or both of the above criteria, the project will be reviewed for approval. If the site plan does not meet either criteria, an exemption letter is sent.

---

**PROCEDURES:**

New applications must be submitted to the County Planning Board by the municipal approving authority or by the applicant and accompanied by the transmittal letter stating that the application has also been made to the municipal approving authority. Development applications revised in response to County Planning Board requirements may be submitted directly to the County Planning Board by the applicant.

Digital copy of final plat and fully signed paper copy of final plat are required prior to filing of final plat at the Morris County Clerk's Office.

**REVISIONS:**

Subdivision plats and site plans which are revised to comply with the County Planning Board requirements, or would alter a previous County Planning Board approval, must be resubmitted to the County Planning Board for review and approval.

**REPORTS:**

The County Planning Board has a statutory review period of thirty (30) days from the date of a complete submission. Upon completion of the County Planning Board review, a report will be mailed to the municipal approving authority with copies mailed to the applicant and his/her engineer. For those site plans and minor subdivisions found to be exempt, a notice of exemption will be mailed to the municipal approving authority.

---

**SUBMISSION PACKAGE:**

A complete application consists of the following:

- ☐ 1. Two (2) completed copies of the County application form (on the reverse side).
- ☐ 2. Two (2) copies of the subdivision or site plan drawings.
- ☐ 3. Two (2) copies of the drainage study (if required by the County Land Development Standards or municipal ordinance).
- ☐ 4. Two (2) copies of the traffic impact study (if required by the County Land Development Standards or municipal ordinance).
- ☐ 5. Payment of the review fee in accordance with the fee schedule on the reverse side of this application. If no fee is included, the applicant will be billed and the project may not be reviewed until payment is received. No fee is required for resubmissions.

Package should be submitted via mail to:      Morris County Planning Board  
P.O. Box 900  
Morristown, NJ 07963-0900

Or via personal delivery or overnight to:      Morris County Planning Board  
30 Schuyler Place, 4<sup>th</sup> Floor  
Morristown, New Jersey 07960

Questions, please call:      (973) 829-8120



**TOWNSHIP OF HARDING  
HEALTH DEPARTMENT  
SUBDIVISION/SITE PLAN  
\$250.00 Fee plus \$75 each lot**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 715

PB Appendix 1D

A copy of a written approval from the Harding Township Department of Health is required with all applications to the Planning Board or Board of Adjustment. This review is separate and distinct from any permits requires by the Construction Office, the Township Engineer, the Board of Adjustment, the Planning Board or others. To facilitate the approval process, please complete both sides of this form and provide a project plan as described below.

**COMPLETE BOTH SIDES OF THIS FORM**

**DATE SUBMITTED:** \_\_\_\_\_

**SITE INFORMATION:**

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Property Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Occupant (if Different than owner): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Existing bedrooms: \_\_\_\_\_

**PROJECT INFORMATION:**

Briefly describe the project:

Project Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION-continued**

Will there be any removal or demolition of existing buildings or structures? Yes ☐ No ☐

If yes, the following information may be required, as applicable:

**Extermination:** A letter from a licensed exterminator indicating the type of infestation (none detected, wood destroying insect, rodent or other), the type and date of treatment: certification of completion.

**Public Water Disconnect:** A letter from the public water supply indicating the disconnection of the water has been completed.

**REQUIREMENT CHECK LIST:**

Scaled plot plans, surveys, drawings and designs are required that show the following information:

**Plot plan must show:** (NOTE: the Health Department may have some of this information, check the files)

<input type="checkbox"/>	The locations of all permanent improvements including, but not limited to: driveways, house foundations, pools, out buildings, decks, underground storage tanks; underground drainage lines and underground utilities
<input type="checkbox"/>	Lot boundaries and location of neighboring or adjacent septic systems and wells.
<input type="checkbox"/>	The specific location (as-built, not as-planned) of the site's septic system components including the septic tanks, lines, D-box, laterals, curtain drains, etc. Indicate on plan, the method of determining the location.
<input type="checkbox"/>	The specific location of the site's well.
<input type="checkbox"/>	The specific location(s) of roof drainage seepage pits.
<input type="checkbox"/>	Proposed construction access route.
<input type="checkbox"/>	Streams, ponds, or other surface waters.

**Architectural plan must show:**

<input type="checkbox"/>	Architectural or design plan for entire structure, including all floors and rooms.
<input type="checkbox"/>	Plans must include current conditions on all floors and for all rooms as well as proposed work.
<input type="checkbox"/>	Proposed work, demolition and changes must be highlighted or otherwise called out.

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

.....  
**FOR DEPARTMENT USE ONLY**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_





**TOWNSHIP OF HARDING  
REQUEST FOR CERTIFIED LIST OF  
PROPERTY OWNERS WITHIN 200 FEET**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 1966

PB Appendix E

**Fee \$10.00**

**TO:** Tax Assessor  
Township of Harding  
P.O. Box 666  
New Vernon, NJ 07976

I hereby request a certified list of property owners within the two hundred (200) feet of:

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person making request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**PREFERRED DELIVERY, PLEASE CHECK ONE:**

☐ I will pick the list up when it is ready, please contact me at:

Telephone #: \_\_\_\_\_

☐ Email: \_\_\_\_\_

☐ Mail the list to the property in question, in care of:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

☐ Send the list to this alternate:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

The complete certified list will be forwarded to the above named applicant within the statutory (225-18) deadline of seven (7) Township business days from date request is received in the Assessor's office.



**TOWNSHIP OF HARDING  
TAX CERTIFICATION**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 1966

PB Appendix F

**FEE: \$10.00**

**TO BE COMPLETED BY APPLICANT:**

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Qual.: \_\_\_\_\_

Owner of property: \_\_\_\_\_

Street address: \_\_\_\_\_

Owner Telephone: \_\_\_\_\_ Owner email: \_\_\_\_\_

Applicant if other than owner: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Applicant email: \_\_\_\_\_

**TO BE COMPLETED BY TAX COLLECTOR:**

Taxes on the property described above have been paid in full through \_\_\_\_\_.

Taxes on property described above are as of this date due or delinquent in the amount of \_\_\_\_\_.

Assessments for local improvements on the property described above are as of this date due or  
delinquent in the amount of \_\_\_\_\_.

CERTIFIED BY:

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Date of Certification

**HARDING TOWNSHIP SUBDIVISION & SITE PLAN FEES 2021 (Effective March 1, 2021)**

<b>APPLICATION</b>	<b>APPLICATION FEE</b>	<b>DEPOSIT FOR TECHNICAL REVIEW</b>
Application for certification by Tax Assessor of list of adjoining property owners.	\$0.25 per name or \$10 whichever is greater	N/A
<b>Subdivision Application:</b>		
Concept Plan	\$582	\$1,000
<b>Minor Subdivision Application:</b>		
Lot line adjustment	\$582	\$1,500
Any other minor subdivision	\$3,475 per lot	\$3,000
Extension of a minor subdivision	\$582	N/A
<b>Major Subdivision:</b>		
Preliminary	\$3,475 per lot	\$4,000
Final (filed simultaneously with preliminary)	No fee	
Final (filed separately, per lot)	\$1,185	50% of the initial deposit for preliminary
<b>Application for a Variance in conjunction with any Subdivision of Land:</b>		
Minimum	\$1,176	\$1,000
Per variance per lot	\$594	\$1,000
*No fee for any lawful preexisting condition		
Amended application	½ of the original application fee if within 3 years of approval; thereafter, 100% of the original fee	50% of the initial deposit
Extension of preliminary or final major subdivision approval	\$1,161	50% of the initial deposit
<b>Site Plan Application:</b>		
Concept Plan	\$582	\$1,000
Minor site plan application	\$873	\$3,000
<b>Major Site Plan Application:</b>		
Preliminary Residential	\$10,080 plus \$504 per unit	\$3,000
Nonresidential	\$10,080 plus \$504 per 1,000 sq. ft. or per 10,000 sq. ft. of other impervious coverage	\$3,000
Final (filed simultaneously with preliminary)	No fee	
Major site plan, final (filed separately)	\$2,318	50% of the initial deposit for preliminary site plan
Amended application	½ of the original application fee	50% of the initial deposit
Extension of preliminary or final approval	\$1,161	N/A
Special meeting (Planning Board or Board of Adjustment) if requested by or with consent of applicant	\$1,740	N/A



**TOWNSHIP OF HARDING  
PLANNING BOARD/BOARD OF ADJUSTMENT  
TECHNICAL REVIEW ESCROW AGREEMENT**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000

PB Appendix 1H

This agreement made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the Township of Harding and \_\_\_\_\_, is made upon the following terms and conditions:

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot (s): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account in the applicant's name. In accordance with Ordinance 171-23 of the Harding Township Code, I further understand that the escrow is established to cover the cost of certain professional services including engineering, planning and legal and other expenses associated with the review of submitted development application materials and review and preparation of documents. Sums which not utilized for these purposes shall be returned upon request to the individual or business from which checks were submitted upon issuance of a certificate of occupancy or withdrawal, abandonment, denial or other termination of the application. 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 fourteen (14) days. If additional funds are not received I understand that no further action will be taken on my development application until the escrow account has been replenished.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant or Attorney

\_\_\_\_\_  
Print Name

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

## 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); and
- 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](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



By signing the filled-out form, you:

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. See *What is FATCA reporting*, later, for further information.

**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.

In the cases below, the following person must give 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.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

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

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947



The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.



**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**TOWNSHIP OF HARDING**  
**MORRIS COUNTY, NEW JERSEY**  
**NOTICE OF PUBLIC HEARING**  
(Notice to Property Owners)

PB Appendix 1J

**PLEASE TAKE NOTICE** that on \_\_\_\_\_, \_\_\_\_\_, at 7:30 P.M. at the Harding Township Municipal building, 21 Blue Mill Road, New Vernon, New Jersey, a public hearing will be held by the:

- ☐ Planning Board  
☐ Board of Adjustment

to consider the application of \_\_\_\_\_, whose address is \_\_\_\_\_, for the following development approvals:

- ☐ Minor Subdivision  
☐ Minor Site Plan  
☐ Major Subdivision      ☐ Preliminary      ☐ Final  
☐ Major Site Plan      ☐ Preliminary      ☐ Final  
☐ Zoning Variance(s) or exceptions as follows:  
    Ordinance Section(s): \_\_\_\_\_  
    Type of Variance(s): \_\_\_\_\_  
    Extent of Variance(s): \_\_\_\_\_  
☐ Other relief as follows" \_\_\_\_\_

The indicated approvals are requested to permit the applicant(s) to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on property known as Block \_\_\_\_\_ and Lot \_\_\_\_\_ and located on \_\_\_\_\_

All other applications, including and supporting plans and other documents, are public records and may be inspected in the Office of the Secretary to the Board at the Harding Township Municipal Building, 21 Blue Mill Road between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday, except legal holidays. At the public hearing, members of the public may appear concerning this application.

Name and address of applicant(s)  
(or Attorney for applicant)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWNSHIP OF HARDING  
MORRIS COUNTY, NEW JERSEY  
PLANNING BOARD/BOARD OF ADJUSTMENT**

**AFFIDAVIT OF SERVICE AND PUBLICATION**

In the Matter of the Application of \_\_\_\_\_

}

PROOF OF SERVICE AND  
PUBLICATION OF NOTICE

STATE OF NEW JERSEY

} SS.

COUNTY OF MORRIS

\_\_\_\_\_, being duly sworn according to law, upon his oath  
deposes and says:

1. I am the applicant, or the agent of the applicant, in a proceeding before the Planning Board/Board of Adjustment, concerning property located at \_\_\_\_\_.
2. I served a completed Notice of Public Hearing on each of the owners of property affected by the application, as shown on the attached List of Property Owners, not less than 10 days prior to the date of the hearing. I made service of said Notice either by certified mail to the last known address of the property owner(s) as shown by the most recent tax lists of Harding Township, or by personally handing a copy to the property owner(s) which has been acknowledged by date and signature and returned to the Secretary.
3. I published Notice of the Public Hearing in the \_\_\_\_\_ newspaper utilizing the form of Notice of Public Hearing provided by the Township of Harding or a substantially similar form. The Notice appeared in the aforesaid newspaper on \_\_\_\_\_, \_\_\_\_\_.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_,  
Signature of Applicant                      Date

\_\_\_\_\_  
NOTARY

AFIDAVIT.DOC



# TOWNSHIP OF HARDING PLANNING BOARD CHECKLIST SPECIAL FLOOD HAZARD PERMIT

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 723

This checklist applies to all applications to the Planning Board (or a committee thereof) for special flood hazard development permits.

SUBMISSION REQUIREMENTS	Submitted	N/A	Waiver Requested	Board Action
1. The names and addresses of all property owners, municipalities (other than the township) and counties (other than Morris County) within 200 feet of the subject property, together with the names and addresses of all public utilities, cable television companies and local utilities registered with the township, as certified by the Township Tax Assessor. This information shall also be shown on the plat or plan [amended 10-12-1993 by Ord. No- 10-93]				
2. A map, survey, sketch or drawing prepared and signed by a licensed New Jersey land surveyor, a licensed New Jersey engineer, a licensed New Jersey professional planner, a registered architect and/or a registered landscape architect, subject to the restrictions of such license or registration				
3. The address of the property subject to the application and zone in which it is located				
4. The name, address and telephone number of the applicant and, if the applicant is represented by an attorney, the name, address and telephone number of the attorney				
5. A certification from the Township Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments				
6. Submittal of all required fees				
7. A certification of a licensed professional engineer or architect that the design and methods of construction for any proposed nonresidential structure are in accordance with accepted standards of practice for meeting the floodproofing requirements of §105-118 B(2)				
8. A description of the extent to which any watercourse will be altered or relocated				
9. If wetlands are present or one or more wetland indicators are present (pursuant to N.J.A.C. 7:7A-1 et seq.) on the site (as required to be delineated pursuant to Item 11.I hereinafter), the applicant shall submit a Letter of Interpretation from the New Jersey Department of Environmental Protection indicating the presence or absence, approved delineation, classification and transition area of such wetlands [added 5-13-1991 by Ord. No. 3-91]				
10. Any other data necessary to ascertain whether the proposed development complies with all applicable general and specific standards for flood hazard reduction				
11. Twenty (20) copies of any required map, survey, sketch or drawing, which shall comply with, contain or be accompanied by the following:				
A. The location of all on-site existing and proposed principal and accessory structures or alterations thereto with dimensions from the nearest existing and proposed lot lines measured in feet accurate to nearest hundredth of a foot				
B. Indication of any structures to be removed, demolished or relocated on the site and the proposed location of any structure to be relocated on the site				
C. The title block (in the lower right-hand corner if possible) containing the name, address and telephone number of the preparer, the existing lot and block numbers, the date prepared and the date of the last revision and development title, if any				
D. The scale of the map, both written and graphic				
E. North arrow giving reference meridian on all plan views				
F. The location of all setback lines and possible location of any minimum building envelope				
G. The location of existing catch basins, bridges, culverts, storm drains, sanitary sewer lines, waterlines, wells, gas lines, telephone lines, utility easements, sewage disposal systems, bridle paths, drainage easements and conservation easements (specifying land benefited and burdened by each easement) on the site and within 200 foot thereof				
H. Natural features, such as watercourses and rock formations, on the site and within 200 feet thereof				
I. The delineation of flood hazard areas (including floodways, and flood fringe areas) stream encroachment lines, wetlands and wetland transition areas as approved in a letter of Interpretation from the New Jersey Department of Environmental Protection, and the basis for establishment or delineation thereof [amended 5-13-1991 by Ord. No. 3-91]				
J. The location of wooded areas within the tract and within 200 feet thereof and isolated trees 10 inches or more in diameter, measured 4 feet above ground level, designating the species of each isolated tree shown on the site				
K. The location, dimensions and elevations of the flood hazard area (including floodway and flood fringe areas), fill areas, areas of outdoor stored materials and drainage facilities on the site				
L. The location and elevation of the lowest floor (including the basement) of all existing and proposed structures, and elevation to which any structure has been floodproofed, by reference to National Geodetic Vertical Datum of 1921				



# TOWNSHIP OF HARDING LAND USE APPLICATION

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 723

Appendix 1A

APPLICANT \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

## APPLICATION FOR DEVELOPMENT

☐ Planning Board  
☐ Board of Adjustment  
Application Number: \_\_\_\_\_  
Date of First Submission: \_\_\_\_\_  
Adequate Application Date: \_\_\_\_\_  
Completeness Date: \_\_\_\_\_

## 1. NATURE OF THE APPLICATION (Check all applicable items)

<input type="checkbox"/> Conceptual subdivision plan	<input type="checkbox"/> Amendment to approved site plan
<input type="checkbox"/> Minor subdivision	<input type="checkbox"/> Conditional use
<input type="checkbox"/> Lot line adjustment	<input type="checkbox"/> Variance, residential, fence, patio or deck
<input type="checkbox"/> Major subdivision, preliminary	<input type="checkbox"/> Variance, other residential
<input type="checkbox"/> Major subdivision, final	<input type="checkbox"/> Use or other (d) variance
<input type="checkbox"/> Amendment to approved plat	<input type="checkbox"/> Variance, other non-residential
<input type="checkbox"/> Conceptual site plan	<input type="checkbox"/> Appeal from administrative decision
<input type="checkbox"/> Site plan approval, preliminary	<input type="checkbox"/> Interpretation of zoning ordinance
<input type="checkbox"/> Site plan approval, final	<input type="checkbox"/> Special flood hazard development permit
<input type="checkbox"/> Other _____	

## 2. PROPERTY INFORMATION

Property location: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_  
Existing use: \_\_\_\_\_  
Proposed use: \_\_\_\_\_

Has there been any previous application involving these premises by the applicant or any other prior owner of the property? ☐ Yes ☐ No ☐ Unknown If yes, nature of application, date and determination: \_\_\_\_\_

Does the applicant own adjacent property? ☐ Yes ☐ No If yes, address of adjacent property: \_\_\_\_\_

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:  
☐ Yes [attach copies] ☐ No ☐ Proposed

Is the property included within a Historic District as shown in the Harding Township Master Plan? ☐ Yes ☐ No  
If yes, which district? \_\_\_\_\_

If yes, please fill out BOA Appendix 1L and make arrangements with the Historic Preservation Commission.

Were any buildings on the property constructed prior to 1915? ☐ Yes ☐ No

If the property is located in the RR, R-1 or R-2 Zone, were any accessory buildings constructed prior to 1945?

☐ Yes ☐ No If yes, please fill out BOA Appendix 1L and make arrangements with the Historic Preservation Commission.

## 3. APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip/: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Interest in the Property: \_\_\_\_\_

Applicant is a(n): ☐ Individual ☐ Partnership ☐ Corporation

#### 4. CONTACT FOR APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

#### 5. APPLICANT OWNER DISCLOSURE (if applicable)

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons or entities possessing a 10% or greater interest in an applicant that is a corporation, partnership or other entity must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 this disclosure requirement applies to all person or entities possessing a 10% or greater interest in any such entity followed up in the chain of ownership until the names and addresses of all persons or entities possessing a 10% or greater interest have been disclosed. (Attach pages as necessary to comply).

Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____

#### 6. APPLICANT'S ATTORNEY (Entities must be represented by an attorney)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

#### 7. APPLICANT'S ENGINEER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

#### 8. APPLICANT'S PLANNER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

#### 9. APPLICANT'S ARCHITECT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

#### 10. BRIEF DESCRIPTION OF PROJECT:

Indicate type of improvement, alteration, structure, or use proposed and describes all structures, improvements, and uses now on the property. For any non-residential, business, or commercial use provides hours of operation, number of employees, number of parking spaces, and other information important for consideration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 11. REQUESTED ZONING VARIANCES:

Identify each deviation and the Township Code section and variance requested and state principal points on which the variance request is made. Use a separate sheet if necessary. Attach any letter or document from the Zoning Officer or any other Township representative which has been issued to you regarding this proposal.

_____	_____	_____
_____	_____	_____
_____	_____	_____

**12. LIST ANY OTHER LICENSES, PERMITS OR OTHER APPROVALS REQUIRED BY MUNICIPAL, COUNTY, STATE OR FEDERAL LAW AND THE STATUS OF EACH.**

**13. APPLICANT CERTIFICATION**

I hereby affirm that all of the statements above and contained in the papers submitted herewith are true.

Signature of the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**14. OWNER INFORMATION (If not the Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**15. OWNER'S CONSENT TO APPLICATION**

I certify that I am the owner of the property that 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.

Owner \_\_\_\_\_

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of the State of New Jersey

**PERMISSION BY OWNER FOR ACCESS TO THE PROPERTY**

The undersigned Owner, having made or consented to an application for development to the Harding Township Planning Board or Board of Adjustment, understands that Board members and others must have an opportunity upon reasonable advance notice to go onto the property and examine the same in order to be able to fully understand and evaluate the application.

We therefore grant permission to members of the Board and others to go onto our property during daylight hours upon reasonable advance notice to make a thorough examination of the same for the purpose of more effectively deciding the application.

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

Date: \_\_\_\_\_ Owner: \_\_\_\_\_



165465

THIS INDENTURE made the 31 day of ~~June~~ 1975  
between

LAKESHORE COMPANY, a New Jersey Corporation with its  
principal place of business at Mount Kemble Lake, Harding Town-  
ship, Morris County, New Jersey (hereinafter "Lakeshore") and

MT. KEMBLE LAKE COMMUNITY CLUB, a nonprofit corporation  
of the State of New Jersey with its mailing address Mt. Kemble  
Lake, Morristown, New Jersey, 07960 (hereinafter "Club").

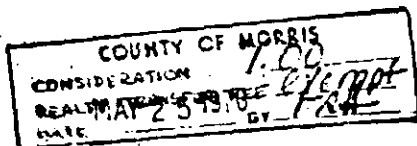
WHEREAS, Lakeshore Company is the developer of the  
private residential community known as Mt. Kemble Lake located  
in Harding Township, Morris County, New Jersey, as more particu-  
larly shown on a map entitled "Map of Mt. Kemble Lake", dated  
May 31, 1927, Map #783-D filed in the office of the Clerk of  
Morris County; and

WHEREAS, the aforesaid filed map showing roads, trails  
and ways, a lake and community space which were dedicated  
to the use of the owners or lessees of the lots shown on said  
filed map by the filing of said map and by virtue of the provi-  
sions of the various deeds by which Lakeshore has conveyed lots  
shown on said map to its grantees; and

WHEREAS, Lakeshore Company is the owner of certain other  
lots which have been dedicated for public use by owners and  
lessees over the years for beach, tennis courts, rights of way and  
the dams necessary for the creation and maintenance of the Lake  
which Lakeshore desires to ratify and confirm by this Indenture;  
and

RECEIVED  
MAY 25 3 52 PM '75

*Edward J. Hendley*  
CLERK MORRIS COUNTY



INSTRUMENT RECD IN DEED BOOK 2364 PAGE 222

*Chg*  
*15-*  
*EX-104*  
*SPSAL*



TOWNSHIP OF HARDING  
Morris County, New Jersey

Blue Mill Road, Box 666  
New Vernon, New Jersey 07976  
973-267-8000

## HARDING TOWNSHIP DEPARTMENT OF HEALTH MEMORANDUM

**To:** Lori Taglairino, Planning Board Secretary  
**From:** Shelby Meyers, REHS  
**Re:** Subdivision/Site Plan  
Lukacs Property 2 Lake Trail West, B: 41 L: 2.01  
**Date:** January 4, 2024

---

The Health Department received an application for a **subdivision** at the above referenced property.

The application includes the application dated 9/8/2023 and the submitted subdivision plans prepared by James J. Mantz, PE & LS, dated 12/2/2023.

Based on the provided information and on information in the Department of Health files, the Department of Health concludes the lot can continue to support the individual subsurface sewage disposal system. In addition, the lot meets the recommended setbacks as set by NJAC 7:9A-4.3 and 7:10-12.12 and the Harding Township Code section 422-26. Therefore, the Department of Health does not object to the proposed subdivision.

Should you have any questions, please do not hesitate to contact me. Thank you.

SM



ENVIRONMENTAL  
TECHNOLOGY  
INC.

Environmental Consultants

June 13, 2013

SENT VIA EMAIL

Mr. Tim Lukacs  
Lake Trail West  
Morristown, NJ 07960

Re: Wetlands Delineation and Investigation  
2 Lake Trail West  
Block 41, Lot 2.01  
Township of Harding, Morris County, NJ

Dear Tim:

Pursuant to your request, Environmental Technology Inc. has visited the above referenced site and conducted a wetlands delineation to determine the extent of any freshwater wetlands and/or transition areas affecting the property.

The investigation of the site was performed by David C. Krueger, president of Environmental Technology, Inc. on August 2, 2013. . The investigation utilized the Federal Manual for Identifying and Delineating Jurisdictional Wetlands dated January 10, 1989.

Our investigation identified wetlands to the west of the site, across Lake Trail West. The wetlands were delineated in the field and surveyed. The limits of these wetlands are accurately shown on the plan prepared by Parker Engineering and Surveying, P.C. entitled "Septic System Design, Tax Map Lot 2.01, Block 41, Township of Harding, Morris County, New Jersey," dated November 26, 2012 and consisting of one sheet. These were the nearest wetlands identified which impacted the referenced property.

The wetlands are approximately 100 feet to the west of the property boundary. As noted, they are across Lake Trail West and down slope and adjacent to Primrose Brook. These wetlands require a transition area of 150 feet.

Please do not hesitate to contact our office if you should have any questions regarding our findings.



Very truly yours,

ENVIRONMENTAL TECHNOLOGY INC.

*David C. Krueger*  
David C. Krueger, President  
Professional Wetland Scientist 000662  
Certified Wetland Delineator WDCP94MD03101146B

13095/r/dck