TOWNSHIP OF BRIDGEWATER

SOMERSET COUNTY, NEW JERSEY

FORM # 3H

Application #: _____ Board File Name: _____

Date Filed: _____

(Do not write above this line)

APPLICATION: SITE PLAN

(Solar/Photovoltaic Facilities)

Please check type of application:

_____ Conceptual Site Plan _____ Conditional Use Approval _____ Minor Site Plan

_____ Preliminary Major Site Plan _____ Final Major Site Plan _____ C-Variances

_____ D-Variances

_____ Amend prior approval for Preliminary Site Plan. Date of prior approval (attach copy) _____

_____ Amend prior approval for Final Site Plan. Date of prior approval (attach copy) _____

Does this application constitute a new application? _____

If not, please attach 24 copies of Site Plan previously submitted with resolution.

1. Applicant's name _____ Phone _____ Fax _____

Address (mailing) _____ Email: _____

2. Owner's name _____ Phone _____ Fax _____

Address (mailing) _____

3. Attorney's name _____ Phone _____ Fax _____

Address (mailing) _____ Email: _____

4. Engineer's name _____ Phone _____ Fax _____

Address (mailing) _____ Email: _____

5. Name of Development _____

Block(s) _____ Lot(s) _____ Tax Sheet _____

6. Street on which property lies including location of nearest intersection

_____

7. Present use _____

8. Proposed Use _____

9. Zoning District _____

10. Area in acres of any additional adjoining land owned by owner or applicant

_____

11. Amount of lot area with slopes 30 percent or greater _____

Slopes 20-29 percent _____ Slopes 11-19 percent _____

Slopes 0-10 percent _____

12. Total land available for development (126-266)_____

13. Amount of lot area in floodway _____; flood fringe_____;wetlands_____

14. Waivers requested from the following sections of the Township Land Use Code,

Chapter 126_____

_____

_____

15. List all plans, exhibits, documents, reports, significant letters, and written decisions from other governmental agencies which constitute this application. Please indicate the title of plan or document scale, number of sheets, date of preparation and name and license number of preparer if appropriate.

NOTE: ALL EXHIBITS PRESENTED AND MARKED AT THE HEARING MUST BE CLIPPED (NOT MOUNTED WITH ADHESIVE) TO THE FOAM BOARD.

All exhibits will be kept in the application file and the foam boards will be returned at the meeting.

_____

_____

_____

X_____ _____

Signature of person preparing application Date

THE TOWNSHIP OF BRIDGEWATER

GROUND MOUNTED SOLAR/PHOTOVOLTAIC FACILITIES

CHECKLIST

Application #: _____ Applicant: _____

Block(S) _____ Lot(S) _____

Applicant	Bridgewater	
		1. **Twenty four (24) copies** of the application form, checklist, fee schedule with calculations, survey and Plat. **All documents submitted must be collated into 24-sets** (or you may select the following option)
		2. **OPTION**: You may choose to submit (3) full sets of documents for completeness review only. When the documents submitted comply with the submission requirements, we will notify you to submit the other (21) sets in order to be deemed complete. This option is made available to applicants in an effort to save resources expended on numerous plans that may need to be revised and resubmitted.
		3. All fees must be paid. Application fee: _____ Escrow Fee: _____ (Fee Schedule with calculations must be submitted, including a signed W-9)
		4. If the application involves a request for a ***subdivision or site plan*** including land development of more than 50 dwelling units or 50,000 square feet of non-residential building space or all major subdivisions or site plans within 500 feet of a municipal border or critical natural resources like primary or secondary streams identified in the County Open Space Plan, that may affect neighboring jurisdictions, ***you must submit a copy of the full application packet including plans to Somerville Borough and Raritan Borough and provide proof of submission/mailing.***
		5. Size of Map should be in accordance with the Map Filing Laws
		6. Survey of property, signed and sealed by a Licensed Surveyor
		7. Submit deeds for property, including easement deeds
		8. Signed Consent by owner form even if the applicant is the owner

9. Provide proof of submission of full application including plans to the local Fire Department. You may contact the Fire Official to confirm the correct Fire Department for your Block and Lot at (908) 725-6300 ext. 263. List name and address you submitted to:

Fire Department _____

Address _____

_____

SITE PLAN SHALL CONTAIN THE FOLLOWING DATA:

10. Height of solar panels
11. Landscaping Plan per the renewable energy ordinance requirements, including treatment material beneath the panels.
12. Written description of the facility, describing the facility's provisions, connections, design information, transformer location and calculated decibel level at the property lines
13. Property lines and physical dimensions of the property by a licensed land surveyor.
14. Locations, dimensions and use of all existing structures on the property
15. Delineated buffer setbacks
16. Location of the solar or photovoltaic facility and dimensions to all property lines, including batteries, inverters, generators and similar associated structures.
17. Location of proposed and existing overhead utility lines.
18. Location of any proposed or existing substation, inverter or transformer.
19. Identify the tax map sheet, date of revision, block and lot numbers and zone district of above owners
20. Description and design of how the energy generated by the facility will be transmitted to the larger electrical distribution facility.
21. The location and elevations and design details of all transmission lines, support structures and attachments to a substation(s).
22. Decommissioning Plan

X_____ _____

Signature of person preparing application Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

NOTICE REQUIREMENTS:

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.
3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS
5. Affidavit of publication from the newspaper in which the notice was published

BRIDGEWATER TOWNSHIP

SITE PLAN CHECKLIST

Application #: _____ Applicant_____ Date_____

Applicant	**Bwt.**

I. Twenty four (24) sets of the application, checklist, fee schedule computations and all supporting documentation and Site Plan. **All documents submitted must be collated into (24) sets.**

II. OPTION: You may choose to submit (3) full sets of documents for completeness review only. When the documents submitted comply with the submission requirements, we will notify you to submit the other (21) sets in order to be deemed complete. This option is made available to applicants in an effort to save resources expended on numerous plans that may need to be revised and resubmitted.

III. All fees must be paid.

Application fee: $_____ Escrow Fee: $_____

(Fee Schedule with calculations must be submitted, including a signed W-9)

IV. If the application involves a request for a ***subdivision or site plan*** including land development of more than 50 dwelling units or 50,000 square feet of non-residential building space or all major subdivisions or site plans within 500 feet of a municipal border or critical natural resources like primary or secondary streams identified in the County Open Space Plan, that may affect neighboring jurisdictions, ***you must submit a copy of the full application packet including plans to Somerville Borough and Raritan Borough and provide proof of submission/mailing.***

V. Provide proof of submission of full application including plans to the local Fire Department. You may contact the Fire Official to confirm correct Fire Department for your Block and Lot at (908) 725-6300 ext. 263. List name and address you submitted to:

Fire Department: _____

Address: _____

_____

VI. Size of Map should be in accordance with the Map Filing Laws

VII. Scale not to exceed 1"=100'

VIII. Consent by Owner form: signed and notarized by owner even

if the applicant is the owner

SITE PLAN SHALL CONTAIN THE FOLLOWING DATA:

1. A Key map of the site with reference to surrounding areas, zoning district(s) and existing street locations within 200' of property. Scale not less than 1"=800' (126-153A)

2. The North arrow, scale, block, lot, name and address of the owners of all contiguous land and of property directly across the street , and downstream 200 feet of the property, as shown by the most recent tax records of all municipalities in which such properties shall lie. (126-153B)

3. Lot line dimensions, bearings and distances (126-153C)

4. Location of all buildings and structures, streets, easements, driveways, entrances and exits on the site and within 200 ft thereof. (126-153D) Structures to be removed should be indicated by dashed lines

5. Right-of-way width of existing road from the centerline. Pavement width measurements.

6. Location and dimensions of proposed buildings, structures, roads, driveways, parking areas with dimensions of each (126-153E)

7. Zoning Chart listing required, existing and proposed setbacks, height, lot area, improved lot coverage, and all information included in the schedule of land and area requirements. Graphic depiction is required.

8. Proposed building height setbacks, front, side and rear yard distances and required setbacks (126-153F). Buildings must identify square footage on each building for each floor

9. All existing physical features on the site and within 200 feet thereof, including streams, water courses, existing woodlands, and significant soil and hydrological conditions such as swamp, rock and water flows (126-153G). All existing trees as follows:
   Deciduous 12" dbh or greater; Non-Deciduous 8" dbh or greater;
   Dogwoods 4" dbh or greater

10. Topography showing existing and proposed contours at two foot intervals extending 200 feet off site. A reference bench mark shall be clearly designated (126-153H)
11. Parking and loading areas shall be indicated with dimensions for bays, aisles, stalls, curb radii, traffic islands and channelization. Indicate direction of traffic flow and sight easements, number of employees, total and maximum in one shift, proposed and required parking spaces. No driveway within ten (10) feet of property lines (126-153I)
12. Architectural building elevations including facade signs and entrances, materials, dimensions and height.

13. Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions (126-153J).

14. Landscaping and buffering plan exhibit identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and root outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting and maintenance plans (126-153L). The landscaping plan shall be in accordance with the Landscape Ordinance.

15. Street trees planted at 50' intervals along public rights of way and in accordance with the Landscape Ordinance.

16. Specify on landscape plan the quantity of landscaping by type proposed to be planted on site

17. Has at least 5% of the parking area been landscaped? (126-191 B.16)

18. Indicate on the landscape plan, existing and proposed fences, their heights and type (126-194).

19. Conservation Plan Exhibit is to be submitted showing the proposed methods of protecting trees and growth before and after construction. Techniques include fences, berms, tree wells, etc (126-191 and 197).

20. Proposed exterior lighting plan exhibit showing location of all lights, type of light, manufacturer specification sheet, intensity in foot candles on a point-to-point plan, methods proposed to reduce off-site glare on adjacent property and roads, type and height of light standard and pole (126-153M and 190).

21. Survey of property signed and sealed by a Licensed Surveyor

22. Proposed sign plan exhibit for all freestanding and façade signs showing the specific design, letter style, color, construction and materials, location, size, height above grade or below roof line, type of standard, illumination (123-153N and 195).

23. Required legend on Site Plan for endorsement by Board Engineer, Board Chairman and Board Secretary (126-1530)

SITE PLAN MUST BE ACCOMPANIED BY THE FOLLOWING:

24. Twenty four (24) copies of the Environmental Impact Statement report. Waiver cannot be granted if slopes on the site exceed 15% or if property is within a flood plain (Part II article 25 126-128 through 272)

25. Hillside Development exhibits (Part II article 29, 126-264 through 267)

    a) Density computations (126-266)

    b) Maximum Impervious surfaces (126-267)

26. Stormwater runoff control plan with introductory narrative

a) Impervious coverage

b) Elevations adjacent to existing and proposed building

c) Elevations for entire site

d) Elevations on adjacent property where drainage may impact

e) Location and elevation of sidewalks, adjacent road centers, dividing islands, curbs, gutters, driveways.

f) Run-off computations for existing and proposed conditions

g) Size, slope, direction of flow, top, invert elevations of all existing and proposed storm drains, drainage ditches, water courses (cross sections, for swales, channels)

h) Roof leader size and discharge locations

i) Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow hydrograph for stormwater detention/retention facilities

j) Drainage area map, calculations showing drainage from contributing area prior to and after development

27. Soil erosion and sediment control plan exhibit (Article 36) Identify location of all soils on property.

28. Written description of a request for variance, conditional use or special permit.

29. Written document or request to waive submission of any required Site Plan elements or exhibits. (The applicant must document why a waiver of required exhibits is in the public interest, consistent with the Master Plan, the overall intent of the Land Use Ordinance, and good Development and Environmental practice) (126-156).

FOR PRELIMINARY SITE PLAN

30. Proof in the form of a letter of transmittal that a copy of the Application was sent to the County Planning Board.

31. The signature block must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans. **Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**

FOR FINAL SITE PLAN

In addition to all items listed above, please include the following;

32. Engineer's estimate of the cost of proposed improvements (sanitary sewer, drainage, pavement, landscaping) and an inspection fee of 6% of

those costs

33. The signature block must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans. **Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**

34. The signature block must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans. **Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**

x_____ _____

Signature of person preparing checklist Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

NOTICE REQUIREMENTS:

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.
3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS
5. Affidavit of publication from the newspaper in which the notice was published.

Rev.1/05

FORM # 1

BRIDGEWATER TOWNSHIP
CONSENT BY OWNER

I, _____, am the owner of the property known as Block (s) _____, Lot (s) _____ as shown on the Tax Map of Bridgewater Township. I am aware of the application that is to be filed with the Planning Board or Zoning Board of Adjustment in Bridgewater Township and I consent to said application. I permit the Board, its staff or other designated officials to enter onto the property which is the subject of this application and review existing and proposed site and development elements.

I further understand that there are fees that must be paid in accordance with said application. In the event that the applicant does not pay all of the appropriate fees including application and escrow fees as required for this application, I consent to have any unpaid balance placed as an added assessment against my property to be collected by the Tax Collector's office in due course.

(This form must be signed and notarized, even if the applicant is the owner)

_____

Signature of Owner

Date: _____

Sworn to and subscribed before me
this _____ day of _____ 200__.

_____

Notary Public

Rev. 1/05

FORM # 2

DISCLOSURE STATEMENT FOR CORPORATIONS AND PARTNERSHIPS APPLYING FOR SITE PLAN AND SUBDIVISION APPROVAL

CORPORATIONS:

Please indicate the following with respect to the Corporation:

NAME_____

ADDRESS OF PRINCIPAL OFFICE_____

REGISTERED AGENT: NAME_____

ADDRESS _____

_____

STATE OF INCORPORATION _____

If other than New Jersey, is Corporation authorized to do business in New Jersey? _____

If so, when was authorization obtained? _____

List all stockholders controlling 10% or greater of stock: _____

_____

_____

_____

_____

_____

PARTNERSHIPS:

Please indicate the following with respect to the partnership:

TRADE NAME _____

ADDRESS OF PRINCIPAL OFFICE _____

_____

NAMES AND ADDRESSES OF PARTNERS_____

_____

_____

_____

_____

_____

_____

Rev. 4/07

VARIANCE AND DESIGN WAIVER REPORT

FORM # 4

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME_____ DATE_____

ADDRESS _____

PHONE #: _____ FAX #: _____

LOT(S) _____ BLOCK(S) _____

CURRENT ZONING DISTRICT _____

TOTAL SQUARE FEET OF ALL STRUCTURES _____ s.f.

	Ordinance Requirement	Existing	Propose	Variance Y or N
Improved Lot Coverage (all improvements)	_____%	_____%	_____%	____
Floor Area Ratio (F.A.R.)	_____	_____	_____	____
Lot Area	_____	_____	_____	____
Lot Width	_____	_____	_____	____
Side Yard (one)	_____	_____	_____	____
Side Yard (total of both)	_____	_____	_____	____
Front Yard	_____	_____	_____	____
Rear Yard	_____	_____	_____	____
Building height and number of stories	_____	_____	_____	____
Parking	_____	_____	_____	____
ACCESSORY STRUCTURES				
Side yard	_____	_____	_____	____
Rear yard	_____	_____	_____	____
LIST OTHER VARIANCES (type)				
_____	_____	_____	_____	____
_____	_____	_____	_____	____
LIST ALL DESIGN WAIVERS	_____	_____	_____	____

RECOMMENDATION:

Attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

Provide evidence that Variance will not be detrimental to the neighborhood and adjacent residences such as documentation that variance conforms to existing conditions in the area

BRIDGEWATER FEE SCHEDULE - SUBDIVISION

		Application Charge		Application Fee Subtotal	Escrow Fee		Escrow Fee Subtotal
	CONCEPT SKETCH						
☐	A Five Lots or More	$100.00		$_____	$3,000.00		$_____
☐	B Less than Five Lots	$100.00		$_____	$1,500.00		$_____
	MINOR SUBDIVISION						
☐	A Minor Subdivision	$125.00		$_____	$3,000.00		$_____
☐	B Lot Line Adjustment (No Variances)	$50.00		$_____	$1,000.00		$_____
☐	PRELIMINARY MAJOR SUBDIVISION	$110/ Lot		$_____	$5000 + $500/ Lot		$_____
☐	FINAL MAJOR SUBDIVISION	$55/ Lot		$_____	$5000 + $500/ Lot		$_____
	VARIANCES - EACH variance shall be computed.						
☐	A Appeals (NJSA 40:55D-70a)	$100.00	x_____	$_____	$1,500.00	x_____	$_____
☐	B Interpretation (NJSA 40:55D-70b)	$100.00	x_____	$_____	$1,500.00	x_____	$_____
☐	C Hardship/Bulk (NJSA 40:55D-70c)	$250.00	x_____	$_____	$3,000.00	x_____	$_____
☐	D Use (NJSA 40:55D-70d)	$250.00	x_____	$_____	$3,000.00	x_____	$_____
☐	E Permit (40:55D-34&35)	$100.00	x_____	$_____	$1,000.00	x_____	$_____
☐	AMENDED SUBDIVISION PLAN OR EXTENSION OF APPROVAL	50% of initial Fee		$_____	50% of initial Escrow		$_____
		Total for Application Fee		$_____	**Total Escrow**		$_____

Payment is to be made in TWO checks. One check is to be identified as the APPLICATION FEE and the second check is to be identified as ESCROW ACCOUNT (must attach completed W-9 form)

BRIDGEWATER FEE SCHEDULE - SITE PLAN

	Application Charge	Application Fee Subtotal	Escrow Fee	Escrow Fee Subtotal
SITE PLAN - CONCEPT				
☐ A Minor Plan	$100.00	$_____	$1,000.00	$_____
☐ B Major Plan	$100.00	$_____	$1,000.00	$_____
☐ C Multifamily site	$100/ acre + 10/ Unit (Minimum Deposit = $500)	$_____	$250/ acre + $50/ Unit (Minimum Deposit = $1500.00)	$_____
☐ D Site Plan Waiver	$25.00	$_____	$500.00	$_____
☐ MINOR SITE PLAN	$250.00	$_____	$2,500.00	$_____
☐ PRELIMINARY SITE PLAN - NON-RESIDENTIAL (A+B+C)				
A Basic Fee, PLUS B+C	$250.00	$_____	$5,000.00	$_____
B For All Structures: + C				
The first 5000 s.f	$500.00 plus	$_____	$ 2000 plus	$_____
Remaining over 5000 s.f	$0.06/ s.f plus	$_____	$0.20 s.f plus	$_____
C Acreage of lot (or part thereof)	$100/ acre	$_____	$50/acre	$_____
☐ FINAL SITE PLAN - NON-RESIDENTIAL (A+B+C)				
A Basic Fee, plus B plus C	$250.00	$_____	$5,000.00	$_____
B For All Structures: + C				
The first 5000 s.f	$500 plus	$_____	$2000.00 plus	$_____
Remaining over 5000 s.f.	$0.06 s.f. plus	$_____	$0.20 s.f. plus	$_____
C Acreage of lot (or part thereof)	$100/ acre	$_____	$50/ acre	$_____
☐ PRELIMINARY SITE PLAN - RESIDENTIAL (A+B)				
A Basic Fee, PLUS B	$125.00	$_____	$5000.00 plus	$_____
B Building Site Plan	$50.00	$_____	$500/ unit	$_____
☐ FINAL SITE PLAN- RESIDENTIAL (A+B)				
A Basic Fee, plus B	$250, plus	$_____	$5000.00 plus	$_____
B Building Site Plan	$50/ unit	$_____	$500/ unit	$_____

CONTINUE CALCULATIONS ON PAGE 2 OF 2

BRIDGEWATER FEE SCHEDULE - SITE PLAN

		Application Charge		Application Fee Subtotal	Escrow Fee		Escrow Fee Subtotal
VARIANCES - Each variance shall be computed.							
☐	A Appeals (NJSA 40:55D-70a)	$100.00	x_____	$_____	$1,500.00	x_____	$_____
☐	B Interpretation (NJSA 40:55D-70b)	$100.00	x_____	$_____	$1,500.00	x_____	$_____
☐	C Hardship/Bulk (NJSA 40:55D-70c)	$250.00	x_____	$_____	$3,000.00	x_____	$_____
☐	D Use (NJSA 40:55D-70d)	$250.00	x_____	$_____	$3,000.00	x_____	$_____
☐	E Permit (40:55D-34&35)	$100.00	x_____	$_____	$1,000.00	x_____	$_____
☐	AMENDED SITE PLAN OR EXTENSION OF APPROVAL	50% of initial Fee		$_____	50% of initial Escrow		$_____
		Total Application Fee		$_____	**Total Escrow**		$_____

Payment is to be made in TWO checks. One check is to be identified as the APPLICATION FEE and the second check is to be identified as ESCROW ACCOUNT (must attach completed W-9 form)

BRIDGEWATER FEE SCHEDULE - VARIANCE, APPEALS, CONDITIONAL USE

		Application Charge		Application Fee Subtotal	Escrow Fee		Escrow Fee Subtotal
VARIANCES - Each variance shall be computed.							
☐	A Appeals (NJSA 40:55D-70a)	$100.00	x_____	$_____	$1,500.00	x_____	$_____
☐	B Interpretation (NJSA 40:55D-70b)	$100.00	x_____	$_____	$1,500.00	x_____	$_____
☐	C Hardship/Bulk (NJSA 40:55D-70c)	$250.00	x_____	$_____	$3,000.00	x_____	$_____
☐	D Use (NJSA 40:55D-70d)	$250.00	x_____		$3,000.00	x_____	$_____
☐	E Permit (40:55D-34&35)	$100.00	x_____	$_____	$1,000.00	x_____	$_____
☐	F SIMPLE VARIANCE	$75.00	x_____	$_____	$350.00	x_____	$_____
	Single & Two-Family Residences ONLY: Addition/Alteration not to exceed 500 square feet: For buildings, fence, shed, swimming pool and deck.						
☐	APPEAL TO TOWNSHIP COUNCIL	$250.00		$_____	None		
☐	CONDITIONAL USE						
	Determine whether to authorize a Conditional use shall be made by the Planning Board	$350.00	w	$_____	$1,500.00		$_____
		Total for Application Fee		$_____	**Total Escrow**		$_____

Payment is to be made in TWO checks. One check is to be identified as the APPLICATION FEE and the second check is to be identified as ESCROW ACCOUNT (must attach completed W-9 form)

Form **W-9**
(Rev. October 2004)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as reported on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ..... ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number
___ ___ ___ – ___ ___ – ___ ___ ___ ___

or

Employer identification number
___ ___ – ___ ___ ___ ___ ___ ___ ___

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

Purpose of Form

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

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

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Publication 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 recipient 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 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.

Rev. 2/11

REQUEST FOR 200' RADIUS LIST OF CERTIFIED PROPERTY OWNERS

(APPLICANT TO SUBMIT COMPLETED FORM WITH FEE TO THE TAX ASSESSOR)

DATE_____ **BLOCK(S)**_____ **LOT(S)**_____

PROPERTY LOCATION_____

APPLICANT_____

PLEASE MAIL TO _____

_____

_____

TELEPHONE #_____

PAID CHECK # _____ **CASH $**_____

Tax Assessor's Note: The Charge for this list is $10.00 for forty (40) or less properties printed. Each property in excess of forty (40) names has an additional .25-cent charge. In addition, as per Section 94 of the Code of Bridgewater Township, the Township may charge an additional $35.00 per hour for the cost of preparing a list of certified property owners.

Mail or deliver this request to:

Tax Assessor's Office
Bridgewater, Township
100 Commons Way
Bridgewater, NJ 08807

SAMPLE FORM OF NOTICE OF PUBLICATION TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE TOWNSHIP (Courier News) AT LEAST 10-DAYS PRIOR TO THE HEARING DATE

BRIDGEWATER TOWNSHIP
NOTICE OF HEARING

TAKE NOTICE, that on (date of public hearing) at (time) P.M. a public hearing will be held before the Bridgewater Township (Planning or Zoning) Board at the Bridgewater Municipal Courtroom, 100 Commons Way, Bridgewater, New Jersey to consider the application of applicant's name) for the following:

1. (List type of variance, what is required in the zone and what is proposed for each variance requested including the lot-line adjustment or minor subdivision)

Including any other variances the Board may deem necessary.

So as to permit (example: construction of ; installation of ; creation of one new developable lot) on the premises located at (address) and designated as Block (#) Lot (#) on the Bridgewater Township Tax Map.

The application and supporting documents are on file with the Secretary of the Bridgewater Township Board and may be inspected at the Bridgewater Township Municipal Complex at 100 Commons Way in the Planning Department, during regular business hours Monday through Friday, 9:00 am to 5:00 pm.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Board.

(Name of Applicant)

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF _____

I _____ of full age, being dully sworn according to law, upon oath deposes and says that on _____, at least 10 days prior to the hearing date, I did deposit in the United States mail via certified mail, with postage prepaid thereon a copy of the annexed Notice of Hearing. Copies of the certified receipts are also attached hereto. Said notice was sent to all shown on the list annexed hereto which list is a list of owners of property within 200 feet of the effected property which were served as well as any public utilities which have registered with the Township of Bridgewater. The signature of any owner served personally appears alongside their name. Also attached hereto is a certified list of property owners and public utilities prepared by the Tax Assessor of the Township of Bridgewater.

In addition to those shown on the list, notices were served upon (Check if applicable)

( ) 1. Clerk of adjoining municipalities

( ) 2. Somerset County Planning Board

( ) 3. The Department of Transportation

Sworn to and subscribed before me on_____.

(mm/dd/yyyy)

_____

Notary Public

NOTICE REQUIREMENTS:

If required, the following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.
3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS only.
5. Affidavit of publication from the newspaper in which the notice was published.

PROCEDURE FOR FILING APPLICATIONS

TOWNSHIP OF BRIDGEWATER

All applications shall be made upon the forms supplied by the Board, which may be obtained in the Planning Department or downloaded from our website at www.bridgewaternj.gov. In order for an application to be brought before the Board, all of the items on the checklist must be submitted. This will assure a complete application.

(Note: Tax Maps and Topographic Maps are available in the Engineering Department for a nominal fee)

If the application involves a request/application for a Subdivision or Site Plan approval you must submit additional full application packets to Somerville Borough and Raritan Borough and provide proof of distribution/mailing.

If the application involves a request/application for a Subdivision or Site Plan approval, submission of a Somerset County Planning Board Application (attached) to the County is required. The County Planning Board can be contacted at (908) 231-7021 should you have any questions regarding their Application requirements.

Action on completeness of an application must be taken within 45 days from date of filing. During this period, notice will be given as to any incomplete items. An application will not be listed for hearing until it is deemed complete. After an application is deemed complete, a hearing date will be scheduled at a date which is convenient to the Board. The applicant will need to submit 24 sets of the application and plans within 5-days of receiving the completeness letter. All sets must be collated in order to further process. If sets are not received within 5-days of the completeness letter, the application hearing may be rescheduled.

Prior to the hearing, notice requirements must be met. If these requirements are not properly met, the application cannot be heard. Do not notice for a public hearing until you are advised of the date that has been assigned to your case. To comply, the following is required;

1. NOTICE TO INTERESTED PARTIES

a) A copy of the notice must be sent by certified mail at least ten (10) days prior to the date of the hearing (not including the hearing date) to the following:

- All property owners within 200 feet.(You can obtain this list from the Tax Assessor) If the property is within 200 feet of an adjoining municipality, then a list of property owners within that municipality that are within 200 feet of

the subject property must be obtained and notice given. In such case, notice must also be given to the municipal clerk of the adjoining municipality and the Somerset County Planning Board. (If the adjoining municipality is in another county then notice to that County's Planning Board must be given)

- If the property is on a county road, then to the Somerset County Planning Board.
- If the property is adjacent to a state highway, then to the Commissioner of Transportation.
- If the application for development involves property exceeding 150 acres or 500 dwelling units, then to the Director of the Division of State and Regional Planning in the Department of Community Affairs. In this instance, the notice shall include a copy of all maps or documents required to be on file with the Clerk of the Board of Adjustment.
- Notice must be given to any public utility which has registered with the municipality. The names of such public utilities may be obtained from the Tax Assessor.

b) In addition to certified mail, there is another option:

Required Notice may also be given by personal service. Personal service can only be accomplished if the notice is handed to the property owner. Placing the notice in the mailbox is not proper. Signatures of the property owners on the certified list and date received is required if hand delivered.

2. **Notice must also be published in the official newspaper of the Township.**
The official newspaper is the Courier News. The Courier News should be contacted well in advance to insure timely publication at least ten days before the date of the public hearing

3. **Notice must be published at least ten days prior to the hearing** (not including hearing date).

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.

3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS.
5. Affidavit of publication from the newspaper in which the notice was published.

The Bridgewater Township Code Book is available on our website:

www.bridgewaternj.gov

All applications must include:

Form #1 Owner consent form - signed on Township form

Form #2 Disclosure Statement (if applicable)

Form #3 Fully executed application and checklist for the following, as applicable;

- **A.** Minor Subdivision (with or without variances) **OR;**
- **B.** Preliminary major Subdivision **OR;**
- **C.** Final major Subdivision **OR;**
- **D.** Site Plan **OR;**
- **E.** Appeal or variance only(not involving Subdivision or Site Plan)
- **F.** Request for an Amendment of Prior Approval
- **G.** Request for an Extension of Time for Prior Approval
- **H.** Site Plan (Solar/ Photovoltaic)
- **I.** Site Plan (Wind Energy)

Form #4 Variance and design waiver report

SIGNATURE BLOCK: The signature block on all plans must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans. **Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**

PLANNING BOARD (names/titles for signature block):

1. Board Engineer, Robert C. Bogart, PE
2. Board Chairperson, Joanne Kane
3. Board Secretary, Scarlett Doyle, PP

ZONING BOARD (names/titles for signature block):

1. Board Engineer, Robert C. Bogart, PE
2. Board Chairperson, William Vornehm
3. Board Secretary, Lee Schapiro

COMPLIANCE REPORT

Before signing a preliminary plat, deeds or scheduling of a preconstruction meeting, THREE (3) copies of a COMPLIANCE REPORT in a three–ring leaf binder shall be submitted to the Planning Board which will demonstrate that all requirements of municipal approvals, county approvals and State Regulations are satisfied.

The Compliance Report shall contain the following sections and information.

Section 1 Copy of Resolution adopted by the Board

Section 2 Using the numbering format of the Resolution, respond to each condition:
Provide documents, certificates, letters and identification of plan sheet numbers for each plan revision required in the Resolution. (Documents must be numbered to correspond to the number of the condition found in the Resolution)

Section 3 Provide a copy of the following documents in the Compliance Report binders. **If an item does not apply to your application, indicate not applicable (n/a) and why,** in order to ensure you address each item requested:

a) Engineer's Cost Estimate (signed and sealed)
b) NJDOT Permits
c) Road Opening Permit and Driveway Access Permit
d) Approval from the Soil Conservation District (approval/no interest letter required)
e) NJDEP permit for wetlands Permit
f) NJDEP Stream Encroachment Permit
g) NJDEP General Permits
h) Other NJDEP permits, as required
i) Approval from the Sewage Authority/TWA Permit (approval/no interest letter required)
j) Approval of Sewer Coordinator (located in Engineering Department)
k) Somerset County Planning Board Approval (approval/no interest letter required)
l) Board of Health Approval (Confirming full compliance of plans with the Resolution)
m) Fire Official and Local Fire Chief Approvals (Confirming full compliance of plans with the Resolution)
n) Deed(s) & deed descriptions, easements descriptions - conforming to the Map Filing Law – (if applicable)
o) Township Attorney & Board Attorney approval as to form of deed(s), include copy of deed(s) – (if applicable)
p) Will-serve letters from the water company and gas company (approval/no interest letter required)
q) Letter from the Finance Department confirming escrow balance is current (required w/each submission)

Section 4 Three (3) full sets of plans accompanying the Report binders (one for each Report). The signature block must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans.
Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.

Processing Procedure

The Compliance Reports are to be submitted to the Planning Department, which will then be directed to the Engineer and Planner. Documents that require additional approvals, (such as the Township Attorney or Fire Safety) must be sent by the applicant directly to the appropriate agencies (contact list attached). When the professionals are satisfied that all conditions have been met, they will so advise the Planning Department. A Developer's Agreement may be required, which will be determined by the Township Engineer. The Planning Department will advise the Engineer, Board Chairperson, Board Secretary and Applicant that the plans are ready for signature. After the plans are signed, the Planning Department will distribute the signed plans and other documents as follows:

2 sets to the Engineering Department
2 sets to the Planning Department
1 set to the Tax Assessor
3 sets to the Zoning Officer with one (1) copy of approved Resolution
(Zoning provides two (2) sets to the Construction Department with approved Resolution)
1 set to the Applicant

NOTE: If the Engineer or Planner finds that the Compliance Report is deficient, the Compliance Report will be returned for updating. UPON RECEIPT OF THE SIGNED SETS OF PLANS, EXECUTED PERFORMANCE BOND, AND EXECUTED DEVELOPER'S AGREEMENT; THE APPLICANT MAY ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEERING DEPT.

Prepared by: _____ **Tel:** _____ **Fax:** _____ **Email:** _____

BRIDGEWATER TOWNSHIP – ATTORNEY:
William B. Savo, Esq.
SAVO, MAURO, CAMERINO & GRANT, PA
77 North Bridge Street
Somerville, NJ 08876
908-526-0707

BRIDGEWATER TOWNSHIP –ENGINEERING DEPARTMENT:
Robert Reich, P.E Sewer Utility Engineer
Bridgewater Township
100 Commons Way
Bridgewater, NJ 08807
908-725-6300 ext 5507

BRIDGEWATER TOWNSHIP – MUNICIPAL CLERK:
Linda Doyle, RMC
Bridgewater Township
100 Commons Way
Bridgewater, NJ 08807
908-725-6300 ext 5025
bwtclerk@bridgewaternj.gov

BRIDGEWATER TOWNSHIP – FIRE SAFETY:
Phillip J. Langon, Fire Official
Bridgewater Township
100 Commons Way
Bridgewater, NJ 08807
908-725-6300 ext 5555
fireofficial@bridgewaternj.gov

BRIDGEWATER TOWNSHIP – DEPT. OF HEALTH:
Chris Poulsen, Director of Human Services
Bridgewater Township
100 Commons Way
Bridgewater, NJ 08807
908-725-6300 ext
health@bridgewaternj.gov

PLANNING BOARD ATTORNEY:
Thomas F. Collins, Jr., Esq.
VOGEL, CHAIT, COLLINS & SCHNEIDER, PC
25 Lindsley Drive, Suite 200
Morristown, NJ 07960-4454
973-538-3800

ZONING BOARD OF ADJUSTMENT ATTORNEY:
Lawrence A. Vastola, Esq.
VASTOLA, FACKELMAN & SULLIVAN
The Atrium At Middlesex
495 Union Avenue, PO Box 7
Middlesex, NJ 08846
732-560-0888

PLANNING BOARD (names/titles for signature block):
Board Engineer, Robert C. Bogart, PE
Board Chairperson, Joanne Kane
Board Secretary, Scarlett Doyle, PP

ZONING BOARD (names/titles for signature block):
Board Engineer, Robert C. Bogart, PE
Board Chairperson, William Vornehm
Board Secretary, Lee Schapiro

MISC. CONTACTS:

Somerset County Planning Board
20 Grove Street
PO Box 3000
Somerville, NJ 08876-1262
908-231-7021

Somerset – Union Conservation District
Somerset County 4-H Center
308 Milltown Road
Bridgewater, NJ 08807
908-526-2701

Sewer
Somerset-Raritan Valley Sewerage Authority
Polhemus Lane
PO Box 6400
Bridgewater, NJ 08807
732-469-0593

Water Company
New Jersey American Water
1341 North Avenue
Plainfield, NJ 07062
908-791-3477 (Developer Services)
www.njawater.com

Gas/Electric Company
PSE&G
472 Weston Canal Road
Somerset, NJ 08873
800-782-0067