

**::::CHECK LIST::::**  
**Details required for**  
**Variance Applications**

Note: See Section 802 C. of the Hackettstown Land Development Ordinance for further details of submission requirements and procedures.

- \_\_\_\_\_ Application Form(s) and Checklist(s)(20 copies).
- \_\_\_\_\_ Plats or Plans (20 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
- \_\_\_\_\_ Scale of not less than 1" = 100' on one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
- \_\_\_\_\_ Key map at less than 1"=1000'.
- \_\_\_\_\_ Title block:
  - \_\_\_\_\_ Name of subdivision or development, Town of Hackettstown, Warren County, with each sheet specifically titled with appropriately descriptive words;
  - \_\_\_\_\_ Name, title, address and telephone number of subdivider or developer;
  - \_\_\_\_\_ Name, title, address and license number of the professional or professionals who prepared the plot or plan;
  - \_\_\_\_\_ Name, title and address of the owner or owners of record;
  - \_\_\_\_\_ North arrow;
  - \_\_\_\_\_ Scale (written and graphic);
  - \_\_\_\_\_ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet; and
  - \_\_\_\_\_ Names and addresses of partners or stockholders as required by Ordinance.
- \_\_\_\_\_ Acreage figures (both with and without areas within public rights-of-way).
- \_\_\_\_\_ Approval signature lines.
- \_\_\_\_\_ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Town Tax Map, and proposed block and lot numbers as provided by the Town Tax Assessor upon written request.

- \_\_\_\_\_ Tract boundary line (heavy solid line).
- \_\_\_\_\_ The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and treed areas, both within the tract and within one hundred feet (100") of its boundary.
- \_\_\_\_\_ The location and width of all existing and proposed utility easements, the use(s) for which they are intended, and the manner in which the easements will be controlled.
- \_\_\_\_\_ Zoning districts affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
- \_\_\_\_\_ Proposed buffer and landscaped areas.
- \_\_\_\_\_ Delineation of flood plains, including both floodway and flood fringe areas. Contours as shown on the U.S.G.S. topographic sheets.
- \_\_\_\_\_ Marshes, ponds and land subject to flooding within the tract and within one hundred feet (100') thereof.
- \_\_\_\_\_ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Clerk of the Planning Board or Clerk of the Zoning Board of Adjustment, as the case may be.
- \_\_\_\_\_ Five (5) copies of a certification from the Town Tax Collector indicating that all taxes and assessments are paid to date.
- \_\_\_\_\_ Concerning subdivisions only, existing and proposed monuments.
- \_\_\_\_\_ Road right-of-way dedication and improvement, as applicable.
- \_\_\_\_\_ Sight triangle easements, as applicable.
- \_\_\_\_\_ Deed descriptions (including metes and bounds), easements, covenants, restrictions, and roadway dedications.
- \_\_\_\_\_ A sixty-year title search dated within 6 months of the application date including copies of all deeds, easements, covenants, restrictions and other items affecting title to the property.
- \_\_\_\_\_ Highlands Consistency Determination or, in the alternative, documentation per Section 807 of the Land Development Ordinance entitled "Highlands Area Exemption Ordinance" that shows that the application is exempt from the Highlands Act.
- \_\_\_\_\_ A "Major Development Stormwater Summary Sheet" shall be submitted when a stormwater management basin is proposed on a project.

\_\_\_\_\_  
Signature and Title of person who prepared check list

\_\_\_\_\_  
Date

PLEASE TAKE NOTICE that \_\_\_\_\_

(Applicant's Name)

has applied to the Land Use Board of the Town of Hackettstown for a variance to permit

(please state in detail the nature of the Variance being applied for)

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

Regarding the property known as Block \_\_\_\_\_ Lot \_\_\_\_\_

Commonly known as \_\_\_\_\_

(Insert Street Address)

A hearing before the Land Use Board has been scheduled for 7:00 p.m. on \_\_\_\_\_, 20\_\_\_\_ at the Municipal Building, 215 West Stiger Street, Hackettstown, at which time you may appear to ask any questions or raise and objections to the granting of the variance requested. The application, maps, and related information are available for inspection at the Construction Department Office during the hours of 8:30 a.m. thru 4:30 p.m. Monday through Friday.

PLEASE PRINT OR TYPE

SERVICE AND NOTICE AFFIDAVIT

I, \_\_\_\_\_, upon my oath depose and say that I served the attached notice on the following persons in the manner and on the dates listed below:

NAME OF PERSONS SERVED	METHOD OF SERVICE (Insert Certified Mail or Personal Service Opposite Each Name)	DATE OF SERVICE (Insert date of mailing if by Certified Mail, or date of physical delivery to person opposite each name)

**Note:** If additional space is needed to list the names of persons served, please attach an additional sheet.

Sworn and Subscribed to \_\_\_\_\_  
(Insert name of person making service)

Before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Name and Title of person administering the Oath

Place seal of Notary Public unless person administering the oath is an Attorney at Law of New Jersey.

Note: A certified list of property owners affected by your variance application is available from the Tax Assessor at a nominal fee. If you obtain such a list, attach it to this affidavit together with evidence of mailing by certified mail (white slips) if service has been made by certified mail.

\_\_\_\_\_

## 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	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	<input type="checkbox"/> 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. 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
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
or
Employer identification number
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>

### 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.)

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

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (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 tax items.

If you exceptio claim an you mus items:

1. The treaty or nonresid
2. The
3. The contains
4. The exemptio
5. Suff the term

Fill out this form  
and return with  
original signature  
with all  
applications.