

1. Zoning Board Application
  2. Checklists:
    - “C” and “D” Applications Interpretations and Appeals
    - Major/Minor Site Plan or Subdivision (52 Items)
    - Sustainability Checklist
  3. Fee Schedules
  4. W-9 Form
  5. Zoning Board of Adjustment Meeting Schedule
- 

**BEFORE preparing or submitting an Application, it is strongly suggested that you contact the Zoning Board Secretary (973) 266-4001. We will be happy to assist you or answer any questions pertaining to the filing of an application to the Zoning Board of Adjustment**

**PLEASE NOTE:**

1. The application must be typed or neatly printed.
2. Twenty (20) copies total - no exceptions. (Nineteen (19) copies shall be submitted with one (1) original.)
3. Each application, including the original must have attached any enclosures as required.
4. Refer to the Zoning Ordinance for all application requirements.
5. Application fees and escrow must be submitted at the time of filing. (If an escrow fee is required, a completed W-9 form must accompany the fees).
6. All experts must be licensed to practice in the State of New Jersey and their Curriculum Vitae (CV) must be included.
7. Any additional documents submitted after the original filing of the Application must include twenty copies total (nineteen (19) copies with one (1) original) to the Zoning Board and must be submitted at least 10 days before the Applicant's public meeting date.

After the Board hears the Application and renders a decision, a Resolution will be read and voted on at the next scheduled regular meeting. Upon receipt of the signed Resolution, the Applicant must submit eight (8) full size sets of final site plans, signed and sealed, to the Board Secretary for signatures. Once the Applicant receives a copy of the signed site plan, the Applicant may then apply for building permits.



Have there been any previous Zoning Board of Adjustment or Planning Board hearings involving this property?

Yes, Date(s): \_\_\_\_\_;

No

If yes, please attach copies of the written decisions adopted by the Board to each application.

Please attach a list of all contiguous or adjacent property owned by the applicant or owner.  None

Is this property listed in "The Historic Sites District"  Yes  No

RELIEF REQUESTED

Indicate the type of application being submitted, check all boxes that apply. Note that more than one variance may be necessary, please indicate the number of each type needed:

- 1)  Interpretation of ordinance or map.
- 2)  Appeal of action of Zoning Officer.
- 3)  Variance "C1" Reason:  shape of property;  physical features;  exceptional situation.
- 4)  Variance "C2".
- 5)  Variance "D".
- 6)  Subdivision without variances:  major;  minor;  preliminary;  final;  preliminary and final.
- 7)  Subdivision with variances:  major;  minor;  preliminary;  final;  preliminary and final.
- 8)  Site Plan:  preliminary;  final;  preliminary and final;  with variances;  without variances.
- 9)  Amended Site Plan.
- 10)  Conditional Use.
- 11)  Conceptual.
- 12)  Home Professional Office.
- 13)  Home Occupation.
- 14)  Soil Removal Permit.



Please list the specific Sections of the Ordinance for which a variance is sought. If additional space is required, please attach a list.

Section: \_\_\_\_\_; Proposed: \_\_\_\_\_; Description: \_\_\_\_\_

Section: \_\_\_\_\_; Proposed: \_\_\_\_\_; Description: \_\_\_\_\_

Section: \_\_\_\_\_; Proposed: \_\_\_\_\_; Description: \_\_\_\_\_

Section: \_\_\_\_\_; Proposed: \_\_\_\_\_; Description: \_\_\_\_\_

### Existing Use of the Property

Briefly describe the major elements of your proposal: (a more detailed description is required in Section G.)

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The property is \_\_\_\_\_ (square feet); \_\_\_\_\_ (acres)

Impervious Surface Coverage: Present: \_\_\_\_\_; Proposed: \_\_\_\_\_

Building Coverage: Present: \_\_\_\_\_; Proposed: \_\_\_\_\_

Is the property located:

Within 200 feet of another municipality?

Yes

No

Adjacent to an existing or proposed county road?

Yes

No

Adjacent to other county land?

Yes

No

No

Adjacent to a state highway?

Yes

No



**APPLICANT'S PROFESSIONALS**

The following information is respectfully requested to enable the Board to facilitate the processing of this application:

**APPLICANT'S ATTORNEY:** \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

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

**APPLICANT'S ENGINEER:** \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

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

**APPLICANT'S ARCHITECT:** \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

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

**APPLICANT'S PLANNER:** \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

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

**OTHER EXPERT(S):** \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

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

If necessary, please list any additional experts below, including address, telephone number and email address.

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

Please list all maps and other exhibits accompanying this application. Attach an additional sheet if necessary.

<b>ITEM</b>	<b>SIGNED BY</b>	<b>DATE/REVISION</b>





**Applicant is responsible to publish and serve notice of this application in accordance with Zoning Board of Adjustment requirements; however, notice may not be served until this application is certified as complete and the Zoning Board Secretary has assigned the applicant a public hearing date.**



**SIGNATURE IS REQUIRED FOR ALL OF THE FOLLOWING:**

**APPLICANT'S VERIFICATION**

I hereby certify that the above statements made by me and the information contained in the papers submitted in connection with this application are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTINUANCE**

Should the Zoning Board of Adjustment have a full and heavy agenda, or discussion and meeting regarding this application requiring carrying the matter past the statue time limit, the applicant grants permission for such an extension.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER'S AUTHORIZATION – MUST BE SIGNED**

I hereby certify that I reside at \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_; and that I am the owner of all that certain lot, piece or parcel of land known as Block(s) \_\_\_\_\_: Lot(s) \_\_\_\_\_ on the Tax Map of \_\_\_\_\_ which property is the subject of the above application, and that said application is hereby authorized by me. Furthermore, I authorize inspection of the site which is the subject of this application.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*THIS APPLICATION DOES NOT RELIEVE THE APPLICANT FROM COMPLYING WITH OTHER TOWNSHIP ORDINANCES SUCH AS THE TREE REMOVAL ORDINANCE AND OBTAINING THE NECESSARY APPROVALS AND PERMITS UNDER SUCH ORDINANCES.*

**REQUIRED ITEMS  
"C" AND "D" APPLICATIONS  
INTERPRETATIONS AND APPEALS**

***APPLICATIONS FOR MAJOR/MINOR SITE PLAN OR SUBDIVISION MUST REFER TO THE SITE PLAN/SUBDIVISION CHECKLIST -52 ITEMS. 20 Total (original and 19 copies).***

All checked items are required; please complete and submit to Board Secretary:

- ✓ **Completed Application Form, 20 Total** (original and 19 copies), including:
  - ✓ the written proposal;
  - ✓ list of variances being requested;
  - ✓ property information;
  - ✓ applicant and owner information;
  - ✓ statement or legal brief which clarifies why the variance should be granted and the specific reasons or hardship that pertain to the proposal, or
  - ✓ in the case of an appeal or interpretation, a statement or legal brief that clarifies the position of the applicant.
- ✓ **Survey** – original signed and sealed by New Jersey licensed Land Surveyor, **20 Total** (original and 19 copies).
- ✓ **Site Plan, all dimensions**, including setbacks, must be shown and prepared by New Jersey licensed Professional except for an owner occupied, single family home, in which case the property owner may prepare the site plan, **20 Total** (original and 19 copies).
- ✓ **Floor plans, all dimensions** must be shown-prepared by New Jersey licensed Architect except for an owner occupied, single family home, in which case the property owner may prepare the floor plan, **20 Total** (original and 19 copies).
- ✓ **List of property owners** within 200' certified by the Municipal Tax Assessor (original).
- ✓ **Proof that taxes have been paid**, certified by the Municipal Tax Collector (original).
- ✓ **A 200' radius map**, **20 Total** (original and 19 copies).
- ✓ **Application fee** (non-refundable).
- ✓ **Elevations of three sides**, in the case of an existing structure with no proposed structural changes, photographs may be used, **20 Total** (original and 19 copies).
- ✓ **Height dimensions** to be included on all elevations, **20 Total** (original and 19 copies).
- ✓ **All plans and documents** for City of Orange Township COAH requirements.
- ✓ **For all Major Subdivision applications**, major site plan applications and all applications applying for a "D" variance, a Planner's report prepared by a New Jersey licensed Planner must be submitted, **20 Total** (original and 19 copies).
- ✓ **For all Major Subdivision applications**, and major site plan applications, a Traffic Study prepared by a New Jersey licensed Engineer must be submitted, **20 Total** (original and 19 copies).

Your application will not be deemed complete unless all these items are included. It is absolutely necessary that all dimensions and elevations be shown on the site plan and floor plan.

Please note: other materials may be requested by the Municipal Officials or Board Members.







15. <u>Item</u> : Acreage of tract to the nearest tenth of an acre (for GDP--to nearest acre).		X	X	X	X	X	X	X			
16. <u>Item</u> : Date of original and all revisions. <u>Comment</u> : Item necessary for continuity-history of project.		X	X	X	X	X	X	X			
17. <u>Item</u> : Size and location of any existing or proposed structures with all setbacks dimensioned. <u>Comment</u> : Item important for detailed planning.	X	X	X	X	X	X	X	X			
18. <u>Item</u> : Location and dimensions of any existing or proposed streets (for GDP and pre-applicationconcept plan -- general locations). <u>Comment</u> : Item important for detailed planning.	X	X	X	X	X	X	X	X			
19. <u>Item</u> : All proposed lot lines and area of lots in square feet.		X	X		X	X	X	X			
20. <u>Item</u> : Copy and/or delineation of any existing or proposed deed restrictions or covenants. <input type="checkbox"/>	X	X	X	X	X	X	X	X			
21. <u>Item</u> : Any existing or proposed easement or land reserved for or dedicated to public use. <input type="checkbox"/>	X	X	X	X	X	X	X	X			
22. <u>Item</u> : Development stages or staging plans (for GDP--general staging). <u>Comment</u> : Not applicable at pre-applicationconcept plan stage; minor plans usually not built in stages.				X	X	X	X	X			

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.	Pre-Application - Concept Plan	Major Application						COMPLETE	IN	REGISTERED	WAIVER	
		Minor Application		General Development Plan	Subdivision		Site Plan					
		Subdivision	Site Plan		Preliminary	Final	Preliminary					Final
<b>Item Number</b>	<b>Description</b>											

COMPLETE  
 IN  
 REGISTERED  
 WAIVER

<p>23. <u>Item</u>: List of required regulatory approvals or permits.  <u>Comment</u>: Basic planning information. <input type="checkbox"/></p>		X	X	X		X		X			
<p>24. <u>Item</u>: List of variances required or requested. <input type="checkbox"/>  <u>Comment</u>: Basic planning information.</p>		X	X		X	X	X	X			
<p>25. <u>Item</u>: Requested or obtained design waivers or exceptions. <input type="checkbox"/>  <u>Comment</u>: Describes location of all adjacent structures; not necessary at pre-application-concept plan stages; required at site plan stages; required at site plan only if notice is required by ordinance.</p>		X	X		X	X	X	X			
<p>26. <u>Item</u>: Payment of application fees.  <u>Comment</u>: Fee not imposed for pre-application conference.</p>	X	X	X	X	X	X	X	X			
<p>27. <u>Item</u>: Property owners and lines of all parcels within 200' identified on most recent tax map sheet.  <u>Comment</u>: Describes location of all adjacent structures; not necessary at pre-application-concept plan stages; required at site plan only if notice is required by ordinance.</p>			X	X	X	X	X	X			
<p>28. <u>Item</u>: All existing street, water courses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of site.  <u>Comment</u>: while detailed specification of environmentally sensitive areas may not be necessary at pre-application-concept plan and GDP stages, general specification of and sensitivity to such conditions is an important planning consideration.</p>	X		X	X	X	X	X	X			
<p>29. <u>Item</u>: Existing right-of-way and/or easements on and within 200' of tract.  <u>Comment</u>: Rights-of-way and easements are often unknown at the pre-application-concept (see however, item 28).</p>	X		X	X	X	X	X	X			
<p>30. <u>Item</u>: Topographical features of subject property from U.S.G.S. map.  <u>Comment</u>: More detailed topographic information is needed for major subdivision.</p>	X		X	X							



ALL DOCUMENTS MUST BE PREPARED,  
SIGNED AND SEALED BY NEW JERSEY  
LICENSED PROFESSIONAL.

Item Number	Description	Pre-Application - Concept Plan		Major Application				COMPLETE	IN	COMPLETE	
		Minor Application		General Development Plan	Subdivision		Site Plan				
		Subdivision	Site Plan		Preliminary	Final	Preliminary				Final
31.	<p><u>Item:</u> Existing and proposed contour intervals based on U.G.S. &amp; G.S. datum. Contours to extend at least 200' beyond subject property as follows: up to 3% grade - 1' 3% + grade - 2'</p> <p><u>Comment:</u> Major site plan and subdivision requires level of detail of Item 31 as opposed to Item 30.</p>				X	X	X	X			
32.	<p><u>Item:</u> Boundary, limits, nature and extent of wooded areas, specimen trees, and other significant physical features (detail may vary).</p> <p><u>Comment:</u> Basic for good planning.</p>	X	X	X	X	X	X	X			
33.	<p><u>Item:</u> Existing system of drainage of subject site and of any larger tract or basin of which it is a part.</p> <p><u>Comment:</u> See Item 31. Extensive level of detail required only for major subdivision and site plan.</p>				X	X	X	X			
34.	<p><u>Item:</u> Drainage Area Map.</p> <p><u>Comment:</u> Necessary for major application; inapplicable at GDP stage.</p>				X	X	X	X			
35.	<p><u>Item:</u> Drainage Calculations.</p> <p><u>Comment:</u> Required for minor applications if deemed necessary by Planning Board; not required at GDP stage because storm water management evaluated at major subdivision and site plan stage.</p>	X	X		X	X	X	X			

REQUIRE

36. <u>Item</u> : Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric & cable TV. <u>Comment</u> : Information necessary for minor site plan because of potential effect on utility systems. Only general location for electric, telephone and cable TV required.		X	X			X	X	X	X			
37. <u>Item</u> : Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV. <u>Comment</u> : Information necessary for minor site plan because of potential effect on utility systems. Only general location for telephone, electric and cable TV required.			X	X		X	X	X	X			

Item Number	Description	Pre-Application - Concept Plan	Major Application						COMPLETE	IN	COMPLETE	RECYCLED WATER	
			Minor Application		General Development Plan	Subdivision		Site Plan					
			Subdivision	Site Plan		Preliminary	Final	Preliminary					Final
38. <u>Item</u> : Soil Erosion and Sediment Control Plan. <u>Comment</u> : Required for soil disturbance over 5,000 sq. ft.				X		X	X	X	X				
39. <u>Item</u> : Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations. <u>Comment</u> : Not required for minor subdivision because not involving construction of buildings.				X	X	X	X	X	X				

40. <u>Item</u> : Construction details as required by ordinance. <u>Comment</u> : Such level of detail necessary only for major applications.					X	X	X	X				
41. <u>Item</u> : Road and paving cross-sections and profiles. <u>Comment</u> : See Item 40.					X	X	X	X				
42. <u>Item</u> : Proposed street names. <u>Comment</u> : Applicable only when new road is proposed.					X	X	X	X				
43. <u>Item</u> : New block and lot numbers confirmed with local assessor or municipal designee. <u>Comment</u> : Needed whenever a new lot is created.		X				X						
44. <u>Item</u> : Lighting plan & details. <u>Comment</u> : Not applicable for minor subdivision because just creating lots.			X		X	X	X	X				
45. <u>Item</u> : Landscape plan & details prepared by a professional landscape architect <u>Comment</u> : Required for site plans because of magnitude of required landscaping.			X				X	X				
46. <u>Item</u> : Solid waste management plan. <u>Comment</u> : Site plan consideration only; see Item 44.			X				X	X				
47. <u>Item</u> : Site identification signs, traffic control signs, and directional signs. <u>Comment</u> : See Item 44.			X		X	X	X	X				
<b>ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.</b>				<b>Major Application</b>						COMPLET	INCOMPLET	WASTE

Item Number	Description	Pre-Application - Concept Plan		General Development Plan	Subdivision		Site Plan				
		Minor Application			Preliminary	Final	Preliminary	Final			
		Subdivision	Site Plan								
48.	<u>Item:</u> Sight triangles. <u>Comment:</u> Necessary even for minor applications because sight triangle easement created.	X	X		X	X	X	X			
49.	<u>Item:</u> Vehicular and pedestrian circulation patterns (less detail necessary for pre-application concept plan and GSP stages). <u>Comment:</u> See Item 44.	X	X	X	X	X	X	X			
50.	<u>Item:</u> Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions. <u>Comment:</u> See Item 44.		X		X	X	X	X			
51.	<u>Item:</u> Preliminary architectural plan and elevations. <u>Comment:</u> Not required where building is not proposed.		X				X	X			
52.	<u>Item:</u> Plans and legal documents for compliance with City of Orange Township COAH Ordinances.	X	X	X	X	X	X	X			

- Proposed restrictions or covenants do not have to be included for pre-application-concept plan and GDP.
- Conditional approval may be granted subject to other regulatory approvals.

**ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.**

### SUSTAINABILITY CHECKLIST FORM

	<b>APPLICANT – PRINT OR TYPE – ALL SECTIONS TO BE COMPLETED:</b>	
<b>SUSTAINABLE BUILDING AND DESIGN STANDARDS</b>		
Name of LEED Accredited Professional working on project:		
List of Energy Star and WaterSense appliances, fixtures and construction techniques:		
List of green and recycled building materials in new construction, renovation, and maintenance:		
Waste Management Plan for recycling and/or reuse of 60 percent of all construction and demolition of waste generated in projects larger than \$25,0000:		
Use of any water efficient landscaping:		
Use of any on-site renewable energy systems such as: (i) Solar (ii) Wind (iii) Geothermal		
Details of roofing materials designed to reduce the urban heat island effect such as: (i) Construction of roof top gardens to reduce solar gain in summer and insulate in winter (ii) Use of roofing materials that are no darker than a light gray or demonstrate how alternate roofing materials reduce the urban heat island effect		
Details of any sustainable stormwater systems employed such as: (i) Bioswales/ raingardens (ii) Permeable surfaces (iii) Grey water systems (iv) Retention and detention facilities (v) Continuous trenching		
A list of native and well adapted species used in landscaping to eliminate the need for fertilization and pesticides:		

Note: Please indicate for each of the sustainable building/design items listed, the extent to which the measure is being incorporated in the project or, alternatively, indicate the reason(s) why it is not being incorporated in the project.

**FEE SCHEDULE**  
***(Non-refundable)***

	<b><u>Type of Application</u></b>		<b><u>Fee</u></b>
1.	40:55D-70 (a)	Hear and Decide Appeals	\$ 500.00
2.	40:55D-70 (b)	Special Questions & Interpretations of Map	500.00
3.	40:55D-70 (c)	Bulk Variance	250.00
4.	40:55D-70 (d)	Use Variance	500.00
5.	Subdivision review		
	a. minor subdivision		300.00
	b. preliminary major subdivision		500.00
	c. final major subdivision		300.00
	plus \$10 per lot		

**\*Where an applicant for preliminary and final major subdivision approval is requested to be heard at the same meeting, the fee shall be that of the preliminary fee plus one-half the final fee.**

6.	Site Plan Review (includes conditional use application fee)		
	a. residential		400.00
	b. all others		400.00
7.	Stenographer fee		300.00

**Note: The \$300.00 stenographer fee must be added to any other fees accrued.**

***Technical Review/ Escrow Fees are as amended by Ordinance #2-2011 adopted 03/15/11)***

**TECHNICAL REVIEW FEES**

	<b><u>Type of Application</u></b>	<b><u>Escrow Deposits</u></b>
8.	Variances not requiring site plan or Subdivision approval (use, etc.)	\$ 2,500.00
9.	Conditional use approval	\$ 2,500.00
10.	Wireless	\$ 5,000.00
10.	Site Plan Application	
	<b><u>Residential site plans</u></b>	
	Minor residential site plan for one (1) single family	\$ 250.00
	<b><u>Residential site plan – Preliminary Approval</u></b>	
	0-5 units	\$ 4,000.00
	6-50 units	\$ 7,000.00
	51-100 units	\$10,000.00
	Over 100 units	\$15,000.00
	Final Approval	33% of preliminary approval
11.	Non-residential site plans – Preliminary Approval	
	<b><u>With principal buildings over 1,000 sf of gross floor area (gfa)</u></b>	
	1,000 – 5,000 sf gfa	\$ 4,000.00
	5,001 – 25,000 sf gfa	\$10,000.00
	25,001 – 100,000 sf gfa	\$15,000.00
	Over 100,000 sf gfa	\$20,000.00
	<b><u>Without principal buildings over 1,000 sf of gross floor area (gfa)</u></b>	
	Lot area up to 1 acre	\$ 2,500.00
	1 acres to 10 acres	\$ 5,000.00
	Over 10 acres	\$ 7,500.00
	Final approval	33% of preliminary approval
12.	Subdivision Applications (Fees shall be in addition to any required variances.)	
	Minor subdivision	\$ 250.00
	Major subdivision (over 3 lots)	
	Preliminary Approval	\$ 5,000.00
	Final Approval	\$ 1,500.00

**25.55.2 Posting of Escrow Funds.**

No major application for development shall be deemed complete until such time as the applicant shall have posted with the Township in cash or certified check the amount of escrow deposit determined by the Zoning Board of Adjustment to be required in accordance with the provisions of this chapter.

All such escrow funds shall be utilized by the appropriate Board to pay the cost of professional services, including certified shorthand reporting fees, incurred by the Board for review and/or testimony in connection with the particular application for development. All sums not actually so expended shall be refunded to the applicant within thirty (30) days after the final determination by the appropriate Board with respect to such application.

**25.55.3 Deposit of Escrow Fund - Interest Bearing Account.**

The Township shall deposit all funds pending completion and review of the development application. The money shall be placed in an interest bearing account. In the event that a refund is to be made to the applicant, the municipality shall refund with pro rated interest the amount within thirty (30) days from the date of final approval.



## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	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; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b>																																																			
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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.  <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; padding: 2px;"><b>Social security number</b></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="10" style="text-align: center; padding: 2px;">or</td> </tr> <tr> <td colspan="10" style="text-align: center; padding: 2px;"><b>Employer identification number</b></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>	<b>Social security number</b>																				or										<b>Employer identification number</b>																			
<b>Social security number</b>																																																			
or																																																			
<b>Employer identification number</b>																																																			

<b>Part II Certification</b>	
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. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> 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 3.	
<b>Sign Here</b>	Signature of U.S. person ▶ _____  Date ▶ _____

### General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### 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? on page 2.*

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?* on page 2 for further information.