

LAKWOOD TOWNSHIP PLANNING BOARD PROCEDURES FOR A CHANGE OF USE/SITE PLAN EXEMPTION

Please refer to the attached calendar for approximate submission dates and Board meeting dates for the current year.

- This application package consists of the following:
 - 1-page Application form
 - \$250 Application fee + \$50 Notice of Determination fee = \$300 application fee check
 - \$1,900 Escrow fee (if application requires Board action)
 - Escrow agreement form (if application requires Board action)
 - Checklist (if application requires Board action)
 - Affidavit of Ownership form
 - Certificate of Ownership of Applicant form
 - W-9 form, including birthdate noted on the bottom for any individual applicant (if application requires Board action)
 - Request for Certified List of owners within 200 feet (if application requires Board action)

**Site additions of less than 1,500 sf that do not create any variances are generally exempt from Site Plan requirements. For these applications, the Board Administrator will review the submission and issue a letter confirming the same, if applicable, which can be provided as necessary when submitting for building permits. If exemption is anticipated, only submission to the Board Administrator is required as outlined below, and no submissions to the Board Engineer or other agencies are required.*

SUBMISSION PROCEDURE

- The following documents shall be mailed and emailed (as PDF's) to the Planning Board office:
 - 2 copies of the application package, as detailed above
 - 3 copies of subdivision or site plans (one will be sent from this office to the Fire District for their review)
 - 2 copies of the property survey
 - 2 copies of drainage calculations, environmental impact statements, traffic studies, etc., if applicable
 - 2 copies of architectural floor plans and elevations, if applicable
 - Proof of submission to the Shade Tree Commission (see below)

- Additional copies of the initial submission shall be mailed as follows:
 - A copy of the plans and 2-page application form to:
 - Craig Theibault, Shade Tree Commission, 1253 Ridge Ave, Lakewood, NJ 08701

- Upon receipt of the submission package, an administrative and checklist review letter will be prepared by the Planning Board Administrator and addressed to the applicants' engineer.
 - Any outstanding administrative items are to be addressed and submitted, along with any plan revisions, as detailed in the letter.
- Upon review of the revised documents, the Planning Board Administrator will issue a letter to the project engineer indicating a virtual Plan Review Meeting date for the project.

PLAN REVIEW AND PUBLIC HEARING PROCEDURE

- Instructions for joining virtual Plan Review meetings will be provided by the Board Administrator via email, one week prior to the meeting. These meetings are generally held once a month on Tuesdays at 1pm. They are typically attended by the Applicant's and Board's Professionals. Plan Review meetings are not open to the public.
- The Board Engineer will review the application and issue a review letter prior to this informal meeting. This letter will guide the application discussion at the Plan Review Meeting.
- At the Plan Review meeting, the applicant will be directed to revise the application documents as per the Board Engineer's initial review letter. All revisions shall be submitted via email to the Board Administrator, followed by submission of two hard copies of any revised documents. One copy will be held in the Township's files for public inspection, and one copy will be forwarded by this office to the Board Engineer for a completeness review prior to scheduling the application for a Public Hearing.
- Scheduling of the Public Hearing will occur after the Board Engineer has found all submitted documents to be acceptable for Board action. Should the revised plans not provide sufficient information, additional revisions may be required.
- Approximately 3 weeks prior to a Public Hearing, the Board Administrator will send a general group email to all professionals with scheduled applications. This email also serves to alert the Board of the upcoming applications. This email will contain additional requests regarding legal notices and bringing paper copies of the application documents to the hearing for the Board's review.
- For those projects requiring public notice, the following information shall be submitted to the Planning Board office via mail *and email* by the Thursday prior to the Public Hearing:
 - A copy of the notice provided to the public
 - Copies of certified mail receipts
 - Executed affidavit indicating proof of service of notice
 - Executed affidavit of publication from one of the following newspapers:
 - Asbury Park Press
 - Star Ledger

2024 LAKEWOOD TOWNSHIP PLANNING BOARD SCHEDULE

Plan Review meetings are scheduled on a rolling basis after a complete submission package is received by the Board Administrator. **Afternoon Plan Review** meetings are held virtually, generally once a month on Tuesdays. Anticipated meeting dates for 2024 are:

1/16/24	4/16/24	7/16/24	10/15/24
2/13/24	5/14/24	8/13/24	11/19/24
3/19/24	6/11/24	9/17/24	12/10/24

As per the direction of the Board, the selection of a public hearing date for a project will be made **after** the Plan Review meeting and **after** the Board Engineer has deemed the revised submission documents complete for purposes of a public hearing.

Public Hearing scheduling is largely dependent upon the timely submission of well-completed plans that address all comments from Board Engineer’s first review letter and any comments from the Plan Review meeting. 6:00 Public Hearings are held in-person at 231 Third Street, generally twice a month on Tuesdays.

Advertised Public Hearing dates for 2024

1/9/24	7/9/24
1/23/24	7/23/24
2/6/24	8/6/24
2/20/24	-
3/12/24	9/10/24
3/26/24	9/24/24
4/9/24	10/8/24
-	-
5/7/24	11/12/24
5/14/24	11/26/24
-	12/3/24
6/18/24	12/17/24

LAKWOOD TOWNSHIP
SITE PLAN EXEMPTION APPLICATION

1. **APPLICANT'S NAME** _____
ADDRESS _____
EMAIL ADDRESS _____ **PHONE NUMBER** _____

2. **OWNER'S NAME** _____
ADDRESS _____

3. **ATTORNEY NAME & ADDRESS** _____
PHONE NUMBER _____ **FAX NUMBER** _____

4. **ENGINEER NAME & ADDRESS** _____
PHONE NUMBER _____ **FAX NUMBER** _____

5. **SITE LOCATION** _____
BLOCK _____ **LOT** _____
LOCATION OF NEAREST INTERSECTION _____

6. **BRIEF NARRATIVE OF PROPOSED PROJECT:** _____

7. **PRESENT USE** _____

8. **PROPOSED USE** _____

9. **PARKING REQUIREMENT**

HOUSE OF WORSHIP & RELIGIOUS FACILITIES
(SF Sanctuary _____ see section 18-905.B)

PUBLIC & PRIVATE SCHOOLS
(Classroom _____ Office _____ see section 18-906.B)

SPACES REQUIRED _____ **SPACES PROPOSED** _____

10. ZONING DATA	ZONE	
PARAMETER	<u>REQUIRED</u>	<u>PROVIDED</u>
LOT AREA	_____	_____
LOT WIDTH	_____	_____
FRONT YARD	_____	_____
SIDE YARD(ONE/BOTH)	_____	_____
REAR YARD	_____	_____
MAX.BLDG. HEIGHT	_____	_____
MAX. BLDG.COVERAGE	_____	_____

SIGNATURE OF APPLICANT _____

A - **ADMINISTRATIVE DATA**

	<u>PREPARER</u>	<u>P.B.</u>
1. APPLICATION FEE		
2. ESCROW FEE		
3. CHANGE OF USE APPLICATION		
4. REAL ESTATE AFFIDAVIT		
5. AFFIDAVIT OF OWNERSHIP		
6. CERTIFICATE OF OWNERSHIP BY APPLICANT		
7. W-9 FORM		
8. ESCROW AGREEMENT		
9. CHECKLIST FOR CHANGE OF USE SITE PLAN		
10. FLOOR PLAN		

B - **GENERAL DATA**

	<u>PREPARER</u>	<u>P.B.</u>
1. PLANS TO A SCALE OF NOT LESS THAN 1" = 50 FEET		
2. PLANS SHALL BE PREPARED BY AN ARCHITECT, ENGINEER, OR LAND SURVEYOR		
3. BEARING & DISTANCE IN FEET OF OUTBOUND		
4. KEY MAP SHOWING LOCATION OF TRACT		
5. TITLE BLOCK CONTAINING NAME OF PREPARER, LOT & BLOCK #'S, TAX MAP SHEET #, DATE PREPARED, & DATE OF ALL REVISIONS		
6. NORTH ARROW		
7. SIGNATURE BLOCK		
8. ADJACENT BLOCK, LOTS & OWNERS		
9. ZONING DISTRICT OF PARCEL, SCHEDULE OF REQUIRE- MENTS REQUIRED VS. PROPOSED * A NOTATION SHOULD BE PLACED ON ALL VARIANCE REQUESTS		
10. MINIMUM BUILDING SETBACK LINES		

CHANGE OF USE SITE PLAN CHECKLIST

	<u>PREPARER</u>	<u>P.B.</u>
11. GENERAL NOTES INDICATING THE FOLLOWING:		
⇒ PREMISES KNOWN & DESIGNATED AS		
⇒ NAME & ADDRESS OF OWNER & APPLICANT		
⇒ AREA OF ENTIRE TRACT		
⇒ EXISTING USE		
⇒ PROPOSED USE		
⇒ METHOD OF WATER & SEWER SERVICE		
⇒ EFFECTS OF PROPOSED IMPROVEMENTS TO EXISTING ON / OFF SITE STORMWATER FACILITIES		
⇒ METHOD OF REFUSE REMOVAL, i.e. PRIVATE CARRIER, MUNICIPAL, CONTAINER TYPE, i.e. DUMPSTER, ROBO CANS, ETC.		
⇒ STATEMENT REGARDING ANY GRADING REQ'D		
⇒ BRIEF NARRATIVE OF PROPOSED PROJECT		
12. ENVIRONMENTAL CONCERNS, i.e. WETLANDS, ETC.		
13 EXISTING WOODS LINE & PROPOSED LIMIT OF CLEAR		

C - MAPPING/TECHNICAL DATA

	<u>PREPARER</u>	<u>P.B.</u>
1. LOCATION OF BUFFERS		
2. BUS DROP OFF/PICK UP		
3. CIRCULATION		
4. PARKING AREAS, DIMENSIONS OF STALLS, AISLES, HANDICAP SPACES, SURFACE i.e. GRAVEL, PAVEMENT, ETC.		
5. PARKING TABULATION, NUMBER OF SPACES REQUIRED VS. PROPOSED		
6. LOCATION OF SIGNS (DETAILS IF REQUIRED)		
7. LOCATION OF PLAYGROUND/ACTIVITY AREA (DETAILS IF REQUIRED)		
8. LOCATION OF ALL STRUCTURES & MAN MADE FEATURES ON SITE		
9. LOCATION OF EXISTING/PROPOSED TRAILERS		
10. LOCATION OF PROPOSED/EXISTING WALKWAYS		
11. FOR HOUSE OF WORSHIP SITE PLANS (SEE SECTION 18-905 FOR INFORMATION REQUIRED)		
12. FOR PUBLIC & PRIVATE SCHOOLS (SEE SECTION 18-906 FOR INFORMATION REQUIRED)		
13. LANDSCAPE & LIGHTING		

CHANGE OF USE SITE PLAN CHECKLIST

	<u>PREPARER</u>	<u>P.B.</u>
14. TOPOGRAPHY & PROPOSED GRADING		
15. LOCATION OF DUMPSTERS, ETC.		

APPLICATION FEE = \$250.00
ESCROW FEE = \$1,900.00

CHECKLIST PREPARED BY: _____ DATE: _____

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY
COUNTY OF _____ } ss.

_____ of full age, being duly sworn according to law on oath deposes and says, that the deponent resides at

_____ in the municipality of _____

in the County of _____ and the State of _____;

that _____ is the owner in fee of all that certain lot, piece or parcel of land situated, lying, and being in the municipality aforesaid, and known and designated as

Block _____ Lot(s) _____

(Owner to Sign Here)

Sworn to and subscribed,
before me, this _____
day of _____ 20__

A Notary Public of New Jersey

AUTHORIZATION

(If anyone other than above owner is making this application, the following authorization must be executed.)

TO THE PLANNING BOARD

_____ is hereby authorized to make the within application.

Dated: _____ 20__ _____
(Owner to Sign Here)

CERTIFICATE OF OWNERSHIP OF APPLICANT
AS REQUIRED BY NEW JERSEY LAW
(P.L. 1977, CHAPTER 336)

Listed below are names and addresses of all owners of 10% or more of the stock/interest* in the undersigned applicant corporation/partnership.

<u>NAME</u>	<u>ADDRESS</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Please check the appropriate box:

CORPORATION OF N.J.	_____
PARTNERSHIP	_____
LLC OF NEW JERSEY	_____
OTHER	_____

* Where corporation/partnerships owns 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders/individuals partners exceeding the 10% ownership criterion have been listed.

Signature of Officer/Partner

Date

Name of Applicant Corporation/Partnership

REAL ESTATE AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF OCEAN

RE: BLOCK: _____ LOT: _____

PROPERTY ADDRESS: _____

NAME OF APPLICANT: _____

TYPE OF APPLICATION: _____

Pursuant to the Revised General Ordinance of the Township of Lakewood, Chapter 2, Section 15A10, the applicant and/or owner of the aforesaid properties must show proof that all outstanding real estate taxes are current on the aforementioned properties.

Pursuant to the Township of Lakewood regulations, the Tax Collector's Office for the Township of Lakewood, certifies that all real estate taxes assessed against the above-mentioned properties are: **CURRENT:** _____

NOT CURRENT: _____ Taxes are open for _____ year-quarters _____

Outside Tax Liens: _____, subject to Tax Sale: **YES** _____ **NO** _____

The Collector's Office further certifies that the tax records of the Township of Lakewood reflect that the above-mentioned properties are not subject to any municipal tax liens as of this date.

Tax Collector's Office Certification

Signature of person attending

TITLE: _____

DATE: _____

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
		email address: _____
	2 Business name/disregarded entity name, if different from above	
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<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	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: 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 not 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.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ► _____	(Applies to accounts maintained outside the U.S.)
	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 ► _____
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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.

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-DIV (dividends 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.

ESCROW AGREEMENT

I understand that the sum of \$_____ has been deposited in an escrow account. In accordance with the Ordinances of the Township of Lakewood, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials. Sums not utilized in the review process shall be returned. Upon notification by the Board Secretary, if additional sums are deemed necessary, I understand that I shall add that sum to the escrow account within fifteen (15) days of the receipt of request.

SIGNATURE OF APPLICANT

DATE

Please provide the name, address and telephone number of a contact person who will be notified if additional escrow is necessary.

PRINT NAME

ADDRESS

PHONE

EMAIL ADDRESS***

******this is required by the Township in order to return excess escrow funds after project completion***